

MAY 23 2016

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY: Ralph McBroom**

**TODAY'S DATE: May 13, 2016**

**DEPARTMENT: Purchasing**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: May 23, 2016**

**SPECIFIC AGENDA WORDING: Consider and approve the renewal of RFP 2013-312 Printing and Mailing of Tax Statements for Tax Assessor Collector with Laser Printing & Mailing Services at the same pricing.**

**PERSON(S) TO PRESENT ITEM: Ralph McBroom C.P.M.**

**SUPPORT MATERIAL: See attachment**

**TIME: 5 min**

**ACTION ITEM: X  
WORKSHOP  
CONSENT:  
EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:  
AUDITOR:  
PERSONNEL:  
BUDGET COORDINATOR:**

**IT DEPARTMENT:  
PURCHASING DEPARTMENT:  
PUBLIC WORKS:  
OTHER: Tax Assessor**

**\*\*\*\*\*This Section to be completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

**Approved**

**Commissioners Court**

**MAY 23 2016**

Justin Scharnhorst  
Assistant Purchasing Agent  
jscharnhorst@johnsoncountytexas.org

**County of Johnson, Texas**



Ralph McBroom, C.P.M.  
Purchasing Agent  
ramebroom@johnsoncountytexas.org

1102 E. Kilpatrick, Suite B  
Cleburne, Texas 76031  
(817) 556-6382  
Fax (817) 556-6385

May 10, 2016

Laser Printers and Mailing Services  
ATTN: Katy ~~Milwood~~ *Bryant*  
8701 Perrin Beitel Rd  
San Antonio, TX 78217  
210-590-6565 p  
210-590-1620  
[katy@lpmsi.com](mailto:katy@lpmsi.com)

RE: RFP # 2013-312 Request for Proposal for Printing and Mailing Project of Tax Statements for Tax Assessor Collector Office of Johnson County

Katy,

Johnson County is interested in renewing with your company for another year at the contracted prices.

I would ask that you sign below and return to [jscharnhorst@johnsoncountytexas.org](mailto:jscharnhorst@johnsoncountytexas.org) within 5 business days.

Thank you for your time and consideration in handling this matter, please call me with any additional questions.

Sincerely,

Ralph McBroom C.P.M.  
Johnson County Purchasing Agent

Yes, I wish to renew: *Katy Bryant* Date: *5/12/16*  
No, I do not want to renew: \_\_\_\_\_ Date: \_\_\_\_\_