



COLLIN COUNTY

Rick Monk
Facilities Director
4600 Community Avenue
McKinney, Texas 75071
www.collincountytx.gov

InterOffice Memorandum
May 20, 2020

To: Michalyn Rains/Purchasing Agent
From: Rick Monk/Facilities Director
RE: Change Order: Janitorial Supplies, IFB No. 2018-251; Eagle

Request Commissioner's Court consideration and any action regarding approval of Change Order No. 1 to IFB 2018-251, Janitorial Supplies to add items from the Eagle; line 61- Foaming Disinfectant, line 62- 24" Plastic Squeegee, and line 63- 12" plastic Squeegee. And authorize Purchasing Agent to execute same.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:\changeorder\janitorialsupplieseagle2018-251\pj