



# COLLIN COUNTY

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

August 15, 2023

ODP Business Solutions, LLC  
PO Box 660113  
Dallas, TX 75266-0113

RE: Award Contract No. 2023-373, Office Supplies, through Cooperative Contract Omnia Partners, Contract No. 19-12R

Dear Ms. Shelton:

Collin County has awarded ODP Business Solutions, LLC, the above referenced contract per Court Order No. \_\_\_\_\_ . It is understood all terms, conditions and prices will be held firm as per the Omnia Partners Cooperative Contract, No. 19-12R. This is an annual fixed price contract. The contract term continues through and including October 13, 2024. The County will have right and option to extend the term of the contract for three (3) additional one (1) year periods upon the same terms and conditions as the Omnia Partners Cooperative Contract. 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). 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.

Sincerely,

Susan Hayes  
Buyer II

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