

MAY 13 2013

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY:

TODAY'S DATE: May 6, 2013

DEPARTMENT: Purchasing

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: May 13, 2013

SPECIFIC AGENDA WORDING: Consider and approve renewal of contract for Maintenance and Repair of Office Equipment to Hewlett Office Systems RFP2012-117

PERSON(S) TO PRESENT ITEM: Margaret Cook

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:

ACTION ITEM: X

WORKSHOP

(Anticipated number of minutes needed to discuss item)

CONSENT: 5

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

IT DEPARTMENT:

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR:

OTHER: _____

*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____

Date _____

MARGARET A. COOK, C.P.P.B
Johnson County Purchasing Agent
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PAM CAUSEY
Assistant Purchasing Agent
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1102 E. Kilpatrick, Suite B
Cleburne, Texas 76031
(817) 556-6384
Fax (817) 556-6385

March 13, 2013

Hewlett Office System
ATTN: Philip George
218 FM 2280
Cleburne, TX 76031

RE: Contract for Maintenance and Repair of Office Equipment for Johnson County RFP/RFB
2012-117

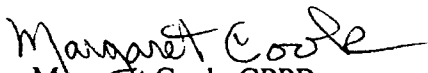
Dear Mr. George,

The contract for Maintenance and Repair of Office Equipment will expired on July 1, 2013. Johnson County is interested in renewing with your company for another year at the contracted prices. Enclosed please find the current contracted pricing between Johnson County and your company.

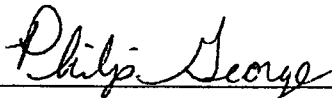
Please consider this request to renew. If you agree to renew please sign this original document and mail back as soon as possible, so we may take appropriate action. If you do not wish to renew, please indicate and return to us. Please call me if you have any questions.

Thank you for your time and attention in handling this matter.

Sincerely,


Margaret Cook, CPPB
Purchasing Agent

Yes, I wish to renew:



Date: 3-15-2013

No, I do not want to renew:

Date: _____

Enclosure: MC/rw

**RFB 2012-117: Maintenance and Repair of Office Equipment
For Johnson County, Texas**

Contractor shall have the ability to fulfill the maintenance of office equipment and repairs of same as described in this Bid.

Having read and understood the Instructions, Terms of Contract, insurance and specifications, vendor submits the following Bid:

Maintenance of Equipment:

	Copier	Fax Machine	Printer
Maintenance Service Call	\$ 65	\$ 55	\$ 60
Other Fees, as applicable	\$ —	\$ —	\$ —

Repair of Equipment:

	Copier	Fax Machine	Printer
1 st Hour Rate for Repair	\$ 65	\$ 55	\$ 60
Hourly Rate after 1 st Hour	\$ 30	\$ 30	\$ 30
Other Fees, as applicable	\$ —	\$ —	\$ —
Percentage Markup for Parts	20 %	20 %	20 %
OPTION: Toner Discount or Unit Cost	20 %	20 %	20 %

Any comments, additions, and/or exclusions shall be provided on separate page(s).

VENDOR INFORMATION

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other offerer, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any