



# COLLIN COUNTY

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

December 1, 2025

Printer Connection, Inc.  
1712 Lacy Drive  
Fort Worth, TX 76177

RE: Award of 2025-404, Industrial SATO Laser Printer for Collin County Elections

Dear Mr. Neeley:

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 your response to the solicitation. This is an annual fixed price contract with the term to begin upon the date of award and continues for a period of one (1) year. The County will have the right and option to terminate the contract upon thirty (30) days written notice.

The initial purchase price of \$72,160.00 will include:

- SATO LP 100R INDUSTRIAL LASER PRINTER \$64,975.00
- COMPLETE SET OF CONSUMABLES AND CLEANING KIT \$74.00
- FREIGHT TO INCLUDE LIFTGATE AND INSURANCE \$650.00
- IMPLEMENTATION \$1.00
- INSTALLATION - MANUFACTURER INSTALLATION \$600.00
- SERVICE LEVEL AGREEMENT - 1 YEAR ON-SITE MANUFACTURER MAINTENANCE \$5,860.00

Consumables will be purchased as needed.

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 4.0 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, Sherri Lewis, at [slewis@co.collin.tx.us](mailto: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](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,

A handwritten signature in black ink, appearing to read 'Lera Miller', with a stylized, flowing script.

Lera Miller  
Buyer II

Copy to:  
File