



# COLLIN COUNTY

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

November 4, 2024

Herc Holdings Inc.  
DBA Herc Rentals  
601 N. Great Southwest Pkwy.  
Arlington, TX 76011

RE: Award of Contract No. 2025-020, Emergency Generator Rental

Dear Mr. Heine,

Collin County has awarded the above referenced solicitation to your company as the **Tertiary** supplier per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and prices will be held firm per Omnia Partners Cooperative Contract No. 2019000318. This contract is for the purpose of emergency generator rental for the County. The contract term begins upon date of award and continues through and including November 3, 2025. The County will have the right and option to extend the term of the contract for one (1) additional period through and including September 20, 2026, 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.

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 [accounts payable@collincountytx.gov](mailto:accounts payable@collincountytx.gov) and to the department contact, Katie Elder at [kelder@co.collin.tx.us](mailto:kelder@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 Susan Hayes at [shayes@co.collin.tx.us](mailto:shayes@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 972-548-4122 or [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us).

Sincerely,

Susan Hayes  
Buyer II

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