



COLLIN COUNTY

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

May 12, 2025

ODP Business Solutions, LLC
PO Box 660113
Dallas, TX 75266-0113

RE: Award of 2025-278, Toner and Drum Units for Elections Ballot on Demand (BOD) through Omnia Cooperative contract 19-12R

Dear Andrew Muennink;

Collin County has awarded the above referenced solicitation to your company per Court Order No (_____). It is understood all terms, conditions and prices will be held firm as per Omnia contract 19-12R. The contract term begins on upon award and continues through delivery and acceptance. 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. A copy of all invoices should also be e-mailed to and cc: Sherri Lewis slewis@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