



# COLLIN COUNTY

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

May 23, 2025

GCS Imaging Inc.  
217 Hergesell Ave  
Maywood, NJ 07607

RE: Award of 2025-136 Fujitsu Document Scanners, Lexmark Printers and Accessories

Dear Rose Terkeltaub:

Collin County has awarded lines 5-5.2, 7-7.2, and 8-8.2 of the above referenced solicitation to your company per Court Order No. (2025-xxxx-xx-xx). It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This contract is for the purchase of Fujitsu Document Scanners, Lexmark Printers and Accessories for the County. This contract term is for one year commencing on July 6, 2025 and continuing through and including July 5, 2026 with the option for three (3) additional one (1) year renewal periods. The County will also 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.

Per Article 4 of the specifications, please submit your insurance certificate indicating the required coverage with ten (10) days.

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, David McCurdy, at [dmccurdy@co.collin.tx.us](mailto:dmccurdy@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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