



# COLLIN COUNTY

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

February 7, 2023

Collision Repair Unit 3, LLC  
dba Maaco Collision Repair & Auto Painting  
12 Regency Dr.  
Wylie, TX 75098

RE: Award of IFB 2023-080, Services: Body Repair And Painting For Light, Medium & Heavy Duty Vehicles

Dear Mr. Mayer:

Collin County has awarded Lines 1-11 (Primary Award) and Lines 12-19 and 21-28 (Secondary Award) as part of the above referenced solicitation to your company per Court Order No. (C.O #). It is understood all terms, and conditions will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of Services: Body Repair And Painting For Light, Medium & Heavy Duty Vehicles for the County. The contract term begins on the date of award and continues for one (1) year. The County will have the right and option to renew the contract for three (3) additional one (1) year periods upon the same terms and conditions. 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.

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). 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 J.D. Griffin at [jgriffin@co.collin.tx.us](mailto:jgriffin@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 972-548-4116.

Sincerely,

J. D. Griffin, CPPB  
Senior Buyer

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