



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; Empire Paper

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

- 1.) Extend the contract for the period July 1, 2020 through June 30, 2021. Contract No. 1 of 2.
- 2.) Adjust pricing for pricing increase due to COVID-19; line 27, Cleaning Accessories there is a seven percent (7%) increase and line 47, Paper/personal change there is an eight percent (8%). 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.