



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

March 13, 2018

Unique Digital, Inc.  
Attn: Melanie Dean  
10595 Westoffice Dr.  
Houston, TX 77042

RE: Award of Coop Quote 2018-160, Hardware/Software Storage Replacement (Sheriff's Office)

Dear: Ms. Dean:

Collin County has awarded of the above referenced solicitation to your company 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 a fixed price contract. The contract term is through September 30, 2018. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

This is a notification only, purchase orders will be issued on an as needed basis. 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](mailto: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 Sara Hoglund at [shoglund@co.collin.tx.us](mailto:shoglund@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 972-548-4104.

Sincerely,

Sara Hoglund, CPPB  
Buyer II

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