



# COLLIN COUNTY

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

August 28, 2018

Weatherall Family Funeral Service, LLC  
Gerald Weatherall  
2830 Ervay Street  
Dallas, TX 75215

RE: Award of IFB No. 2018-304, Morgue Transport Services

Dear Mr. Weatherall:

Collin County has awarded the above referenced solicitation to your company per Court Order No. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is a fixed price contract. The contract term will be October 1, 2018 through September 30, 2019 with the option of three (3) one-year annual renewals. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Sara Hoglund at [shoglund@co.collin.tx.us](mailto:shoglund@co.collin.tx.us) or fax to 972-548-4694.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4104.

Sincerely,

Sara Hoglund, CPPB  
Buyer II

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