

AGENDA PLACEMENT FORM

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

Date: _____**Meeting Date:** 1/13/2025**Submitted By:** County Judge's Office**Department:** Purchasing Department**Signature of Elected Official/Department Head:**
_____**Court Decision:**

This section to be completed by County Judge's Office



1-13-25

Description:Consider and Authorize Purchasing Agent to Advertise for Bids/ProposalsMotion: Authorize Purchasing Agent to go out for bids RFP 2025-301 Vending Machines

(May attach additional sheets if necessary)

Person to Present: Lance Anderson

(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: _____ minutes**Session Requested:** (check one)☒ Action Item ☐ Consent ☐ Workshop ☐ Executive ☐ Other _____**Check All Departments That Have Been Notified:**☐ County Attorney ☐ IT ☐ Purchasing ☐ Auditor☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023