



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

December 16, 2022

Kofile Technologies, Inc.  
6300 Cedar Springs Road  
Dallas, TX, 75235

RE: Award of 2023-157, County Clerk's Historical School Census Record Preservation Project

Dear Ms. Stacy Cortesano,

Collin County has awarded the above referenced solicitation (option 2 in the amount of \$1,550,862.19) to your company per Court Order No. (CO#). It is understood all terms, conditions and prices will be held firm per TXMAS cooperative contract number TXMAS-18-3602. This is a fixed price contract for the purchase of historical document preservation, imaging and indexing services for the County. The contract term begins upon award and continues through project completion. 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, Tonya Kellogg, at [tkellogg@co.collin.tx.us](mailto:tkellogg@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 Hunter Alley at [halley@co.collin.tx.us](mailto:halley@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) 548-4117 or [halley@co.collin.tx.us](mailto:halley@co.collin.tx.us).

Sincerely,

Hunter Alley, CPPB  
Senior Buyer

Copy to:  
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