

**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: <b>December 16, 2009</b>	Submitted By: <b>Laura Dougherty</b>
Court Agenda Date: <b>December 22, 2009</b>	Department: <b>Facilities Management &amp; Planning</b>
	Phone Number: <b>281-633-7017</b>

**SUMMARY OF ITEM:**  
**Approve Invoice No. 09-847 in the amount of \$400.00 to CCI Code Consultants, Inc., for Professional Services for the Pct 2 Missouri City Annex Project.**

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: **64600**  
 Activity (If Applicable):    **P418B-06PCT2**

DESCRIPTION OF LAWSON ACCOUNT: **Missouri 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](mailto: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"/> Budget Officer (281-344-3954) <input checked="" type="checkbox"/> Facilities/Planning (281-633-7022) <input checked="" type="checkbox"/> Purchasing Agent (281-341-8642) <input checked="" type="checkbox"/> Information Technology (281-341-4526) <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587) <input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009) <input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060) <input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077) <input checked="" type="checkbox"/> County Clerk (281-341-8697) <input checked="" type="checkbox"/> County Atty (281-341-4557)
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**RECOMMENDATION / ACTION REQUESTED:**

Special Handling Requested (specify): **Please Approve**

FM 91354

**CCI Code Consultants, Inc.**

P.O. Box 2301  
Friendswood, TX 77549  
Office: 281-554-4202  
Fax: 281-554-4204

*OK to pay  
12-16-09*

Date	Invoice #
12/11/2009	09-847

<b>Bill To</b>
County Auditor 301 Jackson Richmond, TX 77469

<b>Terms</b>
Due on receipt

*PO # 35307 R # 87847*

Description	Qty	Rate	Amount
Commercial IECC energy code inspection - FBC Annex, 307 Texas Pkwy, Missouri City, TX (Cover and Final)	1	400.00	400.00
PO # 35307 ATTN: James Knight			

Thank you for your business.	<b>Total</b>	<b>\$400.00</b>
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*2009/12/16*

Phone #	Fax #	E-mail
281-554-4202	281-554-4204	codeconsultants.inc@comcast.net