



# COLLIN COUNTY

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

September 22, 2023

Impact Promotional Services, LLC  
dba Got You Covered Work Wear and Uniform  
1200 E Lancaster Ave  
Fort Worth, TX 76102

RE: Award of 2023-424, Law Enforcement Uniforms through cooperative contract BuyBoard 670-22

Dear Ms. Gable:

Collin County has awarded the above referenced solicitation to your company per Court Order No. \_\_\_\_\_ (CO#). It is understood all terms, conditions and prices will be held firm per the terms and conditions of cooperative contract BuyBoard 670-22. Pricing will reflect a percent off catalog. 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 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](mailto:accountspayable@collincountytx.gov) and to the department contacts, Marie Chacon at [mchacon@co.collin.tx.us](mailto:mchacon@co.collin.tx.us) and Tammy Cook, at [tcook@co.collin.tx.us](mailto:tcook@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 Sophia Vilca Madrid at [svilca@co.collin.tx.us](mailto:svilca@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 972-548-4107 or [svilca@co.collin.tx.us](mailto:svilca@co.collin.tx.us).

Sincerely,

Sophia Vilca Madrid  
Buyer II

Copy to:  
File