

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: **December 16, 2009**

Submitted By: **Laura Dougherty**

Court Agenda Date: **December 22, 2009**

Department: **Facilities Management & Planning**

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

SUMMARY OF ITEM:

Approve Invoice No. 09-31977 in the amount of \$734.00 to QC Laboratories, Inc., for Materials Testing 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

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"/>	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 / ACTION REQUESTED:

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

Fm 91349 R

QC Laboratories, Inc.
10810 Northwest Freeway
Houston, TX 77092
(713) 695-1133

*OK to pay
12-16-09*

Invoice

DATE	INVOICE #
11/30/2009	09-31977

BILL TO
Fort Bend County Director Facilities & Planning Dev. Attn: Don Brady 1402 Band Road, Ste 100 Rosenberg, TX 77471

*PO # 30409
R # 87848*

		Project #	Terms	Project	Purchase Order	
		09M6536	Net 30 Days	Missouri City Cou...		
DATE	REPORT #	DESCRIPTION	QTY	RATE	AMOUNT	
11/16/2009	52	Missouri City Courthouse Annex Engineering Technician	4.5	40.00	180.00	
		Vehicle Charge	1	55.00	55.00	
11/17/2009	55	Compressive Strength Test (ASTM C-39)	4	13.50	54.00	
	53	Engineering Technician	2.5	40.00	100.00	
11/23/2009	54	Vehicle Charge	1	55.00	55.00	
		Engineering Technician	4	40.00	160.00	
		Vehicle Charge	1	55.00	55.00	
		Nuclear Density Gauge Rental	1	45.00	45.00	
November 2009	PM	Project Management Time	0.5	60.00	30.00	
			Total		\$734.00	

2009/12/15

RECEIVED
 DEC 15 2009
 BY: *RS*