



COLLIN COUNTY

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

January 21, 2020

Richardson Saw and Lawn Mower Co., Inc.
802 S. Central Expressway
Richardson, TX 75080

RE: Award of IFB 2020-020 Grounds Maintenance Equipment

Dear Mr. Poen:

Collin County has awarded STIHL items 1-12 and line 20, HONDA items 13-16 and line 21, BILLY GOAT item 17 and line 24 of 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 an annual fixed price contract for the purchase of Grounds Maintenance Equipment for the County. The contract term begins on the date of award and continues for a one (1) year term with no additional renewals. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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 with 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 and to the department contact, Liz Gray, at lgray@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 Gina Zimmer at gzimmer@co.collin.tx.us.

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

Copy to:
File