



# COLLIN COUNTY

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

April 16, 2025

R. B. Everett & Company  
8211 Red Bluff  
Pasadena, TX 77507

RE: Award of Contract 2025-225, Broce Broom

Dear Dustin Clarke:

Collin County has awarded all of the above referenced solicitation 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 685-22. Pricing will be firm, fixed pricing per the quote. The contract term begins upon award and continues through and including receipt and payment of the goods. 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 contact, David McBurnett, at [dmcburnett@co.collin.tx.us](mailto:dmcburnett@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 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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