

**FORT BEND COUNTY**  
**COMMISSIONERS COURT AGENDA REQUEST FORM**  
 RETURN TO: AGENDA COORDINATOR - COUNTY JUDGE'S OFFICE

DATE SUBMITTED: 10/14/09

SUBMITTED BY: Robert J. Goodwin

AGENDA

COURT DATE: 10/27/09

DEPARTMENT: CSCD

ITEM

PHONE NO.: X7239

#

**SUMMARY OF ITEM:** Consent Agenda: Expenditures totaling \$155.28 were made without a purchase order repair the CSCD Community Service Restitution [CSR] program ice machine. These repairs occurred after normal working hours and were completed before authorization was granted. The ice machine is needed for producing ice to be used by CSR offenders working community service projects

**RENEWAL CONTRACT/AGREEMENT:** Yes ☐ No ☒

**LIST SUPPORTING DOCUMENTS ATTACHED:** Cooler's Inc. Invoice No. 148600 for \$155.28

**FINANCIAL SUMMARY:**

**BUDGETED ITEM:**

**ANNUALIZED DOLLARS:**

**COMMENTS:**

Yes ☒ No ☐ N/A ☒

One Time ☐

Act Unit Funding Source

Recurring ☐

Agency 5701A

Activity

4405-10999

6570-095 SUPERVISOR

N/A ☒

**Original Form Submitted with back up to County Judge's Office:** Yes ☒

**CC with back up:**

yes <input type="checkbox"/> Auditor	(281-341-3774)	yes <input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
yes <input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	yes <input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
yes <input type="checkbox"/> County Attorney	(281-341-4557)	yes <input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
yes <input type="checkbox"/> Purchasing Agent	(281-341-8642)	yes <input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-9077)
yes <input type="checkbox"/> County Clerk	(281-341-8697)		

**Instructions for submitting an Agenda Request:**

1. Completely fill out agenda form, incomplete forms will not be processed.
2. Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to the departments listed above.
3. All original back-up must be received in the County Judges Office by 2:00 p.m. on Wednesday.

**RECOMMENDATION / ACTION REQUESTED:**

Approve total payments of \$155.28 to Cooler's Inc. without a purchase order.

**Cooler's Inc.**

6922 Alder Dr.  
Houston, TX 77081  
Phone: (713) 665-8886  
State License #: TACL - A002847 - C

**Invoice**

Invoice Number: 148600  
Invoice Date: 9/14/2009  
Page: 1 of 1

Bill To: 272973  
Ft Bend Co Community Supervisi  
Attention: Cindy Brady  
4520 Reading Rd, Suite B  
Rosenberg, TX 77471

Service 004532  
Location: Ft Bend Co Community Supervisi  
4520 Reading Rd, Suite B  
Rosenberg, TX 77471

Work Order ID	Complete Date	PO Number	Terms	Called In By
090729-013	07/29/2009		NET 30	Brandy

**Description of Work**

Check ice machine, found condenser was clogged with dust; clean condenser out. Ice machine full of slime, clean and sanitize ice machine. Water level probe and ice thickness control dirty and not functioning properly, replace. Change out water inlet valve, that was clogged and not letting water thru. Unit needs water filter, condenser filter and TXV which is slow to adjust. Gave quote to customer.

Qty	Item ID	Description	Date	Unit Price	Disc %	Amount
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**Parts**

1.00	000000377	Water Inlet 115v Manitowoc	7/29/2009	59.00		59.00
1.00	Woc-20-0802-€	Ice Thickness Control S Models	7/29/2009	46.00		46.00
1.00	Woc-20-0654-€	Water Level Probe S-Models	7/29/2009	16.00		16.00
1.00	WOC-94-0546-	I/M CLEANER	7/29/2009	17.00		17.00
1.00	WOC-94-0565-	I/M SANITIZER	7/29/2009	18.00		18.00
1.00	NuBlast	Cleaner Coil	7/29/2009	23.78		23.78
SubTotal						179.78

**Labor**

1:00	Minimu	John Zak	7/29/2009	125.00		125.00
2:15	Hourly	John Zak	7/29/2009	98.00		220.50
1:00	Quote	John Zak	7/29/2009	370.00-		-370.00
SubTotal						-24.50

Regulated by the Texas Department of Licensing and Regulation  
PO Box 12157 Austin, TX 78711 800-803-9202 512-463-6599

Invoice Subtotal	155.28
Sales Tax	0.00
Invoice Total	155.28
Payment Received	0.00
Balance Due	155.28