



COLLIN COUNTY

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

September 8, 2017

Safeguard Business Systems, Inc.
PO Box 9363
Columbus, GA 31908

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

Dear Mr. Stallings:

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.

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: Distributor
 Date: 9-12-17

If your address has changed from above please state new address below:
 Street Address: _____
 City, State, Zip Code: _____