



## COLLIN COUNTY

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

April 7, 2020

Assured Mechanical Solutions LLC  
PO Box 312  
Desoto, TX 75123

Re: Contract Name: HVAC Contractor Services  
Contract Number: IFB 2018-233  
Contract Start Date: October 1, 2018  
Agreement Renewal Period: October 1, 2020 through September 30, 2021 (Renewal 2 of 2)

Dear Mr. Bailey:

The aforementioned contract between Collin County and your company will expire on **September 30, 2020**. The Collin County Purchasing Department is requesting that your company renew this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original award.

If you are interested in renewing the contract, please complete the form below and return by **April 17, 2020**. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at [jgriffin@co.collin.tx.us](mailto:jgriffin@co.collin.tx.us)

Sincerely,  
J. D. Griffin, CPPB  
Buyer II

Please check one:

Yes ☒ I agree to renew the contract with Collin County at the prices established in the original solicitation.

No ☐ I cannot renew the contract.

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

Print Name & Title: Byron Bailey

Date: 04/07/2020

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

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

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