



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 03/17/2020

SUBJECT: **APPROVAL TO PROCESS INVOICES FOR PAYMENT - FACILITIES
MANAGEMENT - DOUBLE EAGLE - \$380.00**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court approve to process invoices for payment for Facilities Management for two (2) separate service calls made on the same day for contracted services with Double Eagle for \$380.00.

BACKGROUND:

Facilities Management mistakenly called Double Eagle to perform contracted work for mechanical and plumbing services; however, they used a vendor who was no longer under contract. On October 1, 2019, a new contract was awarded under RFB No. 2019-226, Annual Contract for Mechanical and Plumbing Services. Double Eagle was not one of the awarded vendors. Double Eagle was on the previous contract that expired September 30, 2019.

Facilities Management staff made calls for services but did not review the list of new vendors on the new contract. Services were performed on February 3, 2020.

FISCAL IMPACT:

Tarrant County will make a one (1) time payment to Double Eagle for two (2) separate invoices; one (1) for \$95.00 (Invoice #48022-P) and one (1) for \$285.00 (Invoice #48023-P) for a total amount of \$380.00.

Funding in amount of \$380.00 is available in the following accounts:

| | |
|----------|-------------------------------|
| \$ 95.00 | 532011/10000-2020/3110215000 |
| \$285.00 | 532011/10000-2020/3110225000. |

SUBMITTED BY: Purchasing

PREPARED BY: Elizabeth Pietzsch, CPCPM

APPROVED BY: