

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

Date Submitted: **November 10, 2009**
Court Agenda Date: **November 17, 2009**

Submitted By: **Laura Dougherty**
Department: **Facilities Management & Planning**
Phone Number: **281-633-7017**

SUMMARY OF ITEM: **Approve Invoice # 005, in the amount of \$7,992.18, from Brian Smith Construction Inspection, Inc., for Professional Services relating to the Missouri City Annex.**

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

List Supporting Documents Attached: **Invoice**

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit: **732418888** Account Number:
Activity (If Applicable): **P418B-06PCT2**

DESCRIPTION OF LAWSON ACCOUNT: **PCT Mo City Annex**

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

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

Fm 9/1/98

Oct 10/09
11/10/09

INVOICE

Fort Bend County
Estimate for Payment
Missouri City Annex Building

Contract Date: 4/22/2009
Contract Amount: 75,000.00

PO # 30944
R # 84291

Remit to: **Brian Smith Construction Inspection, Inc.**
1802 Calumet
Houston, Texas 77004
ATTN: Brian Smith

Invoice #: 005
Invoice Date: 11/4/2009
Invoice Period: October 4, 2009 - October 31, 2009

<u>Project</u>	<u>Budget</u>	<u>Previous Billings</u>	<u>Current Invoice</u>	<u>Total to Date</u>
Missouri City Annex-PM	\$70,000.00	\$23,990.40	\$8,164.80	\$32,155.20
Retainage=5%	\$3,500.00	(\$937.44) <i>1199.52</i>	(\$408.24)	(\$1,345.68) <i>1607.76</i>
Reimbursables	\$5,000.00	\$0.00	\$235.62	\$235.62
Subtotal Project	\$70,000.00	\$23,990.40	\$7,992.18	
TOTAL INVOICE	\$70,000.00	\$23,990.40	\$7,992.18	

AMOUNT DUE
THIS INVOICE

\$7,992.18
Z. Douglas

I HEREBY CERTIFY THAT BRIAN SMITH CONSTRUCTION INSPECTION, INC., HAS MADE PAYMENTS FROM PROCEEDS OF PRIOR PAYMENTS, AND WILL MAKE TIMELY PAYMENTS FROM PROCEEDS OF THE PROGRESS AND/OR FINAL PAYMENT NOW DUE TO OUR SUBCONTRACTORS AND SUPPLIERS IN ACCORDANCE WITH CONTRACTUAL AGREEMENTS WITH THEM.

Jacqueline Elliott

Signature

Jacqueline Elliott

Name

Contract Administrator

Title



Project Summary- Invoice 05

Labor Charges

Employee	Classification	Reg. Hours	Ovt. Hours	Billing Rate	Cost
Brian Smith	PM	0		\$100.80	\$0.00
			0		\$0.00
				\$0.00	
Timothy Li	PM	81		\$100.80	\$8,164.80
Total Labor Cost					\$8,164.80

Reimbursable Expenses

	Unit	Rate	Cost
<i>Reproduction</i>			
8 1/2 X 11	0	\$0.08	\$0.00
8 1/2 X 14	0	\$0.10	\$0.00
11 X 17	0	\$0.10	\$0.00
Mileage	333	\$0.545	\$181.49
Parking Fee-	0	0.00	\$0.00
Cell Phone-	1	cost	\$54.13
Cell Phone	0	0.00	\$0.00

Total Reimbursable Expenses \$235.62

Total Amount Due \$8,400.42

PROJECT SUMMARY

Contract Amount	70,000.00
Retainage-5%	(408.24)
Amount Due This Invoice	\$7,992.18
Amount Previously Invoiced	23,929.92
Total Invoiced To Date	32,123.70
Percent Complete	45.89%

32,155.70
45.93%

Reimbursable Amount	5,000.00
Amount Due This Invoice	235.62
Amount Previously Invoiced	-
Total Invoiced to Date	235.62
Percent Complete	0.05

Fm 91198



Brian Smith

CONSTRUCTION
INSPECTION, INC.

BRIAN G. SMITH

President

November 5, 2009

Fort Bend County, Texas
Facilities, Management and Planning
301 Jackson Street
Richmond, Texas 77469
Attn: Mr. Donald Brady, Director

RE: Program Management Services
Missouri City Annex Building
P.O. No: 30944
Labor Periods October 4, 2009 thru: October 31, 2009

We hereby submit our invoice for the above-referenced project. The total amount due this invoice is **Seven thousand nine hundred ninety-two dollars and -eighteen cents. (\$7,992.18)**. Attached you will find the breakdown and all relevant back-up data.

Please feel free to contact me if there are any questions or corrections.

Cordially,

Jacqueline Elliott
Contract Administration

jbe

Attachments
File



Brian Smith Construction Inspection, Inc.
1802 Calumet
Houston, TX 77004

Missouri City Annex Project.
Job No.

INVOICE NO. 005
Employee Labor/Mileage Summary

Timothy Li

Week Ending	Project # Reg. Hours	Project # Ovt. Hours	Total Hours	Total Miles
10/10/09	19.0		19.0 ✓	
10/17/09	22.0		22.0 ✓	
10/24/09	20.0		20.0 ✓	
10/31/09	20.0		20.0 ✓	
			0.0	
TOTAL HOURS	81.0	0.0	81.0	
TOTAL MILES				0.0

Reimbursable Expenses

<u>Vendor</u>	<u>Invoice #</u>	<u>Date</u>	<u>Amount (1)</u>	
Cell Phone -Viesta BoostMobile		09/29/09	\$ 54.13	(1) ✓
Mileage Log	October	10/1-10/31	\$ 181.49	✓
Total Expenses			\$ 235.62	✓

(1) Amount Includes Tax

TIME SHEET

NAME: TIMOTHY LI

DATE: 10/12/09

EMPLOYEE ID #:

JOB TITLE:

PERIOD: 10/04/09 through 10/10/09

[illegible]



PAGE: 1 of 1

PERIOD: 10/11/09 through 10/17/09

[illegible]



PAGE: 1 of 1

DATE: 10/26/09

JOB TITLE:

PERIOD: 10/18/09 through 10/24/09

OVERTIME

DATE _____

DATE _____



Brian Smith

CONSTRUCTION
INSPECTION, INC.

TIME SHEET

PAGE: 1 of 1

NAME: TIMOTHY LI

DATE: 11/02/09

EMPLOYEE ID #:

JOB TITLE:

PERIOD: 10/25/09 through 10/31/09

PROJECT NAME

PROJECT NUMBER

TASK NUMBER / ACTIVITY CODE

DAYS

Sun.

M

Tu

W

Th

F

Sa.

DATE

10/25

10/26

10/27

10/28

10/29

10/30

10/31

TOTALS

COH Parking Meter Project

*Fort Bend County
Missouri City Annex*

4

5

5

6

20

Vacation

Sick

Holiday

*BSCI (10/28/09)
Metro Meeting,
Kirby Field Visit*

4

3

3

2

12

TOTAL HOURS

STRAIGHT TIME

OVERTIME

8

8

8

8

32

EMPLOYEE SIGNATURE

APPROVAL SIGNATURE

DATE

DATE

Timothy Li

11/02/09



DATE:

10/12/09

PERIOD: FROM 10/04 TO 10/10/09

PAGE 1 of 1

NAME: TIMOTHY LI JOB TITLE: _____

EMPLOYEE ID #:

[illegible]

Brian SmithCONSTRUCTION
INSPECTION, INC.**EXPENSE REPORT**

NAME:

TIMOTHY LI

JOB TITLE:

EMPLOYEE ID #:

DATE:

10/19/09PERIOD: FROM 10/11 TO 10/17/09

PAGE

of

1

DATE	PROJECT NO.	ACTIVITY CODE	BEGINNING ODOMETER	ENDING ODOMETER	TRANSPORTATION			TOLLS	PARKING	AIRFARE TAXI, ETC.	MISC.				TOTALS
					MILES	RATE	TOTAL				MATERIALS	PHOTOS	REPRO	OTHER	
10/12	Missouri City		57834	57865	31	.55	17.05								17.05
10/13	Missouri City		57890	57921	31	.55	17.05								17.05
10/14	Missouri City		57934	57963	29	.55	15.95								15.95
10/15	Missouri City		57977	57977	34	.55	18.70								18.70
			57977	58011											
					125	.55	68.75								68.75

REMARKS:

I HEREBY CERTIFY THAT THE ABOVE EXPENDITURES REPRESENT CASH SPENT FOR LEGITIMATE COMPANY BUSINESS ONLY AND INCLUDES NO ITEMS OF A PERSONAL NATURE.

SIGNED

Timothy Li

DATE

10/19/09

APPROVED

DATE



DATE: 11/02/09
PERIOD: FROM 10/25 TO 10/31/09
PAGE 1 of 1

NAME: IMOTHY LI JOB TITLE: _____
EMPLOYEE ID #: _____

[illegible]