

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

Submitted By: Jeff Braun

Department: Office of Emergency Management

Phone Number: 281-342-6185

SUMMARY OF ITEM: Take all appropriate action to authorize payment by Invoice Transmittal for \$275.78 to Helfman Ford for the service on the 2007 Expedition vehicle repairs without a purchase order. The vehicle warranty expired in Feb. 2010 and the repairs should have been completed at vehicle maintenance instead of at dealership.

RENEWAL AGREEMENT/APPOINTMENT YES ☐ NO ☒
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES ☐ NO ☒

List Supporting Documents Attached: *Invoice Transmittal and original invoice.*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: 100580100 Account Number: 64000
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Property & Equipment

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 ☐ (✓ when completed)

If by Fax to (281) 341-8609

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

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

RECOMMENDATION / ACTION REQUESTED:

Approve payment of \$275.78 for the service on the 2007 Expedition vehicle repairs without a purchase order.

Special Handling Requested (specify):

INVOICE TRANSMITTAL


Accounting Unit (9 digit)
100580100
Account (5 digit)
64000
Grants & Projects (If needed)
Activity
Account Category

Vendor #	14112	
Vendor Name	Helfman Ford	
Address	12220 Southwest Freeway	
City	Stafford	
State	Zip Code	Date
TX	77477	06/02/10

Invoice #/Invoice Date/Desc
Invoice # C36807
Description: Labor, Parts, service materials

Amount
275.78
Total
275.78

County Auditor's Use Only
CC Approval Date _____
Check Type _____
Audited By _____
Received
Paid



 Authorized Department Approval

Treasurer's Register Stamp and Number



QUALITY CARE
It may be your car,
but it's still our baby.™

HELFMAN FORD

12220 SOUTHWEST FRWY.
STAFFORD, TEXAS 77477
(281) 274-7380



Credit Cards

American Express • Visa • M.C. • Discover

Service and Parts Department Hours

Mon-Fri 7:00 AM - 6:00 PM

Towing Service

(281) 499-1024 • (281) 564-5868

SUB TOTAL	ALLOWANCE	PLUS PRICE DIFF	LESS REG.
(CHECK (✓) APPROPRIATE BOX)			
<input type="checkbox"/> CLAIMS REVIEW	<input type="checkbox"/> AUTHORIZATION TO SUBMIT CLAIM	<input type="checkbox"/> PARTS SCRAP OUT	
\$	\$	\$	TOTAL
PARTS	LABOR	TOTAL	
Authorized Signature and Date			

SERVICE INSTALLED PARTS				PROGRAM CODE(S)	DEALER CODE
DATE INSTALLED		ACCRUED MILEAGE	ORIGINAL R.O. NUMBER	REPAIR 1	52C182
MO.	DAY	YR.	NO TENTHS	REPAIR 2	
APPROVAL CODE OR NO.			COMMITMENT CODE	REPAIR 3	
					P&A CODE
					04587

ON BEHALF OF SERVING DEALER, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREON IS ACCURATE. UNLESS OTHERWISE SHOWN, SERVICES DESCRIBED WERE PERFORMED AT NO CHARGE TO OWNER. THERE WAS NO INDICATION FROM THE APPEARANCE OF THE VEHICLE OR OTHERWISE THAT ANY PART REPAIRED OR REPLACED UNDER THIS CLAIM HAD BEEN CONNECTED IN ANY WAY WITH ANY ACCIDENT, NEGLIGENCE OR MISUSE. RECORDS SUPPORTING THIS CLAIM ARE AVAILABLE FOR (1) YEAR FROM THE DATE OF PAYMENT NOTIFICATION AT THE SERVING DEALER FOR INSPECTION BY REPRESENTATIVES OF FORD.

I ACKNOWLEDGE RECEIPT OF THE PARTS AND LABOR LISTED BELOW

X THIS COPY MUST BE RETURNED FOR ADJUSTMENT (SIGNED) DEALER, GENERAL MANAGER OR AUTHORIZED PERSON (DATE)

----- INVOICE TO ----- DRIVER/OWNER INFORMATION -- INVOICE: C36807
FORT BEND COUNTY # L025
 307 FORT ST
 EMERGENCY MANAGEMENT
 RICHMOND TX 77469
 WORK: (281) 342-6185 HOME: (281) 342-6185

----- FOR OFFICE USE ----- VEHICLE INFORMATION -----
TAG: 3858 ADV: 486 BLAKEY, R INVOICE: QUOTE CUS C KD VIN 1FMFU155871A42347 **LICENSE NUMBER: TX 1005778**
 MFG: 804587 TAX RULES: NYNNY INVOICED: 06/03/2010 09:37:47 07 FORD EXPEDITION XLT 2WD 4DR SUV WHITE
 ODOMETER IN: 21741 OUT: 21741 DIST: FMC STOCK# 000J0268
 DATES BEGIN: 06/01/10 DONE: 06/01/10 DATES INSERVICE: 020207 PRODUCTION: 122006

-----*** QUOTE AFTER PRELIMINARY BILL ***-----
 CONCERN 24 PERFORM MULTI-POINT INSPECTION OPERATION TECH AMOUNT
 CAUSE T/G B/G B/G 99P 135 *
 CORRECTION QCM PERFORMED INSPECTION
 24-1 TIRES GOOD AT THIS TIME GTIRE 135
 24-2 BRAKES GOOD AT THIS TIME GBK 135
 24-3 BATTERY GOOD AT THIS TIME GBATT 135
 COMMENT GENERAL MAINTENANCE
 FACTORY TECH: 135 - MCMANUS 0263, R
 TYPE: C LINE FLAGS: NOS TOTAL CHARGE FOR CONCERN .00

CONCERN 50 VOID LINE OPERATION TECH AMOUNT
 CAUSE . 50 602 .00
 CORRECTION .
 COMMENT .
 FACTORY TECH: 602 - MILOM, DANIEL L

----- SUBTOTAL -----
 TYPE: C TOTAL CHARGE FOR CONCERN .00

CONCERN 51 A/C FAN SPEED NOT WORKING ON NUMBER 3 SETTING. CHECK ALL OTHER SETTINGS OPERATION TECH AMOUNT
 CAUSE . 51 602 216.12
 CORRECTION DIAG ANDF PINPOINT. NECESSARY TO REPLACE BLOWER MOTOR SPEED CONTROL SWITCH.
 PART NUMBER PO# NOTE DESCRIPTION QTY SELL
 FMC 7C3Z 19986 A NSTK SWITCH ASY 1S 39.98 39.98
 FACTORY TECH: 602 - MILOM, DANIEL L

PAGE 1

ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED

X

CUSTOMER

91337

ON LINE SERVICE INVOICING BY UCS © 1979



QUALITY CARE
It may be your car,
but it's still our baby.™

HELFMAN FORD

12220 SOUTHWEST FRWY.
STAFFORD, TEXAS 77477
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SUB TOTAL	ALLOWANCE	PLUS PRICE DIFF	LESS REC
(CHECK (✓) APPROPRIATE BOX)			
<input type="checkbox"/> CLAIMS REVIEW	<input type="checkbox"/> AUTHORIZATION TO SUBMIT CLAIM	<input type="checkbox"/> PARTS SCRAP OUT	
\$	\$	\$	\$
PARTS	LABOR	TOTAL	
Authorized Signature and Date			

SERVICE INSTALLED PARTS			PROGRAM CODE(S)	DEALER CODE
DATE INSTALLED	ACCRUED MILEAGE	ORIGINAL R.O. NUMBER	REPAIR 1	52C182
MO. DAY YR.	NO TENTHS		REPAIR 2	
APPROVAL CODE OR NO.		COMMITMENT CODE	REPAIR 3	P&A CODE
				04587

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INVOICE TO ----- DRIVER/OWNER INFORMATION -- INVOICE: C36807
FORT BEND COUNTY # L025
FOR OFFICE USE ----- VEHICLE INFORMATION -----
TAG: 3858 ADV: 486 BLAKEY, INVOICED: 06/03/2010 09:37:47 KD 07 EXPEDITION WHITE LICENSE NUMBER: TX 1005778
*** QUOTE AFTER PRELIMINARY BILL ***

CONCERN CD: A99

TYPE: C

----- SUBTOTAL -----	
PARTS	39.98
LABOR MECHANICAL	216.12
TOTAL CHARGE FOR CONCERN	256.10

CONCERN 52 NEED ESTIMATE TO REPLACE MISSING WHEEL COVER AND PUT ONE EXTRA INSIDE OPERATION TECH AMOUNT
VEHICLE. SO 602 .00

CAUSE .
CORRECTION Parts have been special ordered
PART NUMBER PO# NOTE DESCRIPTION QTY SELL
FMC 7L1Z 1130 F SPO *COVER - WHEEL -SPO 2S
FACTORY TECH: 602 - MILGM, DANIEL L

TYPE: C

----- SUBTOTAL -----	
TOTAL CHARGE FOR CONCERN	.00

CONCERN 53 CUSTOMER STATES - THERE IS A SQUEAKING SOUND COMING FROM REAR SUSPENSION OPERATION TECH AMOUNT
WHEN LOADED DOWN. NPF 135 .00

CAUSE X
CORRECTION NO NOISE AT THIS TIME
FACTORY TECH: 135 - MCMANUS 0263, R
CONCERN CD: A99

TYPE: C

----- SUBTOTAL -----	
TOTAL CHARGE FOR CONCERN	.00

GRAND TOTALS

SUMMARY OF CHARGES FOR INVOICE C36807	PAYMENT DISTRIBUTION FOR INVOICE C36807
PARTS 39.98	TOTAL CHARGE 256.10
LABOR MECHANICAL 216.12	
TOTAL CHARGE 256.10	CASH DUE 256.10

IF YOU HAVE ANY QUESTIONS - PLEASE SEE ROBERT BLAKEY
THANKS FOR CHOOSING HELFMAN FORD !

PAGE 2
LAST PAGE

ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED

X

CUSTOMER

91337

© 1979

ON LINE SERVICE INVOICING BY UCS

Helfman Ford

Name: **FORT BEND COUNTY # L025**

RO: **36807** Tag: 3858

Vehicle: 2007 EXPEDITION WHITE

Advisor: 486 - BLAKEY, ROBERT

VIN: 1FMFU15587LA42347 License: 1005778

Printed: 06/01/2010 16:52:30

Tech: 602 - MILOM, DANIEL L

Odometer: 21,741

@F00001K
26.007

Checked and Okay

Attention Recommended

Attention Required

Green Yellow Red

Check Fluid Levels

- | | | |
|-------------------------------------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Engine Oil |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Brake |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Power Steering |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Coolant |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Transmission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Windshield Washer |

Check Following Systems/Components

- | | | | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wiper blades and windshield condition |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Horn, interior and exterior lights, turn signals |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oil and fluid leaks |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shock absorbers and suspension |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Belts |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Steering components and linkage |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | U-joints, drive shaft/CV drive axle boots |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brake system components |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust system components |

Comments:

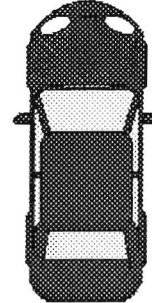
Brake Inspection

Left Front

- | | |
|-------------------------------------|--------|
| <input checked="" type="checkbox"/> | Green |
| <input type="checkbox"/> | Yellow |
| <input type="checkbox"/> | Red |

Right Front

- | | |
|--------|-------------------------------------|
| Green | <input checked="" type="checkbox"/> |
| Yellow | <input type="checkbox"/> |
| Red | <input type="checkbox"/> |



Left Rear

☐ No Brake Inspection

Right Rear

Checked and Okay

Attention Recommended

Attention Required

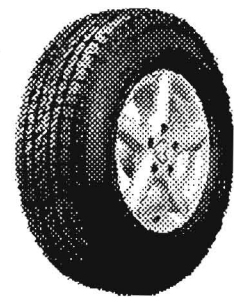
Check Tires and Tread Depth

Left Front

- | | |
|-------------------------------------|--------|
| <input checked="" type="checkbox"/> | Green |
| <input type="checkbox"/> | Yellow |
| <input type="checkbox"/> | Red |

Right Front

- | | |
|--------|-------------------------------------|
| Green | <input checked="" type="checkbox"/> |
| Yellow | <input type="checkbox"/> |
| Red | <input type="checkbox"/> |



Left Rear

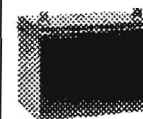
Right Rear

Checked and Okay

Attention Recommended

Attention Required

Check Battery



- | | |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | Good |
| <input type="checkbox"/> | Recharge |
| <input type="checkbox"/> | Bad |

☐ Cold Cranking Amps