



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

July 19, 2021

The Office Pal Inc  
922 State Route 33 Bldg 8 Suite 801  
Freehold, NJ 07728

RE: Award of 2021-229 Fujitsu Document Scanners, Lexmark Printers and Accessories

Dear Latzie Tober:

Collin County has awarded lines 1-11 of the above referenced solicitation to your company per Court Order No. (2021-xxxx-07-19). It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This contract is for the purchase of Fujitsu Document Scanners, Lexmark Printers and Accessories for the County. This contract term will commence upon award and continue through and including July 6, 2022 with three (3) optional one (1) year renewals. The County will also have the right and option to terminate the contract upon thirty (30) days written notice.

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.

Per Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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](mailto:accountspayable@collincountytx.gov) and to the department contact, David McCurdy, at [dmccurdy@co.collin.tx.us](mailto: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 Tyler Connelly at [tconnelly@co.collin.tx.us](mailto:tconnelly@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 972-548-4115 or [tconnelly@co.collin.tx.us](mailto:tconnelly@co.collin.tx.us).

Sincerely,

Tyler Connelly  
Buyer II

Copy to:  
File