



COLLIN COUNTY

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

April 19, 2017

Safeguard Forms & Systems, Inc.
PO Box 9363
Columbus, GA 31908

Re:	Contract Name:	Supplies: Specialized Printing for Elections Invitation for Bid 2016-188
	Contract Start Date:	June 6, 2016
	Agreement Renewal Period	May 31, 2017 thru May 30, 2018, (1 of 3)

Dear Mr. Stallings:

The aforementioned contract between Collin County and your company will expire on May 30, 2017. The Collin County Purchasing Department is requesting that your company extend this agreement for an additional 12 month period to include terms, conditions and pricing set forth in the original Invitation for Bid.

If you are interested in extending the current contract, please complete the form below and return by Friday, April 28, 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 spoe@co.collin.tx.us.

Sincerely,

Shannon Poe
Buyer II

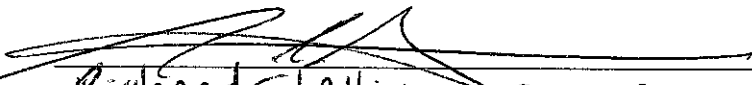
Please check one:

Yes ☒ I agree to extend the contract with Collin County at the prices established in the original agreement.
No ☐ I cannot extend the contract.

Signature:

Print Name & Title:

Date:


Richard Stallings, Owner
4-24-17

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

Street Address:

City, State, Zip Code: