



# COLLIN COUNTY

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

June 20, 2023

Frigelar North America, Inc.  
1501 S Mopac Expy  
Suite 220  
Austin, TX 78746

RE: Award of 2023-181, HVAC/Refrigeration Parts and Supplies, through BuyBoard 631-20

Dear Christina Jones:

Collin County has awarded category 9 of the above referenced quote to your company per Court Order No. ( ). It is understood all terms, conditions and pricing will be held firm as per your response to the quote and the terms of BuyBoard cooperative contract 631-20. The contract term begins July 10, 2023 and continues through and including July 9, 2024. The County will 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). A copy of all invoices should also be e-mailed to [sterrazas@co.collin.tx.us](mailto:sterrazas@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge this letter, as indicated below, and e-mail your response to Christina Criswell [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 II

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File