



# COLLIN COUNTY

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

April 15, 2024

Waukesha-Pearce Industries, LLC  
12320 S. Main St.  
Houston, TX 77035

RE: Award of 2024-149, 911 Dispatch Generator Purchase

Dear Mr. Zilles:

Collin County has awarded the above referenced contract to your company per Court Order No. \_\_\_\_\_ . It is understood all terms and conditions will be held firm as per the BuyBoard Cooperative Contract No. 698-23. Pricing will be held firm and fixed per the quote. The contract term begins upon the award and continues through and including receipt and 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](mailto:accountspayable@collincountytx.gov) and to the department contact, Laszlo Vadasz, at [lvadasz@co.collin.tx.us](mailto:lvadasz@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

Copy to:  
File