

MAY 8 2020

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**Approved**

**SUBMITTED BY:** Ralph McBroom

**TODAY'S DATE:** April 29, 2020

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** May 8, 2020

**SPECIFIC AGENDA WORDING:** Consider and approve renewal of RFB 2017-702 Maintenance of Office Equipment with Hewlett Office Systems. This is the third 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 13, 2020

ATTN: Philip George  
Hewlett Office Systems  
PO Box 95  
Cleburne, Texas 76033  
RE: RFB 2017-702 Maintenance of Office Equipment

Dear Philip,

Our contract with Hewlett Office Systems expires June 30, 2020. 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, 2020 through June 30, 2021.

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

*Philip George* 4/29/2020  
\_\_\_\_\_  
(Date)

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

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