



COLLIN COUNTY

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

June 23, 2025

FabriClean Supply of Dallas, LP
8301 Ambassador Row
Dallas, TX 75247

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

Dear Terry Hammond:

Collin County has awarded part of the above referenced solicitation to your company (PRIMARY – Lines 4 – 7) 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 and to the department contact, Candace Shannon, at 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 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.

Sincerely,

Sophia Vilca Madrid
Buyer II

Copy to:
File