



COLLIN COUNTY

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

October 22, 2019

1st Choice Restaurant Equipment & Supply, LLC
15018 Tradesman Dr.
San Antonio, TX 78249

RE: Award of IFB 2019-259, Jail Kitchen Tray Make-Up Conveyor

Dear Mr. Bupp:

Collin County has awarded the above referenced solicitation to your company per Court Order No. (C.O.#). 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 Jail Kitchen Tray Make-Up Conveyor. The contract term begins on the date of award and continues until the project is complete. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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

This is a notification only, once the above item has been received, a purchase order will be issued. 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 and to the department contact, Bill Burke, at bburke@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 J. D. Griffin at jgriffin@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 972-548-4116.

Sincerely,

J. D. Griffin, CPPB
Buyer II

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