



COLLIN COUNTY

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

January 25, 2024

Perry Office Products, Inc.
1401 N. 3rd Street
Temple, TX 76501

RE: Award of Coop contract 2024-139, OEM Toner, Ink Cartridges, and Supplies for Printers through DIR-CPO-4438, DIR-TSO-4159, & BuyBoard 656-21

Dear Mr. Macey:

Collin County has awarded Perry Office Products, Inc. part the above referenced quote (PRIMARY: Category VII; SECONDARY: Categories I, V, and VI; TERTIARY: Categories III and IV) per Court Order No. _____. It is understood all terms, conditions and discounts will be held firm as per your response to the quote. The contract term begins February 13, 2024 and continues through and including August 22, 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 and to the department contact, Edward Newsome, at enewsome@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 Christina Criswell at ccriswell@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 972-548-4124 or ccriswell@co.collin.tx.us.

Sincerely,

Christina Criswell
Buyer II

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File