



# COLLIN COUNTY

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

June 21, 2018

**Ribbons Express, Inc.**  
dba RE Business Solutions  
1980 Old Cuthbert Rd  
Cherry Hill, NJ 08034

**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 Mr. Murabito,

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 at your earliest convenience.

Should you have any questions, please feel free to contact me at [lhiggins@collincountytx.gov](mailto: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: \_\_\_\_\_

Print Name & Title: John Murabito, President

Date: 7/11/18

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_