



# COLLIN COUNTY

Office of the Purchasing Agent  
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[www.collincountytx.gov](http://www.collincountytx.gov)

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To: Commissioners' Court  
Collin County

From: Michalyn Rains  
Purchasing Agent

Date: August 19, 2020

Re: Renewal of COOP Quote 2020-136  
OEM Toner Cartridges for Laser and Inkjet Printers

Request Commissioners' Court consideration and any action regarding approval of Change Order No. 1 to COOP Quote 2020-136 OEM Toner Cartridges for Laser and Inkjet Printers to Dream Ranch LLC to 1) extend the contract for the period October 1, 2020 through and including September 30, 2021 and 2) add four (4) additional products to the contract, 3) add Force Majeure to Terms of Contract, and authorize Purchasing Agent to execute same.

The OEM Toner Cartridges for Laser and Inkjet Printers contract is used by all County departments for their various OEM Toner Cartridge needs.

Please contact the Purchasing Department with any questions.

