



COLLIN COUNTY

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

April 14, 2025

Johnson-Burks Supply Co., Inc.
Mr. Mark Terrell
518 East Lamar St.
Sherman, TX 75090

RE: AWARD OF 2025-101, PLUMBING SUPPLIES

Dear Mr. Terrell:

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 your response to the solicitation. This is a discount off of catalog pricing for the purchase of Plumbing Supplies for the County. The contract term begins upon date of award and continues through and including April 13, 2026. The County will have the right and option to extend the term of the contract for three (3) 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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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 contact, Rick Monk, at rmonk@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 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

Copy to: File