



COLLIN COUNTY

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

September 22, 2025

TK Elevator Corporation
4355 Excel Pkwy, Ste 800
Addison, TX 75001

RE: Award of Coop Contract No. 2025-385, Escalator One (1) - Emergency Services

Dear Mr. Baker:

Collin County has awarded your company as the supplier for the above referenced contract per Court Order No. _____. It is understood all terms, conditions and prices will be held firm per the Sourcewell Cooperative Contract No. 050224-TKE. This contract is for emergency services to repair escalator one (1) at the Collin County Courthouse until it is fully operational. The contract term begins on the date of award and will continue until project is completed. 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 or project location for orders or services 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 first receiving a purchase order.

A Payment and Performance Bonds will be required in accordance with Chapter 2253 of the Texas Government Code. If required, bonds are to be provided no later than ten (10) calendar days of notice from Collin County. Bonds shall be in the amount of one hundred percent (100%) of the total contract price in such form as is satisfactory to and in accordance with Chapter 2253 of the Texas Government Code and all other applicable Texas Law and on the form specified. These bonds shall be executed by a corporate surety company duly authorized and admitted to do business in the State of Texas and licensed to issue such a bond in the State of Texas. The Contractor shall notify its corporate surety of any Contract changes.

Please submit a certificate of insurance with Collin County as the certificate holder within ten (10) business days from notification of award.

Invoices should be e-mailed to Collin County Facilities, kcasey@co.collin.tx.us, and the Collin County Auditor's office at accountspayable@collincountytx.gov. **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 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. We look forward to a successful business relationship. If you have any further questions, please contact me at 972-548-4122 or shayes@co.collin.tx.us.

Sincerely,


Susan Hayes
Buyer II

Copy to: File