C O L L I N   C O U N T Y

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

March 3, 2021

Pitney Bowes Inc.
3001 Summer Street
Stamford, CT 06926

RE: Award of Cooperative Quote 2021-181, Folding / Inserter & Mail Machines

Dear Mr. Shreeves,

Collin County has awarded line item 1.2 as a part of the above referenced solicitation to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an fixed price contract for the purchase of Folding / Inserter & Mail Machines for the County. The contract term begins upon date of award and continues through successful product delivery and installation.

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 accountspayable@collincountytx.gov and to the department contact, David Dobecka, at ddobecka@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 Hunter Alley at halley@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) 548-4117 or halley@co.collin.tx.us .

Sincerely,

Hunter Alley
Buyer II

Copy to:
File