

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: 10/14/09

Submitted By: Heratio Rodgers
Department: County Treasurer
Telephone: 281-341-3750

Court Date: 10/20/09

SUMMARY OF ITEM:

Approve payment without a purchase order to GHG Corporation in the amount of \$6,000. Proxy cards were ordered for the timeclocks and charged against the purchase order however the cards were not part of the original contract. The payment cannot be removed from the purchase order since a check has been processed, nor can the purchase order be modified for this expense. Therefore, the court needs to approve payment of \$6,000 without a purchase order toward invoice #11646 totaling \$23,200.

Renewal Agreement/Appointment: YES ☐ NO ☒

Reviewed by County Attorney's Office: YES ☐ NO ☐

List Supporting Documents Attached: Invoice 11646 & 9334

FINANCIAL SUMMARY:

Budgeted Item: YES ☐ NO ☒

Funding Source: Project Renaissance/Time Management System

Requires Auditor to Certify Funds: YES ☐ NO ☒

Instructions for submitting an Agenda Request:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- Original back-up must be received in 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 the 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:

Approve payment without a purchase order to GHG Corporation in the amount of \$6,000 for services related to the new time management system.

Special Handling:

GHG Corporation

1100 Hercules
Suite 290
Houston, TX 77058

Invoice

Account #	Invoice #
P10738	11646

Bill To
Fort Bend County Auditor ATTN: Heratio Rodgers 301 Jackson Suite 515 Richmond, TX 77469

Invoice Date	DUE DATE
8/21/2009	9/20/2009
Terms	Net 30

P.O. #
24119

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
P-eTSMS	1	2,000 Purchased user License for eTSMS - electronic Time Sheet Management Solution	20000.00	20,000.00
Integrat...	1	System Integration/Interface with Lawson	3,200.00	3,200.00

Thank you for choosing GHG Software.

Total \$23,200.00

Technical Support includes e-mail and phone support.
Upgrades include all purchased product updates and modifications.

Payments/Credits \$0.00

Balance Due \$23,200.00

Effective September 1, 2008, a \$10.00 charge, or 1% if balance due is greater than \$1,000.00, will be applied to account if payment is not received by the due date.

Terms of Cancellation: GHG must receive written notice of cancellation. Service will continue until the current billing cycle ends. Prorated refunds will not be given if cancellation occurs in the middle of a billing cycle.

Phone : 281.488.8806 x110

1100 Hercules - Suite 290 - Houston, Texas 77058

Fax : 281.488.1838

18709

GHG Corporation

1100 Hercules
Suite 290
Houston, TX 77058

Invoice

3/3/09
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134268

Bill To
Fort Bend County Auditor 301 Jackson Richmond, TX 77469

Account #	Invoice #
P10738	9334

Invoice Date	DUE DATE
1/13/2009	2/12/2009
Terms	Net 30

OFFICE
REGISTERED

P.O. #
24119

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Proximi...	2,000	Proximity Cards	3.00	6,000.00
<p>PO # 24119 REC # 51682 Vendor # 18709</p> <p>JAN 15 2009</p> <p>SENT FOR PAYMENT</p> <p>PAID MAR 3 2009</p>				

Thank you for choosing GHG Software.

Total \$6,000.00

Technical Support includes e-mail and phone support.
Upgrades include all purchased product updates and modifications.

Payments/Credits \$0.00

Balance Due \$6,000.00

Effective September 1, 2008, a \$10.00 charge, or 1% if balance due is greater than \$1,000.00, will be applied to account if payment is not received by the due date.

Terms of Cancellation: GHG must receive written notice of cancellation. Service will continue until the current billing cycle ends. Prorated refunds will not be given if cancellation occurs in the middle of a billing cycle.

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