

**FORT BEND COUNTY    FY 2010**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 4/19/2010

Submitted By: Lou Ann Mullings

Court Agenda Date: 4/27/10

Department: Sheriff's Office

Phone Number: 281 341-4703

**SUMMARY OF ITEM:** Invoices for HVAC maintenance submitted without a purchase order.

RENEWAL AGREEMENT/APPOINTMENT                      YES                      NO    X

REVIEWED BY COUNTY ATTORNEY'S OFFICE:    YES                      NO    X

List Supporting Documents Attached: Invoice transmittal, invoices from Fort Bend Mechanical and memo from Sgt. A. C. Rader

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES    X                      NO

FUNDNG SOURCE: Accounting Unit: 100512100

Account Number: 63300

Activity (If Applicable):

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office X (✓ when completed)

If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us)

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X	Auditor	(281-341-3774)	X	Comm. Pct. 1	(281-342-0587)
X	Budget Officer	(281-344-3954)	X	Comm. Pct. 2	(281-403-8009)
X	Facilities/Planning	(281-633-7022)	X	Comm. Pct. 3	(281-242-9060)
X	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-980-9077)
X	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		X	County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify):

# INVOICE TRANSMITTAL

<b>Accounting Unit (9 digit)</b> 100512100
<b>Account (5 digit)</b> 63000
<b>Grants &amp; Projects (If needed)</b> Activity
<b>Account Category</b>

<b>Vendor #</b>	14653	
<b>Vendor Name</b>	Fort Bend Mechanical	
<b>Address</b>		
<b>City</b>		
<b>State</b>	<b>Zip Code</b>	<b>Date</b> 4/19/2010

<b>Invoice #/Invoice Date/Desc</b>
Invoice No. 24066
Invoice No. 24306

<b>Amount</b>
5,800.00
5,880.00
<b>Total</b> 11,680.00

<b>County Auditor's Use Only</b>	
CC Approval Date	
Check Type	
Audited By	
Received	
Paid	

*Lon Ann Melling*  
 Authorized Department Approval

<b>Treasurer's Register Stamp and Number</b>
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**Fort Bend Mechanical, Ltd.****Invoice**

TACLA 000226E TECL 24236 MPL 38900

P.O. Box 967  
(13625 Stafford Rd. 77477)  
Stafford, TX 77497-0967

Invoice No.: 24066

Date: 10/1/2009

(281) 403-4822 (281) 403-4823 (fax)

Bill to: FT. BEND SHERIFF'S DEPT.  
1410 Ransom Rd.  
Richmond, TX 77469

Service at: FT. BEND CO. SHERIFF'S DEPT.  
  
1410 Ransom Rd.  
Richmond, TX 77469

Terms: 1

Agreement Coverage: 4/1/2009 thru 3/31/2010

Description: Agreement 85

PO Number: 02700013436

Item	Description	Quantity	Unit Price	Amount
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**Work Done:**

Labor & Materials for:  
Monthly Service Agreement for period 10/01/09 - 11/01/09

**Agreement**

Platinum Full Svc. Agreement	1.00	\$5,800.00	\$5,800.00
<b>Agreement Subtotal:</b>			<b>\$5,800.00</b>

Subtotal:	\$5,800.00
Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$5,800.00

**WARRANTY: 90 Days on Labor & Manufacturer's Warranty or One Year on Parts**

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711 – 800-803-9202, 512-463-6599

**Fort Bend Mechanical. Ltd.****Invoice**

TACLA 000226E TECL 24236 MPL 38900

P.O. Box 967  
(13625 Stafford Rd. 77477)  
Stafford, TX 77497-0967

Invoice No.: 24306

Date: 11/2/2009

(281) 403-4822 (281) 403-4823 (fax)

Bill to: FT. BEND SHERIFF'S DEPT.  
1410 Ransom Rd.  
Richmond, TX 77469

Service at: FT. BEND CO. SHERIFF'S DEPT.  
1410 Ransom Rd.  
Richmond, TX 77469

Terms: 1

Agreement Coverage: 4/1/2009 thru 3/31/2010

Description: Agreement 85

PO Number: 02700013436

Item	Description	Quantity	Unit Price	Amount
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**Work Done:**

Labor & Materials for:  
Monthly Service Agreement for period 11/01/09 - 12/01/09

**Agreement**

Platinum Full Svc. Agreement	1.00	\$5,800.00	\$5,800.00
<b>Agreement Subtotal:</b>			<b>\$5,800.00</b>

Subtotal:	\$5,800.00
Sales Tax:	\$0.00
Payments:	\$0.00
Total Due:	\$5,800.00

**WARRANTY: 90 Days on Labor & Manufacturer's Warranty or One Year on Parts**

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711 -- 800-803-9202, 512-463-6599

# Memo

*J.A.L.*

## Fort Bend County Sheriff's Office



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To: Lt. Quam *[Signature]*  
From: Sgt. A.C. Rader *[Signature]*  
CC: Major Leach  
Captain Jackson  
Date: April 5, 2010  
Re: Fort Bend Mechanical Invoices

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Attached are all email correspondences between Debbie Kaminski (Auditor's Office), Sandra Tondre (Controller – Ft. Bend Mechanical) and myself.

The contract with Fort Bend Mechanical was automatically renewed from April 1, 2009 – March 31, 2010. The letter of renewal was dated February 26, 2009 and the letter was sent to Fort Bend Mechanical by Debbie Kaminski.

The cancellation of services letter was dated October 28, 2009 making the termination effective on November 27, 2009. The cancellation letter was signed by Gilbert Jalomo.

Fort Bend Mechanical is billing the Sheriff's Office a total of \$11,600.00 for the months of October and November in fiscal year 2010. No preventative maintenance was conducted during these two months due to the County not having a purchase order with Fort Bend Mechanical. Fort Bend Mechanical has advised the invoices for October and November are due as billed because the cancellation clause did not become effective until November 27, 2009.

The \$11,600.00 was not budgeted for in fiscal year 2010. I was advised by Debbie Kaminski the Sheriff's Office is responsible for the months of October and November. Please advise how you wish to proceed with the invoices.

**Attached Documents:**

Email Correspondences  
Contract Termination Letter (2 copies)  
Service Order Ticket  
Contract Renewal Letter