

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**

Submitted By: **Laura Dougherty**

Department: **Facilities Management & Planning**

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

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

SUMMARY OF ITEM: **Approve Invoice # TMG-493, in the amount of \$5,958.90, from The Maddox Group, Inc., for Professional Services relating to the Sienna Library**

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): **P418-06SIENNAL**

DESCRIPTION OF LAWSON ACCOUNT: **Sienna Library**

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):

FM91211

THE MADDUX GROUP, INC.

Alfred
7-10-09

I N V O I C E

Bill To
Fort Bend County Facilities & Planning Department 1517 Ransom Road, Suite 500 Richmond, TX 77469 Attn: Don Brady

Date	Invoice #
11/4/2009	TMG-493

PO# 24617
R# 84284

Period
October 2009

Hours	Description	Rate	Amount
	P.O. Number: PC 04700003250		
35	Hourly Labor - Corinne Maddox	150.00	5,250.00
7	Hourly Labor - John Agnor (roofing inspection)	110.00	770.00
	SUBTOTAL		6,020.00
	Reimbursable Expenses - Corinne Maddox	175.00	175.00
	Reimbursable Expenses - John Agnor	64.90	64.90
	SUBTOTAL		239.90
	Retainage withheld from this invoice - 5% of total labor	-301.00	-301.00
<div style="border: 1px solid blue; padding: 5px; text-align: center;"> RECEIVED NOV 09 2009 BY: <i>RS</i> </div>			

Thank you for the opportunity to serve you!

Balance Due

\$5,958.90

Longherty

Timesheet-Description

THE MADDOX GROUP

Client: Fort Bend County

Period: Oct-09

Date	Employee	Description	Hours
10/1	C.Maddox	Trip to site, CPR review	2.50
10/2		emails	0.50
10/5		misc. new CPRs	0.50
10/6		meeting/inspection, CPR evaluation & filing, update PM system & send report	8.50
10/7		new CPRs, GC & AE invoices, emails	1.50
10/9		report, emails, call to Fred	2.50
10/12		misc. emails	0.50
10/13		site inspection,	3.50
10/14		CPRs 62 & 63	1.00
10/19		CPRs & emails	0.50
10/20		meeting/inspection, roof insepcton coord	4.50
10/21		roof inspection coord & report, emails	1.00
10/22		Report, emails	1.50
10/23		report, emails, call to Fred	1.50
10/28		Site inspection, roofing report	3.50
10/29		roof inspection report, misc. ASIs, pay ap	1.00
10/30		misc.	0.50
			35.00 ✓

Miscellaneous Expenses

Fort Bend County

Period: October 2009

Auto Expenses:

Employee	Date	Description/Purpose	Miles	Mileage @ \$.55	Toll	Parking	Total
C. Maddox	10/1	Site inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
	10/6	Bi-weekly meeting	50	\$ 27.50	\$ 7.50		\$ 35.00
	10/13	Site inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
	10/20	Bi-weekly meeting	50	\$ 27.50	\$ 7.50		\$ 35.00
	10/28	Site inspection	50	\$ 27.50	\$ 7.50		\$ 35.00
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
Total Auto							\$ 175.00

Miscellaneous Expenses:

Employee	Date	Purpose	Item	Vendor	Total
Total Miscellaneous					\$ -

Total Reimbursable Expenses

\$ 175.00

Miscellaneous Expenses

Client: Fort Bend County Library

Period: 10/21

Auto Expenses:

Name	Date	Description/Purpose	Miles	Mileage @ \$.55	Toll	Parking	Total
				\$ -			\$ -
J. Agnor	10-21-09	Roof inspection	118	\$ 64.90			\$ 64.90
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
				\$ -			\$ -
Total Auto							\$ 64.90

Miscellaneous Expenses:

Name	Date	Purpose	Item	Vendor	Total
Total Miscellaneous					\$ -

Total Reimbursable Expenses

\$ 64.90

Signature