



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

May 21, 2019

Graybar Electric Company, Inc  
4601 Cambridge Road  
Fort Worth, Texas 75155

RE: Award of 2019-147 , Uninterruptible Power Supply Replacements

Dear: Graybar Electric Company, Inc

Collin County has awarded the above referenced solicitation to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of Uninterruptible Power Supply Replacements for the County. The contract term begins June 3, 2019 and continues through completion of the project. 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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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) and to the department contact, George King, at [gking@co.collin.tx.us](mailto:gking@co.collin.tx.us). 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 Kenny Gardner at [kgardner@co.collin.tx.us](mailto:kgardner@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 972-548-4124.

Sincerely,

Kenny Gardner  
Buyer II

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