



COLLIN COUNTY

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

February 21, 2020

Pollock Paper Distributors
1 Pollock Place
Grand Prairie, TX 75050

Re: Contract Name: **2018-251 Janitorial Supplies**
Contract Start Date: **07/01/2019**
Agreement Renewal Period: **June 30, 2020 thru June 30, 2021 (1 of 2)**

Dear Ms. Susan Ritchie:

The aforementioned contract between Collin County and your company will expire on **06/30/2020**. 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 bid award.

If you are interested in renewing the current contract, please complete the form below and return by **02/28/2020**. 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 halley@co.collin.tx.us

Sincerely,

Hunter Alley
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:

Date:

Susan Ritchie
Susan Ritchie - Senior Account Specialist
Feb. 25, 2020

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

Street Address:

City, State, Zip Code:

Same as above