



COLLIN COUNTY

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

December 20, 2024

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

RE: Award of Coop contract 2025-072, OEM Toner, Ink Cartridges, and Supplies for Printers through OMNIA Partners 19-12R

Dear Mr. McKee:

Collin County has awarded ODP Business Solutions, LLC part of the above referenced quote – PRIMARY: Category IX; SECONDARY: Category III; TERTIARY: Category I; 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 1, 2025 and continues through and including January 31, 2026. 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 Lera Miller at 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.

Sincerely,

Lera Miller

Buyer II

Copy to:
File