



# COLLIN COUNTY

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

June 26, 2025

Reliable Plant Maintenance Inc.  
404 Power House St.  
McKinney TX, 75071

RE: Award of 2025-255, Collin County Justice Center Cluster IV Chilled Water Pump project via Coop TIPS 23010401

Dear Hunter Dunlap:

Collin County has awarded the above referenced quote to your company. It is understood all terms, conditions and prices will be held firm as per associated construction contract. This is a fixed price contract for the Collin County Justice Center Cluster IV Chilled Water Pump project. The contract term begins upon execution and issuance of PO and continues until completion and acceptance.

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 Section 21 – SURETY BONDS of the Construction Agreement, please submit a payment bond and a performance bond in the amount of 100% of the contract price within 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, Ricky Thomas, at [rthomas2@co.collin.tx.us](mailto:rthomas2@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 Ruyue Ding at [rding@co.collin.tx.us](mailto:rding@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 972-548-4115 or [rding@co.collin.tx.us](mailto:rding@co.collin.tx.us).

Sincerely,

Ruyue Ding  
Senior Buyer

Copy to:  
File