



COLLIN COUNTY

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

February 21, 2024

Richardson Saw and Lawnmower Company
802 S Central Expressway
Richardson, TX 75080

RE: Award of Contract 2024-123 Grounds Maintenance Equipment

Dear Mr. Poen:

Collin County has awarded line items 1 (alt 1), 2-6, 7 (alt 1), 9, 11, 12 (alt 1), 13 (alt 2), 14 (alt 1), 15 and 17 (alt 1) of the above referenced solicitation to your company per Court Order No. _____ (CO#). It is understood all terms and conditions will be held firm per the terms and conditions of cooperative contracts Richardson ISD RFP 22-174, Omnia 2017025, and Sourcewell 031121-SCG. Pricing will be firm, fixed pricing per the quote. The contract term begins upon award and continues through and including receipt and payment of the goods. 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, Liz Gray, at lgray@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 Sarah Haynes at shaynes@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 972-548-4130 or shaynes@co.collin.tx.us.

Sincerely,

Sarah Haynes
Buyer II

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File