



**OFFICE OF THE SHERIFF**  
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

Date: January 12, 2024  
To: Commissioners Court  
From: Sheriff Jim Skinner *JOS*  
Re: Change Order No. 2: Contract IFB 2021-345 with Complete Supply Inc.

The Collin County Sheriff's Office respectfully requests Commissioners Court consideration and any action regarding approval of Change Order No. 2 to contract number IFB 2021-345, Detergents and Dispensers for Laundry and Kitchen with Complete Supply Inc. for the period of February 28, 2024 through February 27, 2025 and further authorize the Purchasing Agent to execute same.

JOS/cs



TO PREVENT FRAUD, WE WILL **NEVER**  
CALL TO REQUEST PAYMENT OF FINES  
OR WARRANTS OVER THE PHONE.

4300 Community Avenue, McKinney, TX 75071  
Sheriff's Office (972) 547-5100 | Detention (972) 547-5200  
[www.collincountysheriff.org](http://www.collincountysheriff.org)