



# COLLIN COUNTY

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

June 23, 2025

Complete Supply, Inc.  
13821 Diplomat Dr  
Farmers Branch, TX 75234

RE: Award of IFB 2025-017, Detergents and Dispensers for Laundry

Dear Price Bahcall:

Collin County has awarded part of the above referenced solicitation to your company (PRIMARY – Line 3; SECONDARY – Lines 1, 2, 4 – 6) 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 an annual fixed price contract for the purchase of laundry detergents and dispensers for the County. The contract term begins upon award and continues for one (1) year. 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 4.0 of the specifications, please submit your insurance certificate indicating the required coverage within 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](mailto:accountspayable@collincountytx.gov) and to the department contact, Candace Shannon, at [cshannon@co.collin.tx.us](mailto:cshannon@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 Sophia Vilca Madrid at [svilca@co.collin.tx.us](mailto:svilca@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 972-548-4107 or [svilca@co.collin.tx.us](mailto:svilca@co.collin.tx.us).

Sincerely,

Sophia Vilca Madrid  
Buyer II

Copy to:  
File