



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145495

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DATE: 7/1/2025

**SUBJECT: RFQ NO. I20240369 - ANNUAL AGREEMENT FOR CONVEYOR BELT
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES - FACILITIES
MANAGEMENT - ROBERTS MAINTENANCE ENGINEERING**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve invoice payment for RFQ No. I20240369, Annual Agreement for Conveyor Belt Preventative Maintenance and Repair Services, for Facilities Management, to Roberts Maintenance Engineering for \$23,323.24.

BACKGROUND

Facilities Management engaged Roberts Maintenance Engineering to perform urgent repair work to the Sheriff's Office Inmate Property Conveyor between April 17, 2025, and May 8, 2025. The failure of the Inmate Property Conveyor gearbox required immediate attention to restore functionality. The vendor's cumulative hours accrued unexpectedly and a change in building management during the repair process resulted in a lapse in tracking vendor hours, so Facilities Management did not request approval prior to work being completed.

The department has been advised that a purchase order is required for these services. In a letter sent on June 10, 2025, the vendor has been advised to not fill orders without first receiving a purchase order.

FISCAL IMPACT

Funding in the amount of \$23,323.24 is available in account 10000-2025 General Fund/3110307000 Corrections Center Building/532011 Building Maintenance.

SUBMITTED BY	Purchasing	PREPARED BY:	Christopher Lax, CPSM, CPSD, CPCP
		APPROVED BY:	Gwen Peterson, C.P.M., A.P.P.



CONVEYOR SYSTEMS

ROBERTS Maintenance Engineering

P.O. Box 462473 Garland, TX 75046

DESIGN • SALES • INSTALLATION • SERVICE

Manufactured By:



WHITE CONVEYORS, INC.

(214) 542-1790

robertsmaintenance.john@gmail.com

Invoice

05132025

REVISED 6/9/25

SERVICE INVOICE

Call Taken

Schedule

Morning

Completion

Afternoon

Promised

Evening

By JSR

For JSR

(817) Domestic Foreign

Customer TARRANT COUNTY AUDITORS OFFICE		Phone 884-1205	Date 5/13/25
Address 100 E. WEATHERFORD ST - SUITE 506		City FORT WORTH TX 76196-0103	
Bill To SAP-INVOICES@TARRANTCOUNTY.GOV		Type of Unit CONVEYOR #2	
Make WHITE	Model # PD-72	Serial # 46609-1190	
Dealer VENDOR # 7013102	Date Purchased	Warranty <input type="checkbox"/> Warranty <input type="checkbox"/> COP	Service <input type="checkbox"/> Warrantly <input type="checkbox"/> COP

Service Requested **REPLACE DRIVE SYSTEM ON CONVEYOR #2**

Qty	Parts and Material	Amount	Summary of Charges
	THIS IS YOUR PO#		MATERIAL 273 24
	RFQ 120240369		TAX EXEMPT
2	GRAINGER Invoices	185 36	SERVICE CALL OR PICK-UP - DELIVERY
4	LOWE'S/HOME DEPOT Misc	87 88	LABOR ON 78 WEEK PAY RATE 20 SAT 23,050 00
	LABOR BREAKDOWN DETAILS		MILEAGE
	78 hrs WEEKDAY @ 225/hr		CARRYING CHARGE
	20 hrs SATURDAY @ 275/hr		TOTAL 23,323 24
E-MAIL to:			Services Performed
tcfinvoices@tarrantcountytx.gov			DAMAGED DRIVE SYSTEM
jwfranklin@tarrantcountytx.gov			REMOVED FROM CONVEYOR #2
			REPLACEMENT SYSTEM INSTALLED
			Date 4/17-5/8
			Shop Serviceman 1
			UNIT PERFORMING SATISFACTORILY
	MATERIAL TOTAL	273 24	

Customer's Signature

THIS REPAIR GUARANTEED ONLY AS FOLLOWS:

Workmanship performed and materials replaced on this repair are warranted for ninety days or the life of the conveyor. If trouble develops in work performed...



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFQ No. I20240369 - Annual Agreement for Conveyor Belt Preventative Maintenance and Repair Services - Facilities Management - Roberts Maintenance Engineering

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
