

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 No. 8421, in the amount of \$595.00, from Dolphin Environmental Consultants, for Professional Services associated with 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):

FM100232
Dolphin **DOLPHIN ENVIRONMENTAL
CONSULTANTS**
10707 Corporate Dr., Suite 108
Stafford, TX 77477
Phone: (281) 240-4646
Fax: (281) 240-5659

Invoice

DATE	INVOICE #
2/1/2010	8421

*012 to eng
2/15/10*

BILL TO
Fort Bend County County Auditor 301 Jackson Richmond, Texas 77469

PROJECT NAME
303 Texas Parkway Former Missouri City Tax Office

*PO# 45212
R# 94504*

P.O. NO.	TERMS	PROJECT
45212	Due on receipt	J100114.014

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Project Design Specification Preparation at 303 Texas Parkway, Missouri City, Texas		595.00	595.00
<div><div>RECEIVED FEB 03 2010 BY: <i>RS</i></div><div>RECEIVED FEB - 2 2010 COUNTY AUDITOR</div></div>				

TAX ID 76-0345532

THANK YOU FOR YOUR BUSINESS

Total

\$595.00

Longhurst