



# COLLIN COUNTY

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

July 1, 2024

Gomez Floor Covering, Inc.  
3816 Binz Engleman  
Suite B-125  
San Antonio, TX 78219

RE: Award of Contract No. 2024-350, HR/Budget Remodel

Dear Mr. Carter:

Collin County has awarded the above referenced solicitation to your company per Court Order No. \_\_\_\_\_ . It is understood all terms, conditions and prices will be held firm per BuyBoard Cooperative Contract No. 728-24, and your response. This is a fixed priced contract for the remodel of HR/Budget offices at the Jack Hatchell Administration Building. The contract term begins upon date of award and continues until the project is complete. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

Per Section 20 of the Construction Contract, please submit your insurance certificate indicating the required coverage with ten (10) days.

Per Section 21 of the Construction Contract, please submit a payment bond and a performance bond in the amount of 100% of the contract price and a one (1) year maintenance bond in the amount of 10% of the contract price within ten (10) days.

This is a notification only, once the above items have been received, a purchase order will be issued giving Gomez Floor Covering, Inc. notice to proceed.

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, 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 972-548-4122 or [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us).

Sincerely,

Susan Hayes  
Buyer II

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