

JUN 13 2022

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Ralph McBroom

**TODAY'S DATE:** June 7, 2022

**DEPARTMENT:** Purchasing

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE:** June 13, 2022

**SPECIFIC AGENDA WORDING:** Consideration and approval to award RFB 2022-225 Maintenance of Copiers & Printers to Hewlett Office Systems.

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

RFB 2022-225: Maintenance and Repair of Office Equipment  
For Johnson County, Texas

Contractor shall have the ability to fulfill the maintenance of office equipment and repairs of same as described in this Bid.

Having read and understood the Instructions, Terms of Contract, insurance, and specifications, vendor submits the following Bid:

**Maintenance of Equipment:**

	Copier	Fax Machine	Printer
Maintenance Service Call	\$ 100 <sup>00</sup>	\$ 100 <sup>00</sup>	\$ 100 <sup>00</sup>
Other Fees, as applicable	\$	\$	\$

**Repair of Equipment:**


	Copier	Fax Machine	Printer
1 <sup>st</sup> Hour Rate for Repair	\$ 100 <sup>00</sup>	\$ 100 <sup>00</sup>	\$ 100 <sup>00</sup>
Hourly Rate after 1 <sup>st</sup> Hour	\$ 90 <sup>00</sup>	\$ 90 <sup>00</sup>	\$ 90 <sup>00</sup>
Other Fees, as applicable	\$	\$	\$
Percentage Markup for Parts	20 %	20 %	20 %
<b>OPTION:</b> Toner Discount or Unit Cost	20 %	20 %	20 %

Any comments, additions, and/or exclusions shall be provided on separate page(s).

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**VENDOR INFORMATION**

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other offer, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid. And further, that the manager, secretary or other agent or officer signing this Bid is not and has not been for the past six months directly nor indirectly concerned in any pool or agreement or combination to control the price of supplies or to influence any person.

NAME OF BUSINESS: Hewlett Office Systems LLC  
ADDRESS: 218 F.M. 2280  
CITY/STATE/ZIP: Cleburne Tx 76031  
OFFICE PHONE: 817-645-1571 FAX PHONE: 817-645-5336  
CELL PHONE: 817-933-2565 EMAIL: justin@HewlettOfficeSystems.com  
AUTHORIZED SIGNATURE:   
PRINTED NAME: Justin Hewlett