



C O L L I N C O U N T Y

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

June 17, 2013

To: Commissioners Court
Collin County

From: Michalyn Rains
Purchasing Agent

Re: Contract Change Order No. 1

This memo is to respectfully request Commissioners Court consideration and any action regarding the approval of Change Order No. 1 to Office Perks, Inc. for Services: Coffee, IFB 05226-12 for price adjustments to the contract bid item 05226-12-01-01. This contract provides the County with coffee makers, coffee, and coffee supplies.

Please contact me at ext. 4122 with any questions.

MR/jd