



# COLLIN COUNTY

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

September 8, 2017

Summer River, LLC -- Jim Ballew dba Alphagraphics Addison US391  
5000 Belt Line Road, Suite 900  
Addison, TX 75254

<b>Re:</b> Contract Name: Contract Start Date: Agreement Renewal Period	<b>Printing, General Office Forms</b> <b>October 1, 2016</b> <b>October 1, 2017 (renewal 1 of 4)</b>
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Dear Mr. Wheat:

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

If you are interested in extending the current contract, please complete the form below and return by Tuesday September 12, 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](mailto: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 solicitation.  
 No  I cannot extend the contract.

Signature: *Ross Wheat*  
 Print Name & Title: Ross Wheat General Manager  
 Date: 9/8/17

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

Street Address: 15404 Midway Road  
 City, State, Zip Code: Addison, TX 75001