

**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 Order # 27949912-0, in the amount of \$31,176.47, from Jones & Cook Stationers 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](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**



FM90495

PHONE  
956-686-6578

DATE 03/27/09	ORDER # 2794912-0
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*Old copy  
7-14-09*

PO # 27178  
R # 69452

SALESMAN 1218 TIME 10:27:51  
WRITER 1216 PAGE 1  
FEDERAL # PHONE

CUSTOMER # F03210 DEPT

CHARGE INVOICE  
ROUTE # 1260  
REPRINT

PO #27178

BILLING ADDRESS  
FORT BEND COUNTY  
COUNTY AUDITOR  
301 JACKSON  
RICHMOND TX 77469

SHIPPING ADDRESS  
FORT BEND COUNTY  
SHERIFF DEPT  
1410 RANSOM RD  
RICHMOND TX 77469

ITEM NBR.	CO.	DESCRIPTION	ORDER UN	QTY	B/O QTY	SHIP QTY	UNIT PRICE	D T	EXTENDED
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who called : LT. QUAM			M-281-341-4669						
PC324REH.F	HON	RETURN-SHAKER CHERRY	EA	1		1	359.290	N	359.29 ✓
PC673XEX.F	HON	BOOKCASE-SHAKER CHER	EA	1		1	296.700	N	296.70 ✓
584L.Q-UC	HON	FILE CABINET LIGHT G	EA	22		22	348.950	N	7676.90 ✓
INSTALL-UC	HIS	TO RECEIVE, STORE & I	EA	1		1	2800.000	N	2800.00 ✓

ESTIMATED DELIVERY REQUIREMENT: MARCH 18, 2009

FREE STORAGE UNTIL APRIL 15, 2009 AFTER WHICH TIME STORAGE WILL BE NEGOTIATED

PC027DEH.F	HON	DESK-SHAKER CHERRY F	EA	30		30	651.080	N	19532.40 ✓
PC027LEH.F	HON	DESK-SHAKER CHERRY F	EA	1		1	511.180	N	511.18 ✓

JUN 03 2009  
BY: *AM*

TOTAL

31176.47

*Zonyh...*



PLANS ATTACHED Yes  No

# WORK ORDER

0026967

Date: 7/6/2009

**HOUSTON INSTALLATION SERVICES**  
SYSTEMS FURNITURE  
Installation • Warehousing • Rearrangement  
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RHR's \_\_\_\_\_

TA \_\_\_\_\_ TD \_\_\_\_\_  
Veh# 222 Driver R. H.  
 COMPLETE  ONGOING

Phase: \_\_\_\_\_

## WORK ORDER

**PROJECT TO:**

FORT BEND COUNTY JAIL  
1410 RAMSON ROAD  
RICHMOND, TX 77469

**BILL TO:**

0001825  
VICKEY SMITH

JONES & COOK STATIONERS  
PO#: NEED  
Proj Ref:

*832-473-3023*

**SITE CONTACT:** BEN SIMPSON 281-341-3869\*

H.I.S. REP: HARRY TWARDOWSKI

### FIELD INSTRUCTIONS:

RECEIVE DELIVER INSTALL 31 DESK NO ASSEMBLE NEEDED  
22 FILES, NO ASSEMBLE NEEDED.

#### JOB COMMENTS:

	No Yes		Product / Descr of damage / Size	Serial #	Rtnd to Whse Location	Left at Site
	<input type="checkbox"/>	<input type="checkbox"/>				
Damaged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Use back of form if extra space is needed			_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Misordered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Delays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Explain: _____			

**WORK ORDER COMPLETE AND ACCEPTABLE**

1) Minimum charge per service order is one half man-hour and one man hour travel.  
2) Signature below indicates customer or agent of customer grants H.I.S., a security interest (collateral) in the equipment, installed, moved, and/or serviced. In the event of non-payment under invoice terms, customer agrees that H.I.S. retains the right to file an M&M lien on the equipment and customer shall be liable for all reasonable finance charges, collection fees and attorney fees. Customer agrees that H.I.S. retains the right under the Uniform Commercial Code to pick up said equipment for disposal toward payment of monies owed.

H.I.S. REP SIGNATURE: [Signature]

DATE: 7-6-09

CLIENT SIGNATURE: Daniel Quam

DATE: 7-6-2009

PLEASE PRINT: Daniel Quam