



COLLIN COUNTY

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

October 10, 2017

Dell USA, L.P

RE: Award of Request for Quote 2017-351

Dear Mr. Ramirez:

Collin County has awarded DELL USA, L.P the above referenced solicitation per Court Order No. _____
It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract. The contract term continues through and including October 31, 2018.

This is a notification only. A purchase order will be issued before services are rendered. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov. Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Lauren Higgins at lhiggins@co.collin.tx.us or fax to 972-548-4694.

NAME

DATE

SIGNATURE

TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4124.

Sincerely,

Lauren Higgins
Buyer I

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