

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

November 11, 2020

Videotex Systems, Inc. 10255 Miller Road Dallas, TX 75238-1224

RE: Award of 2019-165, Audio Visual for Juvenile Detention Center and Juvenile Probation

## Dear Bob Gilman:

Collin County Juvenile Probation department has awarded the above referenced solicitation to your company. 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 above referenced project. The contract term begins November 12, 2020 and continues until project complete. 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 <a href="maileo-accountspayable@collincountytx.gov">accountspayable@collincountytx.gov</a>. 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 Sara Hoglund at <a href="mailto:shoglund@co.collin.tx.us">shoglund@co.collin.tx.us</a> or fax to 972-548-4694.

NAME HAR OF HERE

SIGNATURE

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 972-548-4104 or shoglund@co.collin.tx.us.

Sincerely,

Sara Hoglund, NIGP-CPP, CPPB

Senior Buyer

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