



COLLIN COUNTY

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

June 10, 2019

Sigma Technology Solutions, Inc.
DBA Sigma Solutions
607 E. Sonterra Blvd, Ste. 250
San Antonio, TX 78258

RE: Award of COOP Quote No. 2019-207, F5 Replacement Project

Dear Ms. Sterie,

Collin County has awarded the above referenced solicitation to Sigma Technology Solutions, Inc., DBA Sigma Solutions per Court Order No. _____. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This contract term begins upon award and for a period of one (1) year. 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. 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 Susan Hayes at shayes@co.collin.tx.us.

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 972-548-4122.

Sincerely,

Susan Hayes
Buyer I

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