



# COLLIN COUNTY

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

June 18, 2018

Summer River, LLC – Jim Ballew  
dba AlphaGraphics Addison US391  
5000 Belt Line Rd, Ste 900  
Addison, TX 75254

Re:	Contract Name:	<b>Printing, General Office Forms</b>
	Contract Start Date:	<b>October 1, 2016</b>
	Agreement Renewal Period	<b>October 1, 2018 – September 30, 2019</b>
		<b>Renewal 2 of 4</b>

Dear Mr. Wheat :

The aforementioned contract between Collin County and your company will expire on September 30, 2018. 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 June 30, 2018. 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 [lhiggins@collincountytx.gov](mailto:lhiggins@collincountytx.gov).

Sincerely,

Lauren Higgins, 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: 8/8/18

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

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