



COLLIN COUNTY

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

October 18, 2021

Summus Industries, Inc
77 Sugar Creek Center Blvd., Ste 420
Sugar Land, TX 77478

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

Dear Heather Nicholls:

Collin County has awarded lines 6.1-6.3 and 9-11 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. 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 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.

Sincerely,

Meagan Mason
Senior Buyer

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