



# COLLIN COUNTY

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

October 18, 2021

GTS Technology Solutions Inc  
9211 Waterford Centre Blvd Suite 275  
Austin, TX 78758

RE: Award of 2021-323, Computers, Peripherals, and Accessories

Dear Kelli Petty:

Collin County has awarded lines 1-5, 7-8, 15, and 17.1-17.3 of the above referenced solicitation to your company per Court Order No. (2022-xxx-10-18). 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 Computers, Peripherals, and Accessories for the County. The contract term is for one (1) 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](mailto:accountspayable@collincountytx.gov). 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 Meagan Mason at [mmason@co.collin.tx.us](mailto:mmason@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 972-548-4107 or [mmason@co.collin.tx.us](mailto:mmason@co.collin.tx.us).

Sincerely,

Meagan Mason  
Senior Buyer

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