

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: **July 15, 2009**

Submitted By: **Laura Dougherty**

Court Agenda Date: **July 21, 2009**

Department: **Facilities Management & Planning**

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

SUMMARY OF ITEM:

Approve Invoice # 28-495-3 in the amount of \$8,820.00, from Access Distributors, Inc. for FF&E costs associated with the Jail 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: **732418888** Account Number:
Activity (If Applicable): **P418B-06JAILEXP**

DESCRIPTION OF LAWSON ACCOUNT: **Jail Expansion Project**

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**

Fm90575

Access Distributors, Inc.
Access Furniture Company
9 Summer Street, Suite 305
Franklin, MA 02038-1493
(508)520-0111 • Fax (508)520-6616

INVOICE

INVOICE NO: 28-495-3

DATE: June 24, 2009

Fort Bend County Auditor
Att: Accounts Payable
301 Jackson Street
Richmond, TX 77469

PO# 25195
R #69451

Oldham
Randy Jay
7-14-09

CERTIFIED MAIL - TIME SENSITIVE INVOICE FOR PAYMENT

ORDER NUMBER	ORDER DATE	APPROVED BY
25195	12/12/08	Debbie Kaminski
SHIPPING TERMS	PAYMENT TERMS	SHIPMENT DATE
F.O.B. Point: Origin	Net 30 Days	06/22/09

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
13	1	EA	Installation	8,820.00	8,820.00

RECEIVED
JUL - 1 2009
County Auditor

TOTAL DUE 8,820.00

Randy Jay

Please mail your payment to:
Access Distributors, Inc.
9 Summer Street, Suite 305
Franklin, MA 02038-1493

Make all checks payable to:
Access Distributors, Inc.
Taxpayer Identification No.:
TIN: 04-3294469

EFT Direct Deposit Information:
Benjamin Franklin Savings Bank
Bank Routing No.: 211371052
Checking Account No.: 26301793

Please address questions regarding this invoice to Randy Jay at (508)520-0111
Access Distributors, Inc. is a Small Disadvantaged Business

RECEIVED
JUL 8 2009
BY: *RS*