



COLLIN COUNTY

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

August 10, 2022

West Publishing Corporation
610 Opperman Dr.
Eagan, MN 55123-1340

RE: Award of quote # Q-03741215 per DIR-LGL-CALIR-02

Dear Cody Miller:

Collin County has awarded the above referenced quote per the DIR cooperative to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins 10/1/2022 and continues through and including 9/30/2025. 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, Bethany Fansler, at the Collin County Law Library at bfansler@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 Michelle Michaelis at mmichaelis@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 972-548-4113 or mmichaelis@co.collin.tx.us.

Sincerely,

Michelle Michaelis
Senior Buyer

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