



AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: June 15, 2023

COMMISSIONERS COURT

Meeting Date: June 26, 2023

JUN 26 2023

Submitted By: Ralph McBroom

Department/Office: Purchasing

Approved

Signature of Director/Official: _____

Agenda Title:

Consider and approve renewal of RFB 2022-225

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Consider and approve renewal of RFB 2022-225 Maintenance and Repair of
Office Equipment with Hewlett Office Systems at current pricing. This is the
first of four renewals.

(May attach additional sheets if necessary)

Person to Present: Ralph McBroom

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Action Item (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline
& List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

County of Johnson, Texas



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

Kristi Shaw
Assistant Purchasing Agent
kshaw@johnsoncountytexas.org

June 13, 2023

Hewlett Office Systems, LLC
ATTN: Justin Hewlett
218 FM 2280
Cleburne, Texas 76031
justin@hewlettofficesystems.com

RE: RFB 2022-225 MAINTENANCE AND REPAIR OF OFFICE EQUIPMENT

Dear Justin,

Our contract with Hewlett Office systems expires June 30, 2023. 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, 2023 through June 30, 2024.

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

Sincerely,

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

YES, I want to renew for another year

6/13/23
(Date)

NO. I do not want to renew

(Date)