



COLLIN COUNTY

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

May 17, 2024

Shawnee Mission Tree Service Inc.
dba Arbor Masters
1201 Minters Chapel Rd, #304
Grapevine, TX 76051

RE: Award of IFB 2024-199 On-site Grinding, Mulching, Tree Trimming and Cutting, including Removal of Debris

Dear Mr. Bowling:

Collin County has awarded your company part of the above referenced solicitation (Primary award) 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 with optional price re-determination at 6-month intervals. The contract term begins June 3, 2024 and continues through and including June 2, 2025. The County will have the right and option to extend the term of the contract for four (4) 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 and to the department contact. 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 gzimmel@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 972-548-4165.

Sincerely,

G Zimmel
Buyer II

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File