



COLLIN COUNTY

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

December 4, 2018

ROMCO, Inc.
1519 W. Belt Line Road
Carrollton, TX 75006

RE: Award of IFB 2018-329 Equipment, Lease: Inclined Screen Plant

Dear Mr. Mason:

Collin County has awarded ROMCO, Inc. 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 term contract commencing on the date of the award and continuing through delivery of equipment and training of Collin County operators.

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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage within ten (10) days.

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 Gina Zimmer at gzimmer@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 972-548-4119.

Sincerely,

Gina Zimmer
Buyer II

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