



# COLLIN COUNTY

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

March 19, 2024

The Brandt Companies, LLC  
1728 Briercroft Court  
Carrollton, TX 75006

RE: Award of 2024-274, Large Project HVAC Commercial Plumbing & Emergency Repairs

Dear Mr. Tompkins:

Collin County has awarded the above referenced contract to your company per Court Order No. \_\_\_\_\_ . It is understood all terms, conditions and prices will be held firm as per the BuyBoard Cooperative Contract No. 733-24. The contract term begins April 1, 2024, and continues through and including March 31, 2025. The County will have the right and option to extend the term of the contract for two (2) additional one (1) year periods upon the same terms and conditions as the BuyBoard Cooperative Contract. 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](mailto:accountspayable@collincountytx.gov) and to the Facilities department contact, Katie Elder, at [kelder@co.collin.tx.us](mailto:kelder@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 Susan Hayes at [shayes@co.collin.tx.us](mailto:shayes@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 [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us) or 972-548-4122.

Sincerely,

Susan Hayes  
Buyer II

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