



# COLLIN COUNTY

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

November 29th, 2022

Unique Digital Technology, LLC  
10595 Westoffice Dr.  
Houston, TX 77042

RE: Award of Coop contract 2023-135, IDPA 5800 Storage Expansion through DIR contract DIR-TSO-4299

Dear Caitlin Matheny:

Collin County has awarded the above referenced solicitation 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 12/12/2022 and continues through and including 06/04/2024. The County will 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](mailto:accountspayable@collincountytx.gov) and to the department contact, Greg Elliott, at [gelliott@co.collin.tx.us](mailto:gelliott@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 Ruyue Ding at [rding@co.collin.tx.us](mailto:rding@co.collin.tx.us) or fax to 972-548-4694.

Caitlin Matheny

11/29/2022

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE 

Sr. Account Executive

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