



COLLIN COUNTY

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

July 22, 2024

Complete Supply, Inc. D
1624 W Crosby Street
Suite 144
Carrollton, TX 75006

RE: Award of IFB 2024-174, Jail and Personal Inmate Supplies

Dear Mr. Elliot:

Collin County has awarded Complete Supply, Inc. part of the above referenced solicitation to your company (PRIMARY – Line 125; SECONDARY – Line 115) per Court Order No. 2024-680-07-22. 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. The contract term begins upon date of award and continues for one (1) year. The County will have the right and option to extend the term of the contract for three (3) 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.

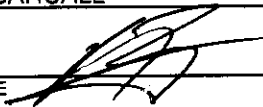
A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contacts, Shannon Poe at spoe@co.collin.tx.us and Candace Shannon at cshannon@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 Sophia Vilca Madrid at svilca@co.collin.tx.us or fax to 972-548-4694.

PRICE BAHCALL _____
NAME

7/23/2024 _____
DATE

SIGNATURE 

GENERAL MANAGER _____
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 972-548-4107 or svilca@co.collin.tx.us.

Sincerely,

Sophia Vilca Madrid
Buyer II

Copy to:
File