



# COLLIN COUNTY

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

December 30, 2019

Unique Digital Technology, Inc.  
10595 Westoffice Dr.  
Houston, TX 77042

RE: Award of 2020-106, IDPA Backup Solution

Dear Ms. Dean-Keckler:

Collin County has awarded the above referenced solicitation to your company per Court Order No. 2020-XX-01-27. 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 of an IDPA data backup system 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.

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, Greg Elliott, at [gelliott@co.collin.tx.us](mailto:gelliott@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