

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: **December 30, 2009**

Submitted By: **Laura Dougherty**

Department: **Facilities Management & Planning**

Court Agenda Date: **January 5, 2009**

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

SUMMARY OF ITEM: **Approve Invoice # 006, in the amount of \$7,248.00, 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):

Fort Bend County
Estimate for Payment
Missouri City Annex Building

INVOICE

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

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

Invoice #: 006
Invoice Date: 12/30/2009
Invoice Period: November 1, 2009 - November 28, 2009

PO# 30944
R# 89157

Project	Budget	Previous Billings	Current Invoice	Total to Date
Missouri City Annex-PM	\$70,000.00 ✓	\$32,155.20 ✓	\$7,560.00 ✓	\$39,715.20 ✓
Retainage=5%	\$3,500.00 ✓	(\$1,607.76) ✓	(\$378.00) ✓	(\$1,985.76) ✓
Reimbursables	\$5,000.00 ✓	\$235.62 ✓	\$66.00 ✓	\$301.62 ✓
Subtotal Project	\$70,000.00	\$32,155.20	\$7,248.00 ✓	
TOTAL INVOICE	\$70,000.00	\$32,155.20	\$7,248.00 ✓	

AMOUNT DUE
THIS INVOICE

\$7,248.00

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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