



COLLIN COUNTY

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

May 23, 2025

Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.
4350 Spring Valley Rd
Farmers Branch, TX 75244

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

Dear John Ausmus:

Collin County has awarded lines 10-10.2, 11-11.2 and 12-12.2 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 and to the department contact, David McCurdy, at 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 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