



# COLLIN COUNTY

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

October 11, 2019

RD Offutt Company dba RDO Equipment Co.  
2902 N. Central Expy.  
McKinney, TX 75071

RE: Award of FB 2019-303 Equipment, Lease: Road Construction and ROW Maintenance Equipment

Dear Mr. Phillips:

Collin County has awarded part of the above referenced solicitation to your company per Court Order No. \_\_\_\_\_. (Secondary Lines 9, 10, 11, 25) 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 for Equipment Leasing for the County. The contract term continues for a one (1) year term contract commencing on the date of award. The County will have the right and option to extend the term of the contract for (3) three 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) calendar 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, Liz Gray, at [lgray@collincountytx.gov](mailto:lgray@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 Gina Zimmer at [gzimmer@collincountytx.gov](mailto:gzimmer@collincountytx.gov) 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 469-667-4119 or [gzimmer@collincountytx.gov](mailto:gzimmer@collincountytx.gov).

Sincerely,

Gina Zimmer  
Buyer II

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