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: 8/27/09 **Submitted By: Commissioner Prestage**
Department: Commissioner, Pct 2
Court Agenda Date: 9/1/09 **Phone Number: 281-403-8000**

SUMMARY OF ITEM: Take all appropriate action to authorize the solicitation of statement qualifications for consultant services for the administration of the Energy Efficiency Conservation Block grant program.

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

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: Account Number:
Activity (If Applicable):

DESCRIPTION OF LAWSOM ACCOUNT: _____

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:

x☐	Auditor	(281-341-3774)	x☐	Comm. Pct. 1	(281-342-0587)
x ☐	Budget Officer	(281-344-3954)	x☐	Comm. Pct. 2	(281-403-8009)
x☐	Facilities/Planning	(281-633-7022)	x☐	Comm. Pct. 3	(281-242-9060)
x☐	Purchasing Agent	(281-341-8642)	x☐	Comm. Pct. 4	(281-980-9077)
x☐	Information Technology	(281-341-4526)	x☐	County Clerk	(281-341-8697)
☐	Other:		x☐	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):