



# COLLIN COUNTY

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

May 20, 2024

Brenntag Lubricants LLC  
3330 Duncanville Rd  
Dallas, TX 76135

RE: Award of IFB 2024-202, Lubricants, Oils and Miscellaneous

Dear Mr. Weatherly:

Collin County has awarded the Primary Award for line 19 ALT 1 and 24 (tie TBD), the Secondary Award for lines 16 ALT 1, 18 ALT 1, 23, and 24 (tie TBD), and the Tertiary Award for lines 1 ALT 1, 4 ALT 1, 8 ALT 1, and 17 ALT 1 of 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 your response to the solicitation. This is an annual fixed price contract for the purchase of oils and lubricants for the County. The contract term begins upon award and continues for a one (1) year initial term. 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. 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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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, Chris Benavides, at [cbenavides@co.collin.tx.us](mailto:cbenavides@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](mailto: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](mailto:shaynes@co.collin.tx.us).

Sincerely,

Sarah Haynes  
Buyer II

Copy to:  
File