



# COLLIN COUNTY

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

June 16, 2025

The Brandt Companies, LLC  
1728 Briercroft Ct.  
Carrollton, TX 75006

RE: Award of Coop Contract No. 2025-273, Plumbing Services & Repairs

Dear Mr. Tompkins:

Collin County has awarded your company as **Secondary** supplier for the above referenced contract per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and prices will be held firm per the BuyBoard Cooperative Contract No. 733-24. This is an annual contract for plumbing services and repairs for the County. The contract term begins the date of award and will continue through June 15, 2026. 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). 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

Copy to: File