



# COLLIN COUNTY

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

March 22, 2021

Plano Office Supply Co.  
Attn: Richard Ruschhaupt  
705 Avenue K.  
Plano, TX 75074

RE: Award of 2021-192, Annual Office Furniture Contract

Dear Mr. Ruschhaupt:

Collin County has awarded the above referenced solicitation to your company per Court Order No. \_\_\_\_\_ . 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 Office Furniture for the County. The contract term begins on the date of award and continues through and including November 30, 2021. 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.

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 emailed to the Collin County Auditor's office at [accountspayable@collincountytx.gob](mailto:accountspayable@collincountytx.gob). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and email it to Susan Hayes at [shayes@co.collin.tx.us](mailto:shayes@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 questions, please contact me at 972-548-4122.

Sincerely,

Susan Hayes  
Purchasing Administrator

CC: File