



COLLIN COUNTY

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

Date: December 12, 2024

To: Commissioners Court

From: Michelle Charnoski, Purchasing Agent

Re: Contract No. 2025-073; Annual Office Furniture Contract

Collin County is requesting Commissioners Court approval to utilize Collin County Community College District's Annual HON Blanket Purchase Agreement (BPA), FY2024-RFP-003, which provides specialized pricing based on annual spend and additional percentage off of Manufacturer's Listed Price when purchasing through Plano Office Supply Co., per the attached documentation.

Term of contract begins on February 1, 2025 and continues through and including January 31, 2026.

Should you have any questions, please feel free to contact me at X4142.

MC/SP