

Wasicek, Cheryl

From: Wasicek, Cheryl
Sent: Thursday, May 18, 2023 11:15 AM
To: Greg Woolsey
Cc: Doug Staff; Brandy L. Rader
Subject: RE: Procedures for Greenhouse Repairs

At the request of our Purchasing Agent, we will submit this thru the Commissioners Court Agenda system to have the transfer of funds approved. I'll compile all supporting documentation to process this for the June 13 Commissioners Court session. That is the earliest session we could get.

Once approved, I'll submit a requisition to our Purchasing Department to do their "due diligence" to 'shop it out'. I've already noted our preference in using your company as you're known for dependable, quality work on greenhouses. As mentioned, I'll keep you up to date during this process.

Please let me know if you have any questions or concerns.

Thank you for your time.

Cheryl Wasicek, Ofc. Mgr.
Fort Bend County Extension
Direct: 281-633-7016

From: Wasicek, Cheryl
Sent: Wednesday, May 17, 2023 9:02 AM
To: Greg Woolsey <l.j.design@earthlink.net>
Cc: Doug Staff <Doug.Staff@ag.tamu.edu>; Brandy L. Rader <Brandy.Rader@ag.tamu.edu>
Subject: Procedures for Greenhouse Repairs

Good morning, Mr. Woolsey!

I've received your \$22,000 estimate (#1630) for the Greenhouse repairs, and that information has been forwarded to our Purchasing department and Judge's Office. I'm currently waiting on guidance as to how we will proceed with expediting this request. It's likely we may need to go thru the approval process thru Commissioners' Court which could take 2-3 weeks. Regardless, we cannot sign the estimate until we receive further instructions from our Purchasing department.

I'll let you know as soon as I receive any information and will work diligently to get this done as quickly as possible. Please note that there's been more red tape added to any transactions since our last correspondence in 2018.

Thank you & have a GREAT day!

Cheryl Wasicek, Ofc. Mgr.
Fort Bend County Extension
Direct: 281-633-7016

L.J. Design & Construction LLC

6548 Peden Rd
 Fort Worth, TX 76179
 817-999-6025
 l.j.design@earthlink.net

Estimate	
Date	Estimate #
3/7/2023	1630

Name / Address
Patrick Lavelle 1402 Band Rd #100 Rosenberg, TX 77471

Project
Greenhouse Repairs

Item	Description	Qty	U/M	Cost	Total
Greenhouse Re...	Pour 30' mow strip for wet wall end of greenhouse.	1		5,500.00	5,500.00
Other	Rebuild wet wall 4' x 6" x 24' replace end wall framing replace 3 ea. 3" oculus install new wet wall system install new Poly on wet wall	1		16,500.00	16,500.00
	Texas exemption certificate required to waive sales tax.				
				Sales Tax (0.0%)	\$0.00

Total	\$22,000.00
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Customer Signature _____

Wasicek, Cheryl

From: Hartman, Amy
Sent: Wednesday, May 31, 2023 10:46 AM
To: Wasicek, Cheryl
Subject: Funding & Wording

Cheryl,

The check will go into:

100106888-54110
P106-16GREENHSE – 23600

The wording to accept the donation should be, modify as needed:

Accept and record donation from _____ in the amount of \$_____ to support the greenhouse at the Extension Office.

Thanks,

Amy Hartman

First Assistant | Fort Bend County Auditor's Office
301 Jackson | Richmond, TX 77469
Phone: 281.341.3768 | Email: Amy.hartman@fortbendcountytx.gov