



COLLIN COUNTY

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

August 11, 2026

Kofile Technologies, Inc.
6300 Cedar Springs Road
Dallas, TX, 75235

RE: Award of Cooperative Quote 2026-417, Preservation of Civil Minutes

Dear Ms. Gray:

Collin County has awarded the above-referenced quote to your company pursuant to Court Order No. _____. It is understood that all terms, conditions, and pricing shall remain firm in accordance with Cooperative Contract No. TXMAS-23-92001. The contract term shall begin upon award and continue through project completion. The County reserves the right 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 for orders 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 a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, Brenda German, at bgerman@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 Hunter Alley at halley@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 972-548-4117 or halley@co.collin.tx.us.

Sincerely,

Hunter Alley, CPPB
Senior Buyer

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File