



COLLIN COUNTY

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

December 19, 2022

The Brandt Companies, LLC
1728 Briercroft Court
Carrollton, TX 75006

RE: Award Contract No. 2023-144, Large Project HVAC Commercial Plumbing & Emergency Repairs through Cooperative Contract BuyBoard, Contract No. 638-21, Trade Services

Dear Mr. Tompkins:

Collin County has awarded The Brandt Companies, LLC, the above referenced contract per Court Order No. _____ . It is understood all terms, conditions and prices will be held firm as per the BuyBoard Cooperative Contract, No. 638-21. This is an annual fixed price contract. The contract term continues through and including February 28, 2023. The County will have right and option to extend the term of the contract for one (1) additional one (1) year period upon the same terms and conditions as the BuyBoard Cooperative Contract. 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. 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.

Sincerely,


Susan Hayes
Buyer II

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