



COLLIN COUNTY

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

September 14, 2020

To: Commissioners' Court

From: Michalyn Rains, Purchasing Agent

Re: COOP Quote 2020-136 Change Order No. 1
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 Office Depot LLC to 1) extend the contract for the period October 1, 2020 through and including September 30, 2021 and 2) add three (3) additional products to the contract, 3) add Force Majeure to Terms of Contract, and authorize Purchasing Agent to execute the 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.

