



COLLIN COUNTY

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

August 21, 2018

Oriental Building Services, Inc.
2526 Manana Dr., Suite 208
Dallas, TX 75220

Re: Contract Name:	Services: Janitorial
Contract Number:	RFP No. 2017-172
Contract Start Date:	October 2, 2017
Agreement Renewal Period:	October 1, 2018 through September 30, 2019 (Renewal 1 of 4)

Dear Mr. Gye:

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.

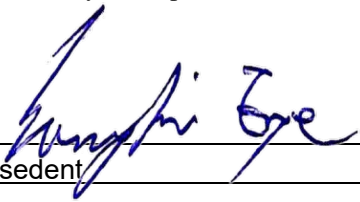
If you are interested in extending the current contract, please complete the form below and return by **August 24, 2018**. If you desire to extend this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at jgriffin@co.collin.tx.us

Sincerely,
J. D. Griffin, CPPB
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: _____ Steve Gye / President
 Date: _____ 8/-24-2018

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

Street Address: _____
 City, State, Zip Code: _____