



# COLLIN COUNTY

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

08/06/20

**SHI Government Solutions**  
1301 S. Mo-Pac Expressway  
Suite 375  
Austin, TX 78746

**Re:** Contract Name: Coop Quote 2020-136 OEM Toner Cartridges for Laser and Inkjet Printers  
Contract Start Date: 04/21/2020  
Agreement Renewal Period: 09/30/2020 – 09/30/2021 (renewal 1 of 2)

Dear **Jon Sonnen** :

The aforementioned contract between Collin County and your company will expire on 09/30/20. The Collin County Purchasing Department is requesting that your company renew this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award to include any previously executed amendments/change orders.

If you are interested in renewing the current contract, please complete the form below and return by 08/10/20. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at [halley@co.collin.tx.us](mailto:halley@co.collin.tx.us)

Sincerely,

**Hunter Alley**  
**Buyer II**

Please check one:

Yes  I agree to renew the contract with Collin County at the prices established in the original solicitation to include any previously executed amendments/change orders.  
No  I cannot renew the contract.

Signature: Kristina Mann  
Print Name & Title: Kristina Mann - Sr. Lead Contract Specialist  
Date: 8/10/2020

If your address has changed from above please state new address below:

Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_