



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE : 05/21/2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO
(IF APPLICABLE): _____

SUBJECT: Approve and authorize the acceptance of donated office equipment from Lawyers Title to be utilized in the Office of the District Clerk. The office equipment consists of three (3) microfiche reader/printer machines.

BACKGROUND/DISCUSSION OF TOPIC: The donation of the microfiche reader/printers will enable the District Clerks Office to more efficiently provide copies of information that is stored on microfiche. The microfiche reader/printer that is in the District Clerks Office is aged and in need to costly repairs.

FISCAL IMPACT: N/A

PRIOR COMMISSIONERS COURT ACTION (IF ANY): N/A

RECOMMENDATION: Approve and authorize the acceptance of donated office equipment from Lawyers Title to be utilized in the Office of the District Clerk. The office equipment consists of three (3) microfiche reader/printer machines.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Norma L. Favel. District Clerk



Lawyers Title

April 27, 2012

Ms. Norma Favela
El Paso District Clerk
500 E. San Antonio
Suite 103
El Paso, Texas 79901

In re: Minolta RP605Z reader/printers

Dear Ms. Favela,

Recently our title production department relocated to 444 Executive Center Blvd., Suite 100 as part of our company initiative to merge our staffs and provide superior customer service to our clients. We moved to a smaller office space, and therefore we were unable to move some of our reader/printers. We are in a position to "donate" some machines if you are interested, as we know your office uses this type of equipment to make copies of divorces and suits. The machines are used, but they still work rather well.

If you are interested in obtaining 2 or 3 machines, please call me or have one of your staff call me at Lawyers Title, telephone number 543-7646 to make arrangements. If your staff or the County purchasing department is interested in checking out the machines before you make your decision, I will be happy to make arrangements for them to visit our office where the machines are located.

We will be happy to execute any and all documents you or the County Attorney or Purchasing Department requires so that this will be considered a "donation" and not a sale of the equipment. We have to move the equipment to Houston at our expense if we don't do something with them, so we would rather be good neighbors and donate them so that the local community has the direct benefit of their use.

Thank you for your consideration,

Rudy Telles, Sr.
Vice President-Title Operations Manager
Lawyers Title of El Paso
444 Executive Center Blvd., Suite 100
El Paso, Texas 79902
Telephone no. 915-543-7646
Email: rtelles@ltic.com