

From: [Kovar, Jaime](#)
To: [Large, Kelley](#)
Cc: [Kurtz, Emily](#)
Subject: RE: AV Equipment Upgrade
Date: Wednesday, December 20, 2023 11:52:29 AM
Attachments: [CTI AV Change Order Proposal Fort Bend Medical Examiner.pdf](#)
[image001.png](#)
[image002.png](#)

Kelley,

We won't begin the procurement process until Court has approved the funding. That being said, once Court has approved the funding, then please enter a requisition into Lawson with the account unit provided by the Auditor's Office and the backup into OnBase.

Jaime Kovar

Purchasing Agent
Fort Bend County
301 Jackson, Suite 201
Richmond, TX
281.341.3724
Jaime.Kovar@fortbendcountytexas.gov

From: Large, Kelley <Kelley.Large@fortbendcountytexas.gov>
Sent: Wednesday, December 20, 2023 11:29 AM
To: Kovar, Jaime <Jaime.Kovar@fortbendcountytexas.gov>
Subject: FW: AV Equipment Upgrade

Good Morning Jaime,

I would like to request approval per Ed's email below to enter the attached as an amendment without a requisition.

Kelley,

You will need to get authorization to enter the amendment in OnBase without a requisition from Jaime Kovar. You can then submit for processing. You will also need to place this on Commissioners Court for approval to use "Advance Funding Resolution/Certificates of Obligation" as the funding source.

Thanks,
Ed

Let me know if you need any more information from me. Thank you so much!

Kelley Large

Operations/Administrative Assistant
Fort Bend County
Medical Examiner's Office
Rosenberg, TX 77471
(832) 471-4011



From: Large, Kelley
Sent: Wednesday, December 20, 2023 11:19 AM
To: Sturdivant, Ed <Ed.Sturdivant@fortbendcountytx.gov>
Subject: FW: AV Equipment Upgrade

Good Morning Ed,

I have a question about the attached change order to the AV equipment that was installed in our new training room (see email thread below).
Apparently, the equipment is not sufficient for the size of the room and needs upgrades. I'm told we should put this through OnBase, however
I don't know what funding to use that IT mentioned below.

Thanks for your help! I appreciate it!

Kelley Large

Operations/Administrative Assistant
Fort Bend County
Medical Examiner's Office
Rosenberg, TX 77471
(832) 471-4011



From: Powell, Lee <Lee.Powell@fortbendcountytx.gov>
Sent: Wednesday, December 20, 2023 11:10 AM
To: Large, Kelley <Kelley.Large@fortbendcountytx.gov>
Cc: Jones, Earl <Earl.Jones@fortbendcountytx.gov>

Subject: RE: AV Equipment Upgrade

Kelly,

Here is the Change order quote that needs to be processed by the ME. I understand that Facilities is requesting your department to process it through the OnBase system for funding.

Thank you,

-Lee

Lee Powell, Ed.D., PCC

IT Infrastructure Manager

Office: (346) 481-6155

Cell: (832) 612-4998

500 Liberty St.

Richmond, Texas 77469



From: Jones, Earl <Earl.Jones@fortbendcountytx.gov>

Sent: Wednesday, December 20, 2023 10:53 AM

To: Powell, Lee <Lee.Powell@fortbendcountytx.gov>

Subject: Fwd: AV Equipment Upgrade

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From: Large, Kelley <Kelley.Large@fortbendcountytx.gov>

Sent: Wednesday, December 20, 2023 10:42:34 AM

To: Jones, Earl <Earl.Jones@fortbendcountytx.gov>

Subject: FW: AV Equipment Upgrade

Good Morning Earl,

I was wondering if you could provide me with the quote for the AV equipment upgrade?
Per Facilities below, they want us to put it on the agenda instead. Thanks for your help!
I appreciate it!

Kelley Large

Operations/Administrative Assistant
Fort Bend County
Medical Examiner's Office
Rosenberg, TX 77471
(832) 471-4011



From: Gibson, Leah <Leah.Gibson@fortbendcountytexas.gov>
Sent: Tuesday, December 19, 2023 3:49 PM
To: Large, Kelley <Kelley.Large@fortbendcountytexas.gov>
Subject: RE: AV Equipment Upgrade

Facilities has already gone back to court once for funds regarding the expansion. If this additional equipment is needed Jamie wants Dr. P or IT to place this on the agenda for funding.

Thank you,

Leah Gibson

Fort Bend County – Facilities
Administrative Manager
301 Jackson Street, Suite 301
Richmond, TX 77469
Phone: (281)238-3097

From: Large, Kelley <Kelley.Large@fortbendcountytexas.gov>
Sent: Tuesday, December 19, 2023 10:37 AM
To: Gibson, Leah <Leah.Gibson@fortbendcountytexas.gov>
Subject: AV Equipment Upgrade

Good Morning Leah,

Dr. Pustilnik asked me to reach out to you to see if you were able to add the upgrade to our AV equipment

To the agenda for today? I believe it was for additional speakers, etc.

Thanks for your help!

Kelley Large

Operations/Administrative Assistant

Fort Bend County

Medical Examiner's Office

Rosenberg, TX 77471

(832) 471-4011

