



# COLLIN COUNTY

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

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January 26, 2024

Louis Kent Spurgin  
dba Spurgin & Associates Architects  
103 W. Louisiana St.  
McKinney, TX 75069

RE: Award of Agreement 2024-203, Design and Consultation Renovations of the First Floor for Juvenile Probation

Dear Mr. Spurgin:

Collin County has awarded the above referenced agreement contract to your company per Court Order No. (C.O #). It is understood all terms, and conditions will be held firm as per your proposal to the project request. This is a agreement contract for Design and Consultation Renovations of the First Floor for Juvenile Probation. The contract term begins on the date of award and continues until the project is completed. 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.

A purchase order is required for all services ordered. Do not 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 contact, Bill Burke at [bburke@co.collin.tx.us](mailto:bburke@co.collin.tx.us). Please ensure that the appropriate purchase order number is on all invoices.

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 972-548-4115.

Sincerely,

Ruyue Ding  
Senior Buyer

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