



# COLLIN COUNTY

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

August 11, 2022

Novatech, Inc.  
4251 West Jon Carpenter Freeway  
Irving, TX 75063

RE: Award of 2022-347, Lease Copiers

Dear Mr. Ralph:

Collin County has awarded the above referenced contract through Omnia Partners cooperative contracts #R191101 and #R210403 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 quote. The contract term begins October 1, 2022, and continues through and including September 30, 2027.

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.

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) and to the department contact, Jessica Shaw, at [jshaw@co.collin.tx.us](mailto:jshaw@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](mailto: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](mailto:shayes@co.collin.tx.us).

Sincerely,

Susan Hayes  
Buyer II

Copy to:  
File