



# COLLIN COUNTY

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

September 4, 2024

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

RE: Award of Coop contract 2024-365, OEM Toner, Ink Cartridges, and Supplies for Printers through OMNIA 19-12R

Dear Ms. Shelton:

Collin County has awarded ODP Business Solutions, LLC part of the above referenced quote (PRIMARY: Category IV,VI, VII and IX; SECONDARY: Category I, III; TERTIARY: Categories II, V and VIII) 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 September 16, 2024 and continues through and including January 31, 2025. 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, Edward Newsome, at [enewsome@co.collin.tx.us](mailto: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 Lera Miller at [lmiller@co.collin.tx.us](mailto:lmiller@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 972-548-4102 or [lmiller@co.collin.tx.us](mailto:lmiller@co.collin.tx.us).

Sincerely,

Lera Miller  
Buyer II

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File