



COLLIN COUNTY

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

January 19, 2024

COMPLETE SUPPLY, INC.
13821 Diplomat Dr.
Farmers Branch, TX 75234

Re: Contract Name: Contract Start Date: Agreement Renewal Period	2023-108, Janitorial Supplies, through BuyBoard Contract 649-21 02/27/2023 02/27/2024 – 09/30/2024 (renewal 1 of 1)
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Dear Amber Pacheco:

The aforementioned contract between Collin County and your company **will expire on 2/26/2024**. The Collin County Purchasing Department is requesting that your company renew this contract upon the same terms, conditions and pricing set forth in the original contract award through BuyBoard Contract No. 649-21, 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**.

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:	 _____ PRICE BAHCALL _____ GENERAL MANAGER _____ 1/24/2024 _____
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HISTORICAL INFORMATION

Awarded by Court Order No. 2023-154-02-27

Renewal No. 1 Court Order No. _____

Renewal No. _____ Court Order No. _____

Renewal No. _____ Court Order No. _____

Change Order No. _____ Court Order No. _____ Summary _____

Change Order No. _____ Court Order No. _____ Summary _____

Amendment No. _____ Court Order No. _____ Summary _____

Amendment No. _____ Court Order No. _____ Summary _____