



COLLIN COUNTY

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

February 17, 2025

COMPLETE SUPPLY, INC.
13821 Diplomat Dr.
Farmers Branch, TX 75234

RE: Award of 2025-037, Janitorial Supplies

Dear Mr. Elliott:

Collin County has awarded your company **Primary** and **Secondary** awards for the above referenced contract per Court Order No. _____. Your awards are as follows:

Primary Award: Lines 1, 3-5, 8, 14-15, 19, 28-29, 32, 35, 47, and 59-60.

Secondary Award: Lines 2, 7, 9-10, 12, 20, 33, 36-37, 39-40, 48, and 52.

It is understood all terms, conditions and prices will be held firm per the BuyBoard Cooperative Contract No. 747-24. This is an annual contract for the purchase of Janitorial Supplies for the County. The contract term begins the date of award and will continue through September 30, 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.

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. 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 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.

Sincerely,

Susan Hayes
Buyer II

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