



# COLLIN COUNTY

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

December 20, 2024

Galls, LLC  
1340 Russell Cave Rd  
Lexington, KY 40505

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

Dear Paige Hanks:

Collin County has awarded the Primary award for Category 3, the Secondary award for Category 2, the Tertiary award for Categories 1 and 4 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 Buyboard 698-23. 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](mailto: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](mailto: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](mailto:shaynes@co.collin.tx.us).

Sincerely,

Sarah Haynes  
Buyer II

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