COLLIN COUNTY

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

September 18, 2023

Alturex, LLC
3321 Joe Wilson Road
Midlothian, TX 76065

RE: Award of IFB 2023-192, Standby Generator Preventive Maintenance and Equipment Parts & Repaies

Dear Mr. Young:

Collin County has awarded the above referenced solicitation to your company as the Secondary supplier 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 preventative maintenance and repairs of standby generator and equipment, 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 three (3) 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 and to the department contact, Katie Elder at kelder@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 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.

Sincerely,

Susan Hayes
Buyer II

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