



# COLLIN COUNTY

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

October 23, 2018

Trailerlogic, LLC  
4102 Hwy 29 North  
Belton, SC 29627

RE: Award of IFB 2018-343, Refrigerated Morgue Trailer

Dear Mr. Jackson:

Collin County has awarded the above referenced solicitation to your company per Court Order No. (CO#). 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 for the purchase of one (1) Refrigerated Morgue Trailer for the County. The contract term begins on the date of award and continues until delivery and acceptance of the equipment. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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

This is a notification only, once the above item has been received, a purchase order will be issued. 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) and to the department contact, Joann Gilbride, at [jgilbride@co.collin.tx.us](mailto:jgilbride@co.collin.tx.us). 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 J. D. Griffin at [jgriffin@co.collin.tx.us](mailto:jgriffin@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 972-548-4116.

Sincerely,

J. D. Griffin, CPPB  
Buyer II

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File