



COLLIN COUNTY

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

February 15, 2023

COMPLETE SUPPLY, INC.
13821 Diplomat Dr.
Farmers Branch, TX 75234

RE: Award of 2023-108, Janitorial Supplies, through BuyBoard 649-21

Dear Amber Pacheco:

Collin County has awarded line items 4, 5, 12, 27, 30, 31, 44, 50, and 51 as part of the above referenced cooperative quote to your company. It is understood all terms, conditions and prices will be held firm as per your response to the quote. 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 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. 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

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