AGENDA ITEM
CA25

AGENDA PLACEMENT FORM

Send to: ccagenda@johnsoncountytx.org

Date: 6.10.2026

Meeting Date: 6.22.2026

Submitted By: Lance Anderson

Department: Purchasing Department

Signature of Elected Official/Department Head:

Court Decision:
This section to be completed by County Judge's Office

Johnson County APPROVED Commissioners Court

6.22.2026

Description:

Consider and approve renewal of RFP 2022-225 Maintenance and Repair of Office Equipment with Hewlett Office Systems, LLC. This is the forth and final renewal with Johnson County. Contract period - July 1, 2026 - June 30, 2027.

(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 ☐ Public Announcement

Check All Departments That Have Been Notified:

☐ County Attorney ☐ IT ☐ Purchasing ☐ Auditor

☐ Personnel ☐ Development Services ☐ Facilities Management

Other Department/Official (list) _____

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

Lance Anderson
Purchasing Agent
landerson@johnsoncountytx.org

Kristi Shaw
Deputy Purchasing Agent
kshaw@johnsoncountx.org

June 9, 2026

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, 2026. 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, 2026 to June 30, 2027. This is the final of four renewals.

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

Sincerely,

Lance Anderson
Purchasing Agent
Johnson County

Yes, I want to renew for another year — Date 6/10/26

No, I do not want to renew — Date