



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/14/2023

**SUBJECT: APPROVAL OF INVOICE PAYMENT - FACILITIES
MANAGEMENT - ARTEX OVERHEAD DOOR COMPANY**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment, for Facilities Management, for RFQ No. 2022-0701, Annual Contract for Preventative Maintenance and Repairs of Sliding Gate Operators, to Artex Overhead Door Company for \$250.00.

BACKGROUND

Facilities Management mistakenly called Artex Overhead Door Company for a service call on December 28, 2022 for the Elections Administration Building exit gate.

Dallas Automatic Gate is the primary vendor on this contract. Artex Overhead Door Company is the secondary vendor, which was effective October 19, 2022,

Facilities Management should have called Purchasing to verify who was the primary vendor on this contract. Facilities Management will remind their building managers to contact Purchasing to verify which contracted vendor to call for services.

FISCAL IMPACT

Funding in the amount of \$250.00 is available in account 532011/10000-2023/3110701000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Rita C. Pauley, CPO Chris Lax, CPSM, CPSD, CPCP
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