



COLLIN COUNTY

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

December 20, 2024

Groovy Designs LLC dba Fully Promoted
400 N Central Expwy, Suite 104
McKinney, TX 75070

RE: Award of Contract 2024-352, Purchase of Uniform and Clothing Items

Dear David Gruver:

Collin County has awarded the Primary award for Category 5, the Secondary award for Categories 1 and 4, the Tertiary award for Categories 2 and 3 and all line items in Category 6 as related to other awarded Categories 1-5 to your company per Court Order No. _____. It is understood all terms and conditions will be held firm per the terms and conditions of cooperative contract MISD RFP2024-06-627. Pricing will be firm, fixed pricing per the quote. The contract term begins upon award and continues for one (1) year. 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 accountspayable@collincountytx.gov and to the department requesting the items. 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

Copy to:
File