



# COLLIN COUNTY

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

January 26, 2023

Richardson Saw and Lawn Mower Company  
802 S Central Expressway  
Richardson, TX 75080

RE: Award of IFB 2023-081, Grounds Maintenance Equipment

Dear Mr. Poen:

Collin County has awarded line items 1, 7, 8, 12 ALT1, 13 ALT1, 15 ALT1 and 17-18 (Tie TBD) 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 solicitation. This is a contract for the one-time purchase of Grounds Maintenance Equipment for the County. 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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with 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](mailto:accountspayable@collincountytx.gov) and to the department contact, Liz Gray, at [lgray@co.collin.tx.us](mailto:lgray@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 Sarah Caton at [scaton@co.collin.tx.us](mailto:scaton@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 972-548-4130 or [scaton@co.collin.tx.us](mailto:scaton@co.collin.tx.us).

Sincerely,

Sarah Caton  
Buyer I

Copy to:  
File