



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

June 23, 2020

Office Depot, Inc,
6600 N Military Trl
Boca Raton, FL 33496

RE: Award of 2020-265, Computers, Peripherals, and Accessories

Dear Sharon Makari:

Collin County has awarded line(s) 7,8, & 12 from the above referenced solicitation to your company per Court Order No. 2020-xxx-07-06. It is understood all terms, conditions, and prices will be held firm as per your response to the solicitation. This is a fixed price contract for the purchase of computers, peripherals, and accessories for the County.

This is a notification only. Purchase orders will be issued on an as-needed basis. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@collincountytx.gov and to the department contact, David McCurdy, at dmccurdy@co.collin.tx.us. Please ensure that the appropriate purchase order number is on all invoices.

Please acknowledge receipt of this letter, as indicated below, and e-mail it to Meagan Mason at mmason@co.collin.tx.us or fax to 972-548-4694.

NAME

DATE

SIGNATURE

TITLE

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact me at (972) 548-4107 or mmason@co.collin.tx.us.

Sincerely,

Meagan Mason
Buyer II

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File