



**AGENDA PLACEMENT FORM**

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

Date: 7/14/2023

COMMISSIONERS COURT

Meeting Date: 7/24/2023

JUL 24 2023

Submitted By: Ralph McBroom

Approved

Department/Office: Purchasing

Signature of Director/Official: \_\_\_\_\_

**Agenda Title:**

RFP 2018-807 Printing Tax Statements

**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 RFP 2018-807 Printing Tax Statements with Laser Printing and Mailing. This is the fourth and final renewal option with Johnson County.

(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 (Action Item, Workshop, Consent, Executive)

**Check All Departments That Have Been Notified:**

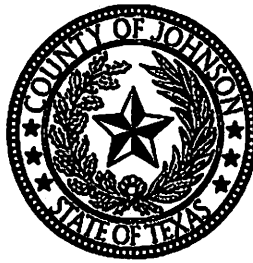
County Attorney  IT  Purchasing  Auditor

Personnel  Public Works  Facilities Management

Other Department/Official (list) Tax Office

**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**

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



**Kristi Shaw**  
**Assistant Purchasing Agent**  
kshaw@johnsoncountytexas.org

June 15, 2023

**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, 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 to June 30, 2024. This is the fourth renewal of four.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ralph McBroom".

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

A handwritten signature in black ink, appearing to read "Kristi Shaw".

YES, I want to renew for another year

6/20/23  
(Date)

NO, I do not want to renew