

Approved

Commissioners Court

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, 2015

DEPARTMENT: Purchasing

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: May 23, 2015

SPECIFIC AGENDA WORDING: Consider and approve the renewal of RFP 2012-117 Maintenance of Copiers & Printers with Hewlett Office Systems at the same pricing.

PERSON(S) TO PRESENT ITEM: Ralph McBroom

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:

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

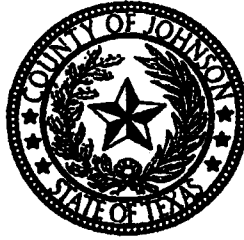
COURT MEMBER APPROVAL _____ Date _____

Approved

Commissioners Court

MAY 23 2016

County of Johnson, Texas



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

Justin Scharnhorst
Assistant Purchasing Agent
jscharnhorst@johnsoncountytexas.org

May 10, 2016

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

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

Dear Mr. George,

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,

A handwritten signature in black ink that reads "Ralph McBroom".

Ralph McBroom C.P.M.
Purchasing Agent

Yes, I wish to renew: Philip George Date: 5-11-16

No, I do not want to renew: _____ Date: _____