



COLLIN COUNTY

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

June 2, 2016

Office Depot, Inc.
14600 Trinity Blvd.
Suite 300
Fort Worth, TX 76055

Re: Contract Name: Supplies: OEM Toner Cartridges for Laser and Inkjet Printers, IFB 2015-344
Contract Start Date: February 15, 2016
Agreement Renewal Period: October 1, 2016 thru September 30, 2017 (1 of 2)

Dear Mr. McEntee:

The aforementioned contract between Collin County and your company will expire on September 30, 2016. The Collin County Purchasing Department is requesting that your company extend this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award.

If you are interested in extending the current contract, please complete the form below and return by June 14, 2016. If you desire to extend this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at: judydavis@co.collin.tx.us.

Sincerely,

Judy Davis
Buyer II

Please check one:

Yes	<input checked="" type="checkbox"/>	I agree to extend the contract with Collin County at the prices established in the original solicitation.
No	<input type="checkbox"/>	I cannot extend the contract.

Signature:	
Print Name & Title:	Jim Pollman, Vice President
Date:	7-27-2016
If your address has changed from above please state new address below:	
Street Address:	
City, State, Zip Code:	

