

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: **April 07, 2010**

Submitted By: **Laura Dougherty**

Court Agenda Date: **April 13, 2010**

Department: **Facilities Management & Planning**

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

SUMMARY OF ITEM: **Approve Invoice No's. 505248161001, 511950786001, & 509242581001, in an amount not to exceed \$5,979.07, from Office Depot, for Patrol FF&E costs associated with the Jail Expansion.**

RENEWAL AGREEMENT/APPOINTMENT YES ☐ NO ☐
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES ☐ NO ☐

List Supporting Documents Attached: **Invoices**

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

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

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

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 100436

**Office
DEPOT.**

Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

ORIGINAL INVOICE

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID: 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
505248161001	5,308.42	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
17-FEB-10	Net 30	22-MAR-10

BILL TO:

ATTN: ACCOUNTS PAYABLE
PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617

005296-000881

SHIP TO:

PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617



PO# 43515
R# 100726

ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
28743231		43515		1410WILLIAMSWAYBLVD		505248161001		15-JAN-10		17-FEB-10	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		SUITE		COST CENTER	
263421						Mike Waller		PATROL			
CATALOG ITEM #/ MANUF CODE		DESCRIPTION/ CUSTOMER ITEM #		U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE		EXTENDED PRICE	
665128 8873BK-JN01		CHAIR,STACK,MIDNIGHT 665128		EA Y	45	45	0	45.990		2,069.55	
355405 RTP-007814-024-07		CHAIR,P20000,FAB,HBK,MF,BL 355405		EA Y	17	17	0	180.310		3,065.27	
825704 TC7911B		CLOCK,WALL,ELEC,SET N 825704		EA Y	5	5	0	17.120		85.60	
209031 2632-00GRAY		CAN,TRASH,BRUTE,32 GAL,w/o 209031		EA Y	4	4	0	22.000		88.00	
SUB-TOTAL										5,308.42	
DELIVERY										0.00	
SALES TAX										0.00	
TOTAL										5,308.42	
All amounts are based on USD currency											

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME

BILLING ID

INVOICE NUMBER

INVOICE
DATE

INVOICE
AMOUNT

AMOUNT ENCLOSED

PATROL

263421

505248161001

17-FEB-10

5,308.42



FL0

002634210 5052481610018 00000530842 1 8

Please
Send Your
Check to:

OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040

Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

FM 101106

**Office
DEPOT.**Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

RECEIVED

MAR 25 2010

BY:

ORIGINAL INVOICE

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL USFOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID: 59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
509242581001	357.00	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
02-MAR-10	Net 30	08-APR-10

BILL TO:

ATTN: ACCOUNTS PAYABLE
PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617

005603-000882

SHIP TO:

PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617PO # 43515
R# 100721

ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
28743231		43515		1410WILLIAMSWAYBLVD		509242581001		12-FEB-10		02-MAR-10	
BILLING ID		ACCOUNT MANAGER		RELEASE		ORDERED BY		SUITE		COST CENTER	
263421						MIKE WALLACE		.			
CATALOG ITEM #/ MANUF CODE				DESCRIPTION/ CUSTOMER ITEM #		U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
1843641 FABRICATIONX2581				INSTALL 17 CHAIRS FABRICATIONX2581		LT Y	1	1	0	357.000	357.00
SUB-TOTAL											357.00
DELIVERY											0.00
SALES TAX											0.00
TOTAL											357.00
All amounts are based on USD currency											

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CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
PATROL	263421	509242581001	02-MAR-10	357.00	

FL0

002634210 5092425810019 00000035700 1 4

Please
Send Your
Check to:OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

005603-000882

00001/00001

FM101107

ORIGINAL INVOICE

10000

**Office
DEPOT**Office Depot, Inc.
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER

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FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
511950786001	313.65	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
09-MAR-10	Net 30	15-APR-10

BILL TO:

ATTN:ACCOUNTS PAYABLE
PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617

005614-000933

SHIP TO:

PATROL
1410 WILLIAMS WAY BLVD
RICHMOND TX 77469-3617PO# 43515
R# 100722

ACCOUNT NUMBER		PURCHASE ORDER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
28743231		43515		1410WILLIAMSWAYBLVD		511950786001		08-MAR-10		09-MAR-10	
BILLING ID	ACCOUNT MANAGER	RELEASE		ORDERED BY		SUITE			COST CENTER		
263421				RUTH		B					
CATALOG ITEM #/ MANUF CODE		DESCRIPTION/ CUSTOMER ITEM #		U/M TAX	QTY ORD	QTY SHF	QTY B/O	UNIT PRICE		EXTENDED PRICE	
672730 MMF201824003		CABINET,KEY,SD,240 CAP 672730		EA Y	1	1	0	313.650		313.65	
SUB-TOTAL										313.65	
DELIVERY										0.00	
SALES TAX										0.00	
TOTAL										313.65	
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CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
PATROL	263421	511950786001	09-MAR-10	313.65	

FL0

002634210 5119507860016 00000031365 1 8

Please
Send Your
Check to:OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.