



# COLLIN COUNTY

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

July 1, 2019

Empire Paper Company  
2708 Central Frwy East  
Wichita Falls, TX 76301

RE: Award of IFB 2018-251 Janitorial Supplies

Collin County has awarded Empire Paper Company, Lines 2, 10, 12, 27 and 47 of 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 an annual fixed price contract. The contract term continues through and including June 30, 2020. The County will have the right and option to extend the term of the contract for two (2) additional one (1) year periods upon the same terms and conditions. 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 within 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). 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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