



COLLIN COUNTY

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

December 19, 2023

Boxes 4 U, Inc.
1401 East Plano Pkwy
Plano, TX 75074

RE: Award of 2023-176, Veterinary and Animal Care Supplies

Dear Richard Adams:

Collin County has awarded Line 138 ALT1 as part of the above referenced solicitation to your company 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 an annual fixed price contract for the purchase of Veterinary and Animal Care Supplies for the County. The contract term begins upon award and continues through and including 9/30/2024. 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 within 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, Kaley Robbins, at krobbins@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 II

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File