



COLLIN COUNTY

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

November 27, 2018

DDM Construction Corporation
4004 Belt Line Road
Ste. 112
Addison, TX 75001

Re: IFB 2018-336, Construction, Myers Park Roadway Improvements

Dear Mr. Markwardt:

Collin County has awarded the above referenced solicitation to your company per Court Order No. _____. It is understood all terms, conditions and unit prices will be held firm as per your response to the solicitation.

This is a notification only, a purchase order will be issued. Do not perform any services without a purchase order.

Per section IV of the contract, please provide your Certificate of Insurance showing the coverage for the required insurance to the Purchasing Department before commencing work. Also, please provide the required Performance, Payment, and Maintenance bonds no later than ten (10) consecutive calendar days following the award of the contract to you by the Collin County Commissioners' Court.

Collin County will need the fully executed contract, bonds, and insurance before you may begin any work. A pre-construction meeting will be held before the project commences.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, Jeff Durham, at jdurham@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 Matt Dobecka at mdobecka@collincountytx.gov 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 972-548-4103.

Sincerely,

Matthew F. Dobecka, CPPO, CPPB, CPCP

Matthew Dobecka, CPPO, CPPB, CPCP
Purchasing Functional Analyst

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