



OFFICE OF COUNTY PURCHASING AGENT  
Fort Bend County, Texas

**Term Contract Renewal Form**

Solicitation #: Bid 21-001

Title: Term Contract for Copier Purchase, Installation and Maintenance

Contracted Vendor: JBCR, Inc. dba Skelton Business Equipment

Mr. Hott,

Our contract with your company for the above referenced expires September 30, 2025. Contract provisions allow for renewal of this contract if mutually agreeable.

If your company wishes to renew this contract through December 31, 2025 under the same terms and conditions, please complete the information below and return this form along with a Form 1295 by e-mail to melissa.stavinoha@fortbendcountytexas.gov. Purchasing will then take the matter before the Commissioner's Court of Fort Bend County for their consideration. Please respond to this email by 5:00 pm, Monday, October 13, 2025.

Yes, I agree to renewing our agreement with Fort Bend County under the same terms and conditions.

No, I do not wish to renew our agreement with Fort Bend County.

If Yes, please provide a new Form 1295 along with this renewal form by replying to this email. The Form 1295 must be new; previous 1295s are not permitted.

Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contracts, contract amendments, extensions or renewals are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit:

<https://www.ethics.state.tx.us/filinginfo/1295/>.

On-line instructions:

Name of governmental entity is to read: Fort Bend County .

Identification number used by the governmental entity is: B21-001 .

Description is to read: Copier Purchase, Installation and Maintenance .

After receiving the Form 1295 with a new Certification Number and Date Filed, please print the form and complete box 6, sign, then email the Form 1295 and this signed Term Contract Renewal Form to melissa.stavinoha@fortbendcountytexas.gov. If your company is publicly traded you are not required to complete this form.

Kimberly Gonzalez  
Signature of Authorized Representative

10/13/2025  
Date

Kimberly Gonzalez, President  
Printed Name and Title of Authorized Representative