



COLLIN COUNTY

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

September 12, 2022

Xerox Corporation
PO Box 660502
Dallas, TX 76266

RE: Award of 2022-397, GIS Multi-Function Copier/Printer Lease

Dear Mr. Bartle:

Collin County has awarded the above referenced contract through State of Texas DIR cooperative contract no. DIR-CPO-4412 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 upon receipt of installation of equipment and continues for a term of 5-years (60-months).

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 and to the department contact, Jessica Shaw, at 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 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.

Sincerely,

Susan Hayes
Buyer II

Copy to:
File