



# COLLIN COUNTY

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

February 17, 2023

Minority Authority Uniform LLC  
212 Spruce Valley Drive  
Justin, TX 76247

RE: Award of 2023-169, Purchase of Uniform and Clothing Items, through BuyBoard 670-22

Dear Linda Daymude:

Collin County has awarded the categories of Shirts, Hoodies/Sweatshirts/Light Jackets, and Winterwear as part of the above referenced quote to your company. It is understood all terms, conditions and prices will be held firm as per BuyBoard 670-22. 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](mailto:accountspayable@collincountytx.gov) and to Christina Criswell at [ccriswell@co.collin.tx.us](mailto: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](mailto: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](mailto:ccriswell@co.collin.tx.us).

Sincerely,

Christina Criswell  
Buyer I

Copy to:  
File