



# COLLIN COUNTY

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

May 19, 2026

Preferred Mechanical Group, LLC  
5729 Lebanon Road  
Suite 144 Box 239  
Frisco, TX 75034

RE: Award of IFB 2026-093, Cooling Tower #2 Replacement

Ms. Kayla Brown,

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 fixed-price contract for the replacement of Cooling Tower #2. The contract term begins on the date of award and continues until the project is complete. The County will have the right and option to terminate the contract upon thirty (30) days written notice.

Per Section 002113, Article 1.55 of the specifications, please submit certified copies of all Contractor and subcontractor insurance certificate(s) indicating the required coverage within ten (10) days.

Per Section 002113, Article 1.11 of the specifications, please submit a payment bond and a performance bond in the amount of 100% of the contract price and a one (1) year maintenance bond in the amount of 10% of the contract price within ten (10) days.

Per Section 002113, Article 1.17 of the specifications, please print, sign and submit three (3) copies of the attached Construction Agreement within ten (10) days following notification of award of contract.

This is a notification only, once the above items have been received, a purchase order will be issued giving Preferred Mechanical Group, LLC notice to proceed.

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, Rickee Harris, at [rwharris@co.collin.tx.us](mailto:rwharris@co.collin.tx.us) . Please ensure that the appropriate purchase order number is on all invoices.

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 972-548-4117 or [halley@co.collin.tx.us](mailto:halley@co.collin.tx.us) .

Sincerely,

Hunter Alley, CPPB  
Senior Buyer

Copy to:  
File