



COLLIN COUNTY

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

July 12, 2021

Prospect Computer & Communications, Inc
10635 Roselle St, Ste A,
San Diego, CA 92121

RE: Award of 2021-201 Cisco Phones and Accessories

Dear Jeff Kolano:

Collin County has awarded the above referenced solicitation to your company per Court Order No. (2021-xxxx-07-12). It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This contract is for the purchase of Cisco Phones and Accessories for the County. This contract term is for one year commencing upon date of award. 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 and to the department contact, Casey Stone, at cstone@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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