



COLLIN COUNTY

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

October 8, 2024

Cavender Stores, LP
7820 South Broadway Ave
Tyler, TX 75703

RE: Award of IFB 2024-235, Uniform Jeans

Dear Cass French:

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 as per your response to the solicitation. This is a percent off retail contract for the purchase of Uniform Jeans for the County. The contract term begins upon award and continues through and including 10/21/2025. The County will have the right and option to extend the term of the contract for two (2) 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 4.0 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 contact, Katie Elder, at kelder@co.collin.tx.us for Facilities' orders and Tammi Benners, at tbenners@co.collin.tx.us for Public Works' orders. 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 Sarah Haynes at shaynes@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 972-548-4130 or shaynes@co.collin.tx.us.

Sincerely,

Sarah Haynes
Buyer II

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File