

AGENDA PLACEMENT FORM

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

Date: 6.12.25

Meeting Date: 6.23.25

Submitted By: Lance Anderson

Department: Purchasing

Signature of Elected Official/Department Head:



Court Decision: This section to be completed by County Judge's Office
 6-23-25

Description:

Consider and approve renewal of RFP 2022-225 Maintenance and Repair of Office Equipment with Hewlett Office Systems, LLC. This is the third of four renewals with Johnson County. Contract period - July 1, 2025 - June 30, 2026.

(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: 5 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

Lance Anderson
Purchasing Agent
landerson@johnsoncountytexas.org



Kristi Shaw
Deputy Purchasing Agent
kshaw@johnsoncountytexas.org

May 16, 2025

Hewlett Office Systems, LLC
Attn: Justin Hewlett
218 FM 2280
Cleburne, Texas 76031

RE: RFB 2022-225 Maintenance and Repair of Office Equipment

Dear Mr. Hewlett,

Our contract with Hewlett Office Systems expires June 30, 2025. Johnson County would like to exercise our option to renew with your for another year pending your agreement and Commissioners Court approval.

The new contract dates will be July 1, 2025 to June 30, 2026. This is the third of four renewals.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "LAA", is written over the printed name of Lance Anderson.

Lance Anderson
Purchasing Agent
Johnson County

Yes, I want to renew for another year

Date

5/20/25

No, I do not want to renew

Date