



COLLIN COUNTY

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

August 4, 2025

Eagle Mountain Oil Company LP
9625 Lechner Rd.
Fort Worth, TX 76179

RE: Award of 2025-243, Removal and Sale or Disposal of Diesel Fuel

Dear Mr. Canady:

Collin County has awarded the above referenced solicitation to your company 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 a one-time project for purchase of diesel fuel from the County. The contract term begins upon date of award and until project is completed

This is a notification only. A written Notice To Proceed letter will be issued upon receipt of signed Award Letter.

Per Article 4.0 of the specifications, please submit your insurance certificate indicating the required coverage upon receipt of notification of award.

Do not perform any services without first receiving a written Notice To Proceed letter from Collin County.

Receipt and acceptance of fuel purchase shall be documented per specifications and payment will be due upon completed of fuel removal. Documentation of fuel removal should be emailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, Dayne Shepherd, at dshepherd@co.collin.tx.us. Payment shall be mailed to the following address:

Collin County Auditor
2300 Bloomdale Rd., Suite 3100
McKinney, TX 75071

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Susan Hayes, at shayes@co.collin.tx.us or fax to 972-548-4694.

NAME _____

DATE _____

SIGNATURE _____

TITLE _____

Thank you for your interest in serving our needs. If you have any further questions, please contact me at 972-548-4122 or shayes@co.collin.tx.us.

Sincerely,

Susan Hayes
Buyer II

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