

**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: **February 17, 2010**

Submitted By: **Laura Dougherty**

Court Agenda Date: **February 23, 2010**

Department: **Facilities Management & Planning**

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

**SUMMARY OF ITEM:** **Approve Invoice # 188923-0, in the amount of \$4,660.91, from Carroll's Discount Office Furniture, for FF & E associated with the Jail Expansion 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 ☐

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

**DESCRIPTION OF LAWSON ACCOUNT:** **Jail Expansion Project**

**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 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):**



**Carroll's**  
DISCOUNT OFFICE FURNITURE  
5615 SOUTH RICE AVE. HOUSTON, TX 77081  
(713) 667-6668 (713) 667-3344 fax  
www.carrolls.com

# INVOICE

DATE 01/27/10 INVOICE NUMBER 188923-0

*Jaie*

SALES PERSON: FRANK CARROL TIME 13:07:56  
WRITER CAR3 PAGE 1  
PHONE 281-341-3759  
FAX# 281-341-8642

CUSTOMER # 4660 DEPT  
BILLING ADDRESS  
FT. BEND COUNTY AUDITOR  
301 JACKSON

*THURS A.M. call*

CHARGE  
INVOICE

PO #43527  
SHIPPING ADDRESS  
FORT BEND COUNTY  
1410 B WILLIAMS WAY

RICHMOND TX 77469

RICHMOND TX 77469

**NET 30 DAYS**

ITEM NBR.	CO.	DESCRIPTION	UNIT	ORDER QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
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ATTN: MIKE WALLER 832.473-4053  
ORDER PLACED BY CHRISTINA TORRES 281.341.3793

626LL-UC		HON 600 SERIES SHELF FILES LETTER SIZE PUTTY	EA	2		2	517.900 N	1035.80
693LL-UC		HON 600 SERIES 3DR 42"W PUTTY LATERAL FILE	EA	1		1	428.450 N	428.45
MCTDB48120-UC		MAYLINE MIRA SERIES 48X120 MEDIUM CHERRY CONFERENCE TABLE	EA	1		1	1419.000 N	1419.00
MHDC3620-UC		MAYLINE MIRA SERIES 36"W HINGED DOOR CREDENZA	EA	1		1	449.000 N	449.00
2091SR11T-UC		HON PILLOWBACK BLACK LEATHER HIGH BACK EXEC CHAIRS	EA	2		2	205.580 N	411.16
2093SR11T-UC		HON BLACK LEATHER GUEST CHAIRS TXMAS-6-71111060-19 APPLIES TO ALL HON	EA	5		5	183.500 N	917.50



*BEHIND SHERIFFS OFFICE*

*\* call MIKE WHEN close*

PROUDLY SERVING HOUSTON SINCE 1972  
DEL ON 2-4-2010 CALL MIKE TO CONFIRM

**DELIVERED**

SUB-TOTAL 4660.91

**JAN 28 2010**

SUBTOTAL. 4660.91

TOTAL 4660.91

TEXAS HUB NO. 17131

PLEASE PAY FROM THIS INVOICE NO STATEMENTS SENT.  
DUE AND PAYABLE IN HOUSTON, HARRIS COUNTY, TEXAS.

ORIGINAL - IVORY  
OFFICE - YELLOW  
DELIVERY - PINK

CARROLL'S DISCOUNT  
OFFICE FURNITURE CO.

*Long*