



COLLIN COUNTY

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

February 13, 2024

CASO LLC dba ECM Today
1999 Gulfmart, Suite 207-208
San Antonio, TX, 78217

RE: Award of Cooperative Quote 2023-379, Digital Imaging Services through Buyboard 661-22

Dear Mr. McClellan,

Collin County has awarded 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 Buyboard contract 661-22. This is an annual fixed price contract for the purchase of digital imaging services for the County. The contract term begins upon award and continues through and including 12/31/2024. 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 and to the department contact, L'Cena Parsons, at lparsons@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 Hunter Alley at halley@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 972-548-4117 or halley@co.collin.tx.us .

Sincerely,

Hunter Alley, CPPB
Senior Buyer

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