



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/03/2023

**SUBJECT: APPROVAL OF INVOICE PAYMENT - ON-SITE REPAIR SERVICE
- PRECINCT 2 MAINTENANCE - RICK'S TIRE SERVICE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment for on-site tire repair service, for Precinct 2 Maintenance, for \$135.00.

BACKGROUND

On June 20, 2023, the Commissioners Court, through Court Order #141131, awarded Bid No. 2023-127, Annual Contract for Tire and Tube Repairs or Service for Passenger Vehicles, Light-Duty Trucks, Medium-Duty Trucks, Commercial Trucks, and Heavy-Duty Equipment, Countywide, to the following vendors:

Primary	Cowser Tire and Service Southern Tire Mart, LLC	Sections 1, 2, and 4 Section 3
Secondary	Southern Tire Mart, LLC Cowser Tire and Service	Sections 1, 2, and 4 Section 3
Alternate	Rick's Tire Service, Inc.	Sections 1 and 3

On September 5, 2023, invoice #447110 for \$135.00 was completed by Rick's Tire Service without a purchase order. The primary vendor Cowser Tire and Service should have been called for the on-site tire repair service under the existing agreement effective through June 28, 2024. The cost would have been \$125.00 using the primary vendor instead of the alternate vendor.

FISCAL IMPACT

Funding in the amount of \$135.00 is available in account 523011/26100-2024/6210300000.

SUBMITTED BY: Purchasing

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