

JUL 28 2014

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Margaret Cook
TODAY'S DATE: July 21, 2014

DEPARTMENT: Purchasing

SIGNATURE OF DEPARTMENT HEAD: Ralph McBroom

REQUESTED AGENDA DATE: July 28, 2014

SPECIFIC AGENDA WORDING: request court approve Renewal of RFQ 2011-415 Insurance Consultant, for an additional year, effective August 7, 2014 – August 7, 2015. (Holmes Murphy and Associates)

PERSON(S) TO PRESENT ITEM: Margaret Cook

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: _____ **ACTION ITEM:** 5 min
WORKSHOP _____
(Anticipated number of minutes needed to discuss item) **CONSENT:** _____
EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: **IT DEPARTMENT:** _____
AUDITOR: _____ **PURCHASING DEPARTMENT:** _____
PERSONNEL: _____ **PUBLIC WORKS:** _____
BUDGET COORDINATOR: _____ **OTHER:** _____

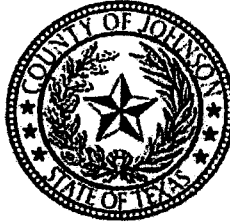
*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ **Date** _____

County of Johnson, Texas



Kelli L. Davis, CPPB
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

June 27, 2014

Holmes Murphy and Associates
12712 Park Central Drive, Suite 100
Dallas, Texas 75251

RE: RFQ 2011-415 Insurance Consultant

Mr. Wills:

The contract between Johnson County and Contract for Holmes Murphy and Associates for advisory insurance services/employee benefits terminates on August 7, 2014.

The above referenced contract has an option to renew for another year. If you are in agreement to renew the current contract under the same terms, conditions, and pricing, please sign and date below in the appropriate space and return to my attention. Upon receipt of this letter indicating your desire to renew the contract, this matter will be placed on the Commissioners Court agenda for consideration. If the Commissioners Court formally votes to accept your offer to renew the contract, the contract will continue for another year. If you indicate that you do not desire to renew the contract, the contract will terminate on August 7, 2014.

Please call if you have any questions. I would ask that you sign below and fax and/or email pur@johnsoncountytexas.org back to me as soon as possible.

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

Sincerely,

Kelli Davis/ks
Kelli Davis, CPPB
Johnson County Purchasing Agent

Yes, I wish to renew: *[Signature]* Date: 7/1/14
No, I do not want to renew: _____ Date: _____