



# 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:** December 14, 2023

**RE:** Amendment 2 to Image Management Agreement, 2022-347, Lease Copiers

Collin County Purchasing respectfully requests Commissioners Court consideration and any action to approve Amendment 2, Image Management Agreement, Contract No. 2022-347, Lease Copiers, to Novatech, Inc., to add two (2) Konica Minolta Copiers to the fleet through Konica Minolta Omnia Partners Coop (No. R191101). The new Konica Minolta KM B450i copiers are necessary in preparation to support the needs of two (2) new District Courts.

The County currently has one-hundred and thirty-eight (138) fleet Leased Copiers in operation. After adding two new copiers to the leased fleet, the County will have a total of one-hundred and forty (140) fleet Leased Copiers in operation, all being Konica Minolta. There are no further changes or additions to the Copier fleet.

New Copier Lease will be co-termed through the remainder of the existing lease (15 quarters/45 months), with expected delivery by January 19, 2024

Collin County Purchasing respectfully requests Commissioners Court consideration and any action to approve Addendum to the Image Management Agreement of a Service Payment Plan rate, not to exceed five percent (5%) annually, negotiated from fifteen percent (15%) annually, per the original Agreement approved by Court order 2022-783-08-22.

Current cost per quarter: \$36,502.95  
Estimated quarterly cost for addition to fleet: \$669.24  
New estimated total cost per quarter: \$37,172.19

MC/slh