



# COLLIN COUNTY

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

December 13, 2021

Office Depot, Inc.  
14600 Trinity Blvd.  
Suite 300  
Fort Worth, TX 76055

RE: Award of Coop Quote No. 2022-103, OEM Toner Cartridges for Laser and Inkjet Printers

Dear Trina Garcia:

Collin County has awarded line item #'s 15, 20-22, 26, 27, 32, 33, 83-91, 93-96, 108, and 111-113 as part of the above referenced quote to your company per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins on the date of award and continues through and including December 31, 2022. 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.

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 Dobecka, at [ddobecka@co.collin.tx.us](mailto:ddobecka@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 Susan Hayes at [shayes@co.collin.tx.us](mailto:shayes@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 972-548-4122 or [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us)

Sincerely,

  
Susan Hayes  
Buyer II

Copy to:  
File