



# COLLIN COUNTY

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

March 24, 2021

Kofile Technologies, Inc.  
6300 Cedar Springs Road  
Dallas, TX 75235

RE: Award of Coop Quote No. 2021-081, FY2021 Historical Records Restoration and Preservation, Fragile Records, Probate, Guardianship, and Chattel Mortgages.

Dear John D. Woolf:

Collin County has awarded the above referenced solicitation to your company per Court Order No. 2020-XXX-XX-XX. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. The contract term begins upon award and continues through project completion. 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 [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, Tonya Kellogg, at 972-548-4150. 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 [shoglund@co.collin.tx.us](mailto:shoglund@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 972-548-4104.

Sincerely,

Sara Hoglund, CPPB  
Senior Buyer

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File