



COLLIN COUNTY

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

TO: Commissioners Court
Collin County

FROM: Michelle Charnoski, NIGP-CPP, CPPB
Purchasing Agent

DATE: June 2, 2025

RE: Award: Coop Quote 2025-246, Copy Paper Purchase

The Purchasing Department is requesting Commissioners Court consideration and any action regarding approval to award Coop Quote 2025-246, Copy Paper Purchase to the lowest and best bidders per the attached tabulation.

The County is requesting a one-time purchase for copy paper to be stored in the County Courthouse warehouse for use by all County Departments for various printing needs.

FY25 Expenditure to Date: \$48,518.40

Please contact the Purchasing Department with any questions.

MC/slh