

**FORT BEND COUNTY    FY 2009**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: **April 22, 2009**

Submitted By: **Laura Dougherty**

Court Agenda Date: **April 28, 2009**

Department: **Facilities Management & Planning**

Phone Number: **281-633-7017**

**SUMMARY OF ITEM:**

**Approve Invoice # 22288, in the amount of \$20,843.91, from Fort Bend Mechanical, Ltd for Professional Services rendered for the Vehicle Maintenance Expansion.**

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

List Supporting Documents Attached: **Invoice**

**FINANCIAL SUMMARY:**

BUDGETED ITEM:    YES                       NO

FUNDING SOURCE: Accounting Unit: **100687888**                      Account Number:  
Activity (If Applicable): **P687-05VEHICLE**

DESCRIPTION OF LAWSON ACCOUNT: **Vehicle Maintenance Expansion-CIP**

**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 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:

<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 type="checkbox"/>	Other:		<input checked="" type="checkbox"/>	County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify): **Please Approve**

PM90261

**Fort Bend Mechanical. Ltd.**

TACLA 000226E TECL 24236

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

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

RECEIVED  
MAR 25 2009  
BY:

**Invoice**

Invoice No.: 22288

Date: 3/23/2009

*Handwritten signature and date: 4-21-09*

Bill to: FORT BEND COUNTY FACILITIES  
4520 READING ROAD  
ROSENBERG, TX 77471

*PO # 26547  
R # 59037*

Service at: FT. BEND CO. MAINT. - 230 LEIGON DR.

230 Legion Dr.  
Vehicle Maintenance  
Richmond, TX 77469

Terms: 0

Description: Work Order 29875

PO Number: 26547

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

Labor & Materials for:  
Installation of one(1) 6 Ton Unit at the Vehicle Maintenance Facility as per quote dated 03/04/09 in the amount of \$20,843.91 plus applicable taxes.

**Miscellaneous**

Progress Billing: 100.00% Complete 1.00 \$20,843.91 \$20,843.91

**Miscellaneous Subtotal: \$20,843.91**

RECEIVED  
MAR 31 2009  
BY: *Handwritten signature*

Subtotal:	\$20,843.91
Sales Tax:	\$0.00
Payments:	\$0.00
<b>Total Due:</b>	<b>\$20,843.91</b>

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

*Handwritten signature: L. Donogherty*

**Facilities Management & Planning Department**  
1402 Band Road  
Rosenberg, Texas 77471  
281/633-7017  
281/633-7022 Fax

**Work Completion Verification Form**

**Vendor:** Fort Bend Mechanical

**Purchase Order #:**

**Invoice #:** Invoice No. 22288 \$ 20,843.91

**Contact Person:** Pete Medford

**Phone Number:**

**Location of Work Performed:** Vehicle Maintenance

**Date Work Completed:** 23 March, 2009

**Person Authorized to Approve Work:** James Knight

**Position of Person Authorized to Approve Work:** Program Manager

  
14 APRIL, '09