



## COLLIN COUNTY

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

May 11, 2020

Safeguard Business Systems, Inc.  
P.O. Box 9363  
Columbus, GA 31908

Re: Contract Name: **IFB 2016-125 Printing, General Office Forms**  
Contract Start Date: **10/01/2016**  
Agreement Renewal Period: **10/01/2020 – 9/30/2021 (renewal 4 of 4)**

Dear Ms. Conner :

The aforementioned contract between Collin County and your company will expire on **09/30/2020**. 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 **05/15/2020**. 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: Richard Stallings, Owner

Date: 5-28-20

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

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

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