



# COLLIN COUNTY

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

February 21, 2020

Matera Paper Company Inc.  
935 Avenue R  
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 Mr. Richardson:

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](mailto: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:

*Justin Richardson*  
*Justin Richardson, Account Manager*  
*3-3-20*

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

Street Address:

City, State, Zip Code: