



COLLIN COUNTY

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

July 6, 2026

The Office Pal, Inc.
922 State Rt. 33 Building 8, Unit 801
Freehold, NJ 07728

RE: Award of 2026-251 Fujitsu Document Scanners, Lexmark Printers and Accessories

Dear Chesky Fried:

Collin County has awarded these lines of the above referenced solicitation to your company per Court Order No. _____.

- Primary Group 2, Lines 17-19, 20-22, 23-25, 26-28, and 29-31
- Secondary Group 2, Lines 11-13
- Tertiary Group 2, Lines 14-16

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 27, 2026 and continuing through and including July 26, 2027 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 3 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

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