



COLLIN COUNTY

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

January 19, 2024

Scott-Merriman, Inc.
2930 Merrell Rd.
Dallas TX 75229

Re: Contract Name: **2022-055, Printing: General Office Forms**
Contract Start Date: **04/11/2022**
Agreement Renewal Period: **04/11/2024 – 04/10/2025 (Renewal 2 of 4)**


Dear Mr. Powers:

The aforementioned contract between Collin County and your company will **expire on April 10, 2024**. The Collin County Purchasing Department is requesting that your company renew this contract for an additional 12 month period to include terms, conditions, and pricing set forth in the original contract award and to include any previously executed amendments/change orders.

If you are interested in renewing the current contract, please complete the form below and **return by Wednesday, January 24, 2024**. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at shayes@co.collin.tx.us.

Sincerely



Susan Hayes
Buyer II

Please check one:

Yes I agree to renew the contract with Collin County at the prices established in the original solicitation to include any previously executed amendments/change orders.
No I cannot renew the contract.

If no, please state reason: _____

Signature:
Print Name
Title:
Date:


Jeff Biggs
President
1/23/2024

HISTORICAL INFORMATION

Awarded by Court Order No. 2022-337-04-11

Renewal No. 1 Court Order No. 2023-351-05-01

Renewal No. 2 Court Order No. _____

Renewal No. _____ Court Order No. _____

Change Order No. 1 Court Order No. 2023-014-01-09 Summary Add lies 67 & 68 to contract

Change Order No. 2 Court Order No. 2023-351-05-01 Summary Renew Contract, Delete Lines 2-6,
Renumbr Line 67 to 69, &
Price Redetermination

Amendment No. _____ Court Order No. _____ Summary _____

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