



COLLIN COUNTY

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

InterOffice Memorandum
May 18, 2020

To: Michalyn Rains/Purchasing Agent

From: Rick Monk/Facilities Director

RE: Change Order: Janitorial Supplies, IFB No. 2018-251; Pyramid School Products

Request Commissioner's Court consideration and any action regarding approval of Change Order No. 1 to IFB 2018-251, Janitorial Supplies to Pyramid School Products:

- 1.) Extend the contract for the period July 1, 2020 through June 30, 2021. Contract No. 1 of 2.
- 2.) Adjust pricing for an eight percent (8%) pricing increase to various items due to COVID-19. 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.