



# COLLIN COUNTY

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

October 6, 2025

Carpet Tech, LTD  
6613 10<sup>th</sup> St.  
Lubbock, TX 79407

RE: Award of Coop Contract No. 2025-407, Emergency Services for Disaster Recovery and Water Extraction

Dear Ms. Hand:

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 BuyBoard Cooperative Contract No. 780-25.. This contract is for emergency services for disaster recovery and water extraction for all Collin County office locations. The contract term begins on the date of award and will continue through September 30, 2026. The County will have the right and option to extend the term of the contract for two (2) 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 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.

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, [rthomas2@co.collin.tx.us](mailto:rthomas2@co.collin.tx.us) and the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto: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](mailto: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](mailto:shayes@co.collin.tx.us).

Sincerely,

  
Susan Hayes  
Buyer II

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