



# COLLIN COUNTY

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

April 30, 2025

Texas AirSystems, LLC  
8081 Royal Ridge Parkway  
Irving, TX 75063

RE: Award of 2025-226, Juvenile Detention Roof Top Units (RTU) Replacements

Dear Mr. Lowery:

Collin County has awarded the above referenced Cooperative Contract to your company per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and prices will be held firm as per the TIPS Cooperative Contract, Contract No. 25010501, and your response. This is a fixed priced contract for the replacement of four (4) Aeon roof top units (RTU) for Juvenile Detention. The contract term begins upon date of award and continues until the project is completed. The County will 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, Rick Monk, at [rmonk@co.collin.tx.us](mailto: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](mailto: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](mailto:shayes@co.collin.tx.us).

Sincerely,

Susan Hayes  
Buyer II

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