



# COLLIN COUNTY

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

February 8, 2022

Complete Supply, Inc.  
1624 W Crosby Rd #144  
Carrollton, TX 75006

RE: Award of IFB 2021-345 Detergents and Dispensers for Laundry and Kitchen

Dear Ms. Pacheco:

Collin County has awarded Complete Supply, Inc. lines 7, 8 & 11 of the above referenced solicitation to your company per Court Order No. xxxxxx. 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. The contract term continues for a one (1) year term contract commencing on the date of award. The County will have the right and option to extend the term of the contract for three (3) additional one (1) year periods 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 Section 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](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 Ruyue Ding at [rding@co.collin.tx.us](mailto:rding@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 972-548-4115.

Sincerely,

Ruyue Ding  
Buyer II

Copy to:  
File