



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/15/2023

SUBJECT: **APPROVAL OF INVOICE PAYMENTS - ON-SITE TIRE REPAIR
SERVICE - PRECINCT 1, MAINTENANCE - COWSER TIRE &
SERVICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve two (2) invoice payments for on-site tire repair service, for Precinct 1, Maintenance, for \$340.00.

BACKGROUND

The following work was completed by Cowser Tire & Service without a purchase order:

Work Order #1-572927 for \$150.00 - completed June 13, 2023

Work Order #1-572695 for \$190.00 - completed June 20, 2023

Bid No. 2021-089, Annual Contract for Tire Repairs and Service, was still in effect when this work was completed by Cowser Tire & Service. Rick's Tire Service should have been called for the on-site tire repair service under the existing agreement that was effective through June 28, 2023.

FISCAL IMPACT

Funding in the amount of \$340.00 is available in account 532031/26100-2023/6110200000.

SUBMITTED BY: Purchasing

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