



# COLLIN COUNTY

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

October 1, 2019

Thyssenkrupp Elevators Americas  
4355 Excel Parkway  
Suite 800  
Addison, Texas 75001

Re:	Contract Name:	Elevators/Escalators Maintenance
	Contract Start Date:	6/03/2019
	Agreement Renewal Period	10/01/19 – 9/30/2020 renewal 1 of 1

Dear Mr. Bookhout :

The aforementioned contract between Collin County and your company will expire on September 30, 2019. 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 October 2, 2019. 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 kgardner@co.collin.tx.us

Sincerely,

Kenny Gardner  
Sr. Buyer

Please check one:

- I agree to extend the contract with Collin County at the prices established in the original solicitation.
- Yes  \_\_\_\_\_
- No  \_\_\_\_\_ I cannot extend the contract.

Signature: \_\_\_\_\_

Print Name & Title: Aaron Westwick, Branch Manager

Date: October 4, 2019

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_