



COLLIN COUNTY

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

August 29, 2024

POLLOCK INVESTMENTS INCORPORATED
1 Pollock Place
Grand Prairie, TX 75050

Re: Contract Name: **2024-223, Supplemental Janitorial Supplies, through BuyBoard Contract 649-21**
Contract Start Date: **04/15/2024**
Agreement Renewal Period: **09/30/2024 – 12/29/2024**

Dear Susan Richie:

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: Melissa Williams
Print Name: Melissa Williams
Title: Sales Manager
Date: 08/29/24

HISTORICAL INFORMATION

Awarded by Court Order No. 2024-375-04-15

Renewal No. 1 Court Order No. _____
Renewal No. _____ Court Order No. _____
Renewal No. _____ Court Order No. _____