



# COLLIN COUNTY

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

April 17, 2023

Runbeck Elections Services Inc.  
2800 S. 36<sup>th</sup> St.  
Phoenix, AZ 85034

RE: Award of IFB 2023-073, Elections Specialized Printing

Dear Ms. Rivera:

Collin County has awarded the above referenced solicitation to your company as the Secondary supplier for Lines 1 - 12 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 fixed price contract for Elections Specialized printed material and supplies for the County. The contract term begins upon date of award and continues for one (1) year. The County will have the right and option to extend the term of the contract for four (4) 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.

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, Cheryl Gorena at [cgorena@co.collin.tx.us](mailto:cgorena@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 Susan Hayes at [shayes@co.collin.tx.us](mailto:shayes@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 972-548-4122 or [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us).

Sincerely,

Susan Hayes  
Buyer II

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