



COLLIN COUNTY

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

February 15, 2016

Staples
440 South Royal Lane, Suite 200
Coppell, TX 75019

RE: Award of IFB 2015-344, Supplies, OEM Toner Cartridges for Laser and Inkjet Printers

Dear Mr. Robertson,

Collin County has awarded a portion of the above referenced solicitation to your company per Court Order No. (CO#). Please see below for a listing of awarded line items. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is an annual fixed price contract for the purchase of OEM Toner Cartridges for Laser and Inkjet Printers for the County. The contract term begins February 15, 2016 and continues through and including September 30, 2016. The County will have the right and option to extend the term of the contract for two (2) additional one (1) year periods upon the same terms and conditions. The County will also have the right and option 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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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, David Dobecka at ddobecka@co.collin.tx.us. Please ensure that the appropriate purchase order number is on all invoices.

Line Items Awarded

LINE ITEMS	MODEL#	DESCRIPTION	UNIT COST/EA
#21	CS510DE CYAN	LEXMARK HIGH-YIELD CYAN TONER CARTRIDGE	\$91.39
#22	CS510DE MAGENTA	LEXMARK HIGH-YIELD MAGENTA TONER CARTRIDGE	\$91.39
#23	CS510DE YELLOW	LEXMARK HIGH-YIELD YELLOW TONER CARTRIDGE	\$91.39
#26	X745 - 748 CYAN	LEXMARK CYAN TONER CARTRIDGE	\$142.73
#27	X745 - 748 MAGENTA	LEXMARK MAGENTA TONER CARTRIDGE	\$142.73
#28	X745 - 748 YELLOW	LEXMARK YELLOW TONER CARTRIDGE	\$142.73

#29	MS415DN,MS510DN, BLACK TONER CARTRIDGE	LEXMARK HIGH-YIELD BLACK TONER CARTRIDGE	\$97.23
#31	C746, C748, BLACK	LEXMARK BLACK TONER CARTRIDGE	\$150.18
#32	C746, C748, CYAN	LEXMARK CYAN TONER CARTRIDGE	\$168.41
#33	C746, C748, MAGENTA	LEXMARK MAGENTA TONER CARTRIDGE	\$168.41
#34	C746, C748, YELLOW	LEXMARK YELLOW TONER CARTRIDGE	\$168.41
#48		DISCOUNT OFF PRICE LIST FOR ALL OTHER HEWLETT PACKARD FUSER KITS NOT SPECIFIED ABOVE	25.00%
#49		DISCOUNT OFF PRICE LIST FOR ALL OTHER HEWLETT PACKARD MAINTENANCE KITS NOT SPECIFIED ABOVE	25.00%

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Judy Davis at judydavis@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 972-548-4122.

Sincerely,

Judy Davis
Buyer II

Copy to:
File