



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
www.collincountytx.gov

April 16, 2018

C&D Couriers, Inc  
2029 McKenzie Dr.  
Carrollton, TX 75006

**Re:** Contract Name: Transportation of Election Equipment, IFB 2017-237  
Contract Start Date: October 1, 2017  
Agreement Renewal Period: October 1, 2018 – September 30, 2019 (renewal 1 of 3)

Dear Mr. Miller:

The aforementioned contract between Collin County and your company will expire on **September 30, 2018**. The Collin County Purchasing Department is requesting that your company extend this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award.

If you are interested in extending the current contract, please complete the form below and return by **Friday, April 27<sup>th</sup>**.

Should you have any questions, please feel free to contact me at [gzimmel@collincountytx.gov](mailto:gzimmer@collincountytx.gov).

Sincerely,

Gina Zimmer  
Buyer II

Please check one:

Yes  I agree to extend the contract with Collin County at the prices established in the original solicitation.  
No  I cannot extend the contract.

Signature:

Print Name & Title:

Date:

*David E. Miller*  
\_\_\_\_\_  
David E. Miller  
\_\_\_\_\_  
4-21-18  
\_\_\_\_\_

If your address has changed from above please state new address below:

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_