

JUN 10 2019

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Ralph McBroom

**TODAY'S DATE:** June 3, 2019

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** June 10, 2019

**SPECIFIC AGENDA WORDING:** Consider and approve renewal of RFB 2017-702 Maintenance of Office Equipment with Hewlett Office Systems. This is the second renewal of four renewal options for Johnson County.

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

**SUPPORT MATERIAL:** (See attached)

**TIME:** 5 min

(Anticipated number of minutes needed to discuss item)

**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 \_\_\_\_\_

County of Johnson, Texas



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

Tannah Malott  
Assistant Purchasing Agent  
tmalott@johnsoncountytexas.org

April 8, 2019

ATTN: Katy Milward  
Laser Printing & Mailing  
8701 Perrin Beitel Rd  
San Antonio, Texas 78217  
katy@lpmsi.com

RE: RFP 2018-807 Printing Tax Statements

Dear Katy,


Our contract with Laser Printing & Mailing expires June 30, 2019. Johnson County would like to exercise our option to renew with your firm for another year pending your agreement and Commissioners Court approval.

The new contract dates will be July 1, 2019 through June 30, 2020.

Please sign below and return via email to tmalott@johnsoncountytexas.org.

Sincerely,

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

  
\_\_\_\_\_  
YES, I want to renew for another year

4/9/19  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
NO. I do not want to renew

\_\_\_\_\_  
(Date)