



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: Renewal: Janitorial Supplies, IFB No. 2018-251; Matera Paper Company Inc.

Request Commissioner's Court consideration and any action regarding approval of Change Order No. 1 to IFB 2018-251, Janitorial Supplies to Matera Paper Company Inc. Extend the contract for the period July 1, 2020 through June 30, 2021. Contract No. 1 of 2.

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

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