



# COLLIN COUNTY

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

June 23, 2020

Dahill Office Technology Corporation  
DBA Xerox Business Solutions Southwest  
8200 IH-10 West, Ste 400  
San Antonio, TX 78230

RE: Award of 2020-265, Computers, Peripherals, and Accessories

Dear Dana Daniels:

Collin County has awarded line(s) 1, 3, 4, 5, & 6 from the above referenced solicitation to your company per Court Order No. 2020-xxx-07-06. It is understood all terms, conditions, and prices will be held firm as per your response to the solicitation. This is a fixed price contract for the purchase of computers, peripherals, and accessories for the County.

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.

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](mailto:accountspayable@collincountytx.gov) and to the department contact, David McCurdy, at [dmccurdy@co.collin.tx.us](mailto:dmccurdy@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 Meagan Mason at [mmason@co.collin.tx.us](mailto:mmason@co.collin.tx.us) or fax to 972-548-4694.

\_\_\_\_\_  
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) 548-4107 or [mmason@co.collin.tx.us](mailto:mmason@co.collin.tx.us).

Sincerely,

Meagan Mason  
Buyer II

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File