



COLLIN COUNTY

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

February 17, 2023

Groovy Designs LLC
400 N Central Expy
Suite 104
McKinney, TX 75070

RE: Award of 2023-169, Purchase of Uniform and Clothing Items, through McKinney ISD RFP2019-556

Dear David Gruver:

Collin County has awarded the category of Safety Apparel as part of the above referenced quote to your company. It is understood all terms, conditions and prices will be held firm as per McKinney ISD RFP2019-556. The contract term begins 2/27/2023 and continues through and including 2/26/2024. The County will have the right and option to extend the term of the contract for one (1) additional one (1) year period 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. 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 and to Christina Criswell at ccriswell@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 Christina Criswell at ccriswell@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 972-548-4124 or ccriswell@co.collin.tx.us.

Sincerely,

Christina Criswell
Buyer I

Copy to:
File