



# COLLIN COUNTY

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

September 8, 2017

Jayden Graphics Inc.  
2705 Katie Trail  
Melissa, TX 75454

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

Dear Mr. Ives:

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:   
 Print Name & Title: ROBERT IVES, PRESIDENT  
 Date: SEPT 11, 2017

If your address has changed from above please state new address below:  
 Street Address: \_\_\_\_\_