



COLLIN COUNTY

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

August 29, 2024

COMPLETE SUPPLY, INC.
13821 Diplomat Dr.
Farmers Branch, TX 75234

Re: Contract Name:	2023-108, Janitorial Supplies, through BuyBoard Contract 649-21
Contract Start Date:	02/27/2023
Agreement Renewal Period	09/30/2024 – 12/29/2024

Dear Amber Pacheco:

The aforementioned contract between Collin County and your company will expire on **09/30/2024**. The Collin County Purchasing Department is requesting that your company extend this contract for 90 days upon the same terms, conditions and pricing set forth in the original contract award through BuyBoard Contract No. 649-21, to include any previously executed amendments/change orders.

If you are interested in renewing the current contract, please complete the form below and **return by Tuesday, September 3, 2024**.

Should you have any questions, please feel free to contact me at shayes@co.collin.tx.us.

Sincerely,

Susan Hayes
Buyer II

Please check one:

- Yes I agree to renew the contract with Collin County at the prices established in the original solicitation to include any previously executed amendments/change orders.
- No I cannot renew the contract.

If no, please state reason: _____

Signature: _____

Print Name: David Bag Call

Title: VP

Date: 8.30.2024

HISTORICAL INFORMATION

Awarded by Court Order No. 2023-154-02-27

Renewal No. <u>1</u>	Court Order No. <u>2024-143-02-15</u>
Renewal No. <u>2</u>	Court Order No. _____
Renewal No. _____	Court Order No. _____