



COLLIN COUNTY

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

October 18, 2021

Houk Air Conditioning, Inc
833 111th Street
Arlington, TX 76011

RE: Award of 2021-244, HVAC Maintenance and Repairs

Dear Mr. Aaron Eldredge:

Collin County has awarded the above referenced solicitation to your company as the Secondary supplier 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 a fixed price contract for HVAC Maintenance and Repair services for the County. The contract term shall commence upon full execution of the contract and continue through and including September 30, 2022, with the option of four (4) one (1) year renewals. The County will 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, Patricia Johnson, at pjohnson@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 Susan Hayes at 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 further questions, please contact me at (972) 548-4122 or shayes@co.collin.tx.us.

Sincerely,

Susan Hayes
Buyer II

CC: File