



COLLIN COUNTY

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

February 23, 2016

ISI Commercial Refrigeration, Inc
PO Box 654020
Dallas, TX 75265-4020

RE: Award of IFB 2016-086, Installation of Walk-In Freezer at Justice Center

Dear Ms. Saul:

Collin County has awarded Option One of 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 contract for the purchase of Installation of Walk-In Freezer at Justice Center for the County. The contract term begins on the date of award and continues until the project is complete. The County will 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.

Per Article 4.13 of the specifications, please submit a payment bond in the amount of 100% of the contract price within ten (10) days.

This is a notification only, once the above items have been received, a purchase order will be issued giving ISI Commercial Refrigeration notice to proceed.

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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