



COLLIN COUNTY

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

March 20, 2024

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

RE: Award of 2024-223, Supplemental Janitorial Supplies, through Buyboard 649-21

Dear Eric Elliott:

Collin County has awarded Complete Supply, Inc. part of the above referenced cooperative quote line items 3-ALT-1 and 9 per Court Order No. _____. It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins upon award and continues through and including September 30, 2024. 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. 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 Lera Miller at lmiller@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 Lera Miller at lmiller@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 972-548-4102 or lmiller@co.collin.tx.us.

Sincerely,

Lera Miller
Buyer 1

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File