



# COLLIN COUNTY

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

June 13, 2025

Election Works  
2482 Vista Trail  
Elgin, IL 60124

RE: Award of 2025-280, Voter Booths and Printer Carts for Elections Ballot on Demand (BOD)

Dear Gay Hed:

Collin County has awarded the above referenced quote to your company per Court Order No (\_\_\_\_). It is understood all terms, conditions and prices will be held firm as per your response through BuyBoard Cooperative Agreement 710-23. The contract term begins upon award and continues through delivery and acceptance. 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 Sherri Lewis, at [slewis@co.collin.tx.us](mailto:slewis@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 Glenn Snodderly at [gsnodderly@co.collin.tx.us](mailto:gsnodderly@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 972-548-4451 or [gsnodderly@co.collin.tx.us](mailto:gsnodderly@co.collin.tx.us).

Sincerely,

Glenn Snodderly  
Senior Buyer

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