



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 3

DATE: 02/21/2024

SUBJECT: **APPROVAL OF INVOICE PAYMENT - INSPECTION OF UPRIGHT
SCISSOR LIFT - FACILITIES MANAGEMENT - ELITE MATERIAL
HANDLING**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment, for Facilities Management, to Elite Material Handling for \$1,268.75.

BACKGROUND

The inspection of an upright scissor lift was performed at the Plaza Building without a purchase order at the request of Facilities Management.

During the time of the request, Purchasing had RFQ No. I20230596, Annual Contract to Service and Repair Upright Scissor Lifts, in effect. Primary vendor Southwest Materials Handling should have been contacted to service the upright scissor lift. Instead, Facilities Management contacted the secondary vendor, Elite Material Handling, to service the upright scissor lift. Southwest Materials Handling charges \$149.00 per hour. Elite Material Handling charges \$175.00 per hour per the agreement.

The department has been advised that a purchase order is required for these services. In a letter sent January 17, 2024, the vendor has been advised to not fill orders without first receiving a purchase order.

FISCAL IMPACT

Funding in the amount of \$1,268.75 is available in account 10000-2024 General Fund/3110210000 Tarrant County Plaza/532011 Building Maintenance.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Julie Nichols Chris Lax, CPSM, CPSD, CPCP
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