



COLLIN COUNTY

Rick Monk  
Facilities Director  
4600 Community Avenue  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

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InterOffice Memorandum  
May 18, 2020

To: Michalyn Rains/Purchasing Agent

From: Rick Monk/Facilities Director

RE: Renewal: Janitorial Supplies, COOP 2020-141; Empire Paper

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Request Commissioner's Court consideration and any action regarding approval to renew COOP 2020-141, Janitorial Supplies to Empire Paper for the period July 1, 2020 through June 30, 2021. Contract renewal 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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