



# COLLIN COUNTY

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

October 19, 2021

308 Construction, LLC  
2126 Hamilton Dr. Suite 250  
Argyle, TX, 76226

RE: Award of IFB2021-327, Construction: Animal Shelter Visitation Area Improvements

Dear Allen Heiser,

Collin County has awarded line item numbers 2, 2.1, 2.2, 3, 3.1, 3.2 as part of the above referenced solicitation to your company 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 the purchase of Construction: Animal Shelter Visitation Area Improvements. The contract term begins on the date of award and continues until the project is complete. The County will have the right and option to terminate the contract upon thirty (30) days written notice.

Per Section 2.16, of the specifications, please submit certified copies of all Contractor and subcontractor insurance certificate(s) indicating the required coverage within ten (10) days.

Per Section 2.10 of the specifications, please submit a payment bond and a performance bond in the amount of 100% of the contract price and a one (1) year maintenance bond in the amount of 10% of the contract price within ten (10) days.

Per Section 2.16 of the specifications, please print, sign and submit three (3) copies of the attached Construction Agreement within ten (10) days following notification of award of contract.

This is a notification only, once the above items have been received, a purchase order will be issued giving 308 Construction, LLC notice to proceed.

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, Bill Burke, at [bburke@co.collin.tx.us](mailto:bburke@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

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) 548-4117 or [halley@co.collin.tx.us](mailto:halley@co.collin.tx.us).

Sincerely,

Hunter Alley  
Senior Buyer

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File