



# COLLIN COUNTY

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

July 22, 2024

Radyan Corporation  
3623 Irving Mall  
Irving, TX 75062

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

Dear Radyan Raheev:

Collin County has awarded Radyan Corporation part of the above referenced solicitation to your company (SECONDARY – Lines 72, 73; TERTIARY – Line 121) 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. 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](mailto:accountspayable@collincountytx.gov) and to the department contacts, Shannon Poe at [spoe@co.collin.tx.us](mailto:spoe@co.collin.tx.us) and Candace Shannon at [cshannon@co.collin.tx.us](mailto: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](mailto:svilca@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 972-548-4107 or [svilca@co.collin.tx.us](mailto:svilca@co.collin.tx.us).

Sincerely,

Sophia Vilca Madrid  
Buyer II

Copy to:  
File