



COLLIN COUNTY

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

October 3, 2022

Unique Digital Technology, LLC
10595 Westoffice Drive
Houston, Texas 77042

RE: Award of Coop Contract 2022-457, FY23 Maintenance for VMware Software, through
DIR contract DIR-TSO-3763

Dear Caitlin Metheny:

Collin County has awarded all of the above referenced quote 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 November 1, 2022 and continues through and including October 31, 2023. 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.

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, Greg Elliot, at gelliot@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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File