



COLLIN COUNTY

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

November 5, 2020

Pyramid Paper Company
DBA Pyramid School Products
6510 North 54th Street
Tampa, FL 33610

RE: Award of 2020-289 , Supplies, Medical Personal Protective Equipment (PPE)

Dear Daniel Sanders:

Collin County has awarded line item(s) 1, 2, 3, 6 & 20 as part of the above referenced solicitation to your company per Court Order No. 2020-xxx-11-16. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of Medical Personal Protective Equipment (PPE) and Supplies for the County. The contract term begins 11-16-2020 and continues through and including 9-30-2021. The County will have the right and option to extend the term of the contract for 3 additional one (1) year periods upon the same terms and conditions. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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 accounts payable@collincountytx.gov and to the department contact, Sophia Vilca, at svilca@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 Tyler Connelly at tconnelly@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 972-548-4115 or tconnelly@co.collin.tx.us .

Sincerely,

Tyler Connelly
Buyer II

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File