



COLLIN COUNTY

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

January 27, 2022

Sonic-Richardson F, LLC DBA North Central Ford
1819 North Central Expressway
Richardson, TX 75069

RE: Award of 2022-137, Ford OEM Fleet Parts and Service

Dear Mr. Davis:

Collin County has awarded the above referenced quote to your company. It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins 02/07/2022 and continues through and including 10/05/2022. The County will have the right and option to extend the term of the contract for 1 additional one (1) year period upon the same terms and conditions. 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 within 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, Chris Benavides, at cbenavides@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 Sarah Caton at scaton@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 972-548-4130 or scaton@co.collin.tx.us.

Sincerely,

Sarah Caton
Buyer I

Copy to:
File