



COLLIN COUNTY

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

June 21, 2018

The Office Pal, Inc.
PO Box 2
Lakewood, NJ 08701

Re: Agreement Name: **IFB 2017-255 Supplies: OEM Toner Cartridges for Laser, Inkjet and MICR Printers**
Agreement Start Date: **February 5, 2018**
Requested Renewal Period: **October 1, 2018 – September 30, 2019**

Dear Ms. Friedman,

The aforementioned agreement between Collin County and your company will expire on September 30, 2018. The Collin County Purchasing Department is requesting that your company extend this agreement for an additional one (1) year period to include terms, conditions and pricing set forth in the original quote award.

If you are interested in extending the current agreement, please complete the form below and return by June 30, 2018.

Should you have any questions, please feel free to contact me at lhiggins@collincountytx.gov.

Sincerely,

Lauren Higgins, Buyer II

Please check one:

- Yes I agree to extend the contract with Collin County at the prices established in the original solicitation.
- Yes I agree to extend the contract with Collin County with the attached changes to the original solicitation.
- No I cannot extend the contract.

Signature: *Brenda Friedman*
 Print Name & Title: Brenda Friedman
 Date: June 25/18

If your address has changed from above please state new address below:

Street Address: _____
 City, State, Zip Code: _____