



# COLLIN COUNTY

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

September 11, 2019

The Brandt Companies, LLC  
1728 Briercroft Ct  
Carrollton, TX 75006

RE: Award of 2019-317, Hot Water Tank at Detention Center

Dear Mr. Kelley:

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 a fixed price contract for the purchase and installation of two 500-gallon hot water tanks for the County.

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, Ricky Thomas, at [rthomas2@co.collin.tx.us](mailto:rthomas2@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 Meagan Mason at [mmason@co.collin.tx.us](mailto:mmason@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) 548-4107 or [mmason@co.collin.tx.us](mailto:mmason@co.collin.tx.us).

Sincerely,

Meagan Mason  
Buyer II

Copy to:  
File