



# COLLIN COUNTY

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

July 1, 2024

Merck Sharp & Dohme LLC  
126 East Lincoln Ave.  
PO BOX 2000  
Rahway, NJ 07065

RE: Award of 2024-358, Vaccines, through Texas SmartBuy contract 269-C1

Dear Kevin Agnew:

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 Texas SmartBuy contract 269-C1. The contract term begins upon awarding and continues through and including 6/8/2025. The County will 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 [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov). A copy of all invoices should also be e-mailed to [healthcare@co.collin.tx.us](mailto:healthcare@co.collin.tx.us) and cc: Mandie Sosa [msosa@co.collin.tx.us](mailto:msosa@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