



# COLLIN COUNTY

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

January 30, 2023

ODP Business Solutions LLC  
6600 North Military Trail  
Boca Raton, FL 33496

RE: Award of 2023-153, OEM Toner Cartridges for Laser and Inkjet Printers through Omnia 19-12R.

Dear Wade DeArman:

Collin County has awarded line items 15, 25, 26, 77-85, 95a, 102, 107, and 111 as part of the above referenced Cooperative quote to your company. It is understood all terms, conditions and prices will be held firm as per your response to the quote. The contract term begins 2/13/2023 and continues through and including 2/12/2024. The County will 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 Sarah Caton at [scaton@co.collin.tx.us](mailto:scaton@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 972-548-4130 or [scaton@co.collin.tx.us](mailto:scaton@co.collin.tx.us).

Sincerely,

Sarah Caton  
Buyer I

Copy to:  
File