



## COLLIN COUNTY

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

August 12, 2019

Filex Systems, Inc.  
3624 Greenway Drive  
Bedford, TX 76021

Re: Contract Name: **2016-125 Printing, General Office Forms**  
Contract Start Date: **10/1/2016**  
Agreement Renewal Period: **10/1/2019 – 9/30/20 (Renewal 3 of 4)**

Dear Mr. Munz:

The aforementioned contract between Collin County and your company will expire on **9/30/2019**. 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 at your earliest convenience. 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 [csilva@co.collin.tx.us](mailto:csilva@co.collin.tx.us)

Sincerely,

Cynthia Silva  
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:

Date:

*Timothy Munz*  
TIMOTHY MUNZ, PRESIDENT  
9/3/19

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

Street Address:

City, State, Zip Code: