

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: **October 7, 2009**

Submitted By: **Laura Dougherty**

Court Agenda Date: **October 13, 2009**

Department: **Facilities Management & Planning**

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

SUMMARY OF ITEM:

Approve Invoice # 15052009-01 (Tax Assessor), in the amount of \$7,706.25, from Crain Zamora, for Program Management Services for the Tax Assessor/Collector Facility.

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-06TAXOFF**

DESCRIPTION OF LAWSON ACCOUNT: **Tax A/C Facility**

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 90980

Crain • Zamora, L.L.C.
2635 Miller Ranch Road
Pearland, Texas 77584
713.436.8727 (o) 713.436.8730 (f)

*OK to pay
10-27-09*

Invoice No. 15052009-01
(Tax Assessor)

INVOICE

Customer	
Name	Fort Bend County
Address	1517 Eugene Heimann Circle #500
City	Richmond State TX ZIP 77469
Attn	Mr. Don Brady

Date	9/21/2009
Project	Fort Bend County
Rep	Brad Crain
Terms	30 calendar days

*PO # PC0473140
R+ 80495*

Qty	Description	Unit Price	TOTAL
	Original Contract Amount	\$90,000.00	
	Reimbursables	\$5,000.00	
	Current Contract Amount	\$95,000.00	
	Program Management Fees - FINAL BILLING		
	December 2008, January 2009, February 2009		
	Billing/Payment Schedule Attached (Amended)		
1	Tax Assessor Collector Fee	\$3,375.00	\$3,375.00 ✓
-1	Tax Assessor Collector Retainage (5%)	\$168.75	(\$168.75) ✓
1	Tax Assessor Collector Retainage	\$4,500.00	\$4,500.00 ✓
	Subtotal		\$7,706.25
	TOTAL		\$7,706.25 <i>2009/10/27</i>

Office Use Only

Thank you for you business.

rec'd 10/5/09