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# COLLIN COUNTY

Office of the Purchasing Agent  
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## MEMO

**TO:** Collin County Commissioners Court

**FROM:** Michelle Charnoski, NIGP-CPP, CPPB  
Purchasing Agent

**DATE:** August 19, 2022

**RE:** Award 2022-397, GIS Multi-Function Copier/Printer Lease

Collin County Purchasing respectfully requests Commissioners Court consideration and any action regarding approval to award contract 2022-397, GIS Multi-Function Copier/Printer Lease, to Xerox Corporation through State of Texas DIR Coop Contract No. DIR-CPO-4412, and authorize Purchasing Agent to execute the same.

We are entering into a new contract effective upon receipt of installation of copier/printer for a period of 5-years (60-Months).

MC/slh