

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

January 20, 2017

Michelle Ray
PO Box 2106
Allen, Texas 75013

Re: Contract Name: Professional Service; Law Library Forms Review, 2015-074
Contract Start Date: February 12, 2015
Agreement Renewal Period April 1, 2017 through September 30, 2017

Dear Ms. Michelle Ray:

The aforementioned contract between Collin County and your company will expire on March 31, 2017. The Collin County Purchasing Department is requesting that your company extend this contract for an additional 6 month period to include terms, conditions and pricing set forth in the original award.

If you are interested in extending the current contract, please complete the form below and return by March 10, 2017. 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 gosinaike@co.collin.tx.us

Sincerely,

Geri Osinaike
Senior Buyer

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: Michelle Ray

Print Name & Title: Michelle Ray, Attorney

Date: March 7, 2017

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

Street Address: 1800 Brown Stone Dr.

City, State, Zip Code: Plano, TX 75074