

AGENDA ITEM

11E

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 # TMG-447, in the amount of \$4,780.63, to The Maddox Group, Inc. for Professional Services rendered for the Sienna Library.

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: 732418888 Account Number:
Activity (If Applicable): P418B-06SIENNAL

DESCRIPTION OF LAWSON ACCOUNT: Sienna Branch Library

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 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

FM 90304

THE MADDUX GROUP INC.

INVOICE

Bill To
Fort Bend County Facilities & Planning Department 1402 Band Road, Suite 100 Rosenberg, TX 77471 Attn: Don Brady

Handwritten signature and date 4-21-09

Date	Invoice #
4/3/2009	TMG-447

PC# 24617
R# 59038

Handwritten initials

Period
March 2009

Hours	Description	Rate	Amount
	P.O. Number: PC 04700003250		
32.25	Hourly Labor - Corinne Maddox	150.00	4,837.50
	SUBTOTAL FOR BASIC SERVICES		4,837.50
	Reimbursable Expenses - Corinne Maddox	185.00	185.00
	SUBTOTAL		185.00
	Retainage withheld from this invoice - 5% of total basic services	-241.87	-241.87

Thank you for the opportunity to serve you!

Balance Due \$4,780.63

Handwritten signature

PROFESSIONAL SERVICES - PROJECT MANAGEMENT - OPERATIONAL MANAGEMENT

Timesheet-Description

THE MADDOX GROUP

Client: Fort Bend County

Period: Mar-09

Date	Employee	Description	Hours
3/2	C. Maddox	Mtg minutes, CP review with HRE, Pay ap, weekly report	2.50
3/3		Misc. emails	0.25
3/4		Cp approval on floor box, review CP on overhead, calls to RP & DB	0.75
3/5		Site visit, emails, eval time CP, summarize daily logs	3.50
3/6		Photos, report, CPs	1.50
3/9		CP 22	0.50
3/10		Meeting	3.00
3/11		Emails, misc.	1.00
3/12		Several RFIs, calls to HRE & civil, job inspection	3.50
3/16		RFIs, photos	0.75
3/19		Site visit, misc.	2.50
3/20		Misc. emails	1.00
3/23		CPs, old & new	1.50
3/24		Site visit/mtg, irrig drains, misc.	3.50
3/25		PCO coord	0.50
3/27		Phone mtg, review CPs, coord status	1.50
3/30		Sort out Cps & coord approvals, report, roof color	3.50
3/31		Misc. emails	1.00
			32.25

C. Maddox

Miscellaneous Expenses

Fort Bend County

Period: Mar. 2009

Auto Expenses:

Employee	Date	Description/Purpose	Miles	Mileage @ \$0.55	Toll	Parking	Total
C. Maddox	3/5	Job Inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
	3/10	Job Meeting - Jobsite	50	\$ 27.50	\$ 7.50		\$ 35.00
	3/12	Job Inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
	3/19	Job Inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
	3/24	Job Meeting - Jobsite	50	\$ 27.50	\$ 7.50		\$ 35.00
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
Total Auto							\$ 175.00 ✓

Miscellaneous Expenses:

Employee	Date	Purpose	Item	Vendor	Total
C. Maddox		Conf calls-3-4, 3-27,	Conf call services - conferencecalls.com		\$ 10.00
Total Miscellaneous					\$ 10.00

Total Reimbursable Expenses

\$ 185.00 ✓

C. Maddox