



## THE COUNTY OF GALVESTON

**VERONICA VAN HORN**  
INTERIM PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

August 18, 2025

Honorable County Judge  
Honorable County Commissioners' Court  
Galveston County Courthouse  
Galveston, Texas 77550

RE: ITB #24-013 Vehicle Collision and Body Repair  
Contract #CM

Gentlemen,

The contract associated with ITB 24-013, Vehicle Collision and Body Repair is scheduled for its first extension on November 29, 2025. The current vendor for this service is Marty's City Auto Company.

The Fleet Finance and Administrative Manager has decided not to extend this contract and has requested to re-solicit for these services.

Authorization is requested to re-solicit for these services.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script that reads "Veronica Van Horn".

Veronica Van Horn  
Interim Purchasing Agent

## Dickey, Tammy

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**From:** Fleming, Melissa  
**Sent:** Monday, August 4, 2025 11:53 AM  
**To:** Bryant, Elizabeth; Dickey, Tammy  
**Cc:** Smith, Zachary; Crowder, Lee  
**Subject:** RE: Bid 24-013 - Vehicle Collision and Body Repair

Hello,

Received and copied in Tammy so she is aware of the RE-BID details.

Sincerely,  
**Melissa Fleming**  
**Contract Administrator**  
Galveston County Purchasing Department  
Galveston County Courthouse  
722 21st. Street, 5th Floor  
Galveston, Texas 77550  
Office: (409) 770-5375  
Fax: (409) 765-3106  
e-mail: [melissa.fleming@galvestoncountytx.gov](mailto:melissa.fleming@galvestoncountytx.gov)



**Principles and Practices of Public Procurement**  
*Accountability, Ethics, Impartiality, Professionalism, Service, Transparency*

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**From:** Bryant, Elizabeth <Elizabeth.Bryant@galvestoncountytx.gov>  
**Sent:** Monday, August 4, 2025 8:09 AM  
**To:** Fleming, Melissa <Melissa.Fleming@galvestoncountytx.gov>  
**Cc:** Smith, Zachary <Zachary.Smith@co.galveston.tx.us>; Crowder, Lee <Lee.Crowder@co.galveston.tx.us>  
**Subject:** RE: Bid 24-013 - Vehicle Collision and Body Repair  
**Importance:** High

Good Morning,

Please stop extension process for Vehicle Collision & Body Repair, we need to re-bid this service please.

**Thank You,**  
**Elizabeth Bryant**  
Finance & Administrative Manager  
Fleet Management Department  
5115 HWY 3 Dickinson, TX 77539  
281-309-5074



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**From:** Bryant, Elizabeth  
**Sent:** Thursday, July 31, 2025 11:13 AM  
**To:** Fleming, Melissa <[Melissa.Fleming@galvestoncountytexas.gov](mailto:Melissa.Fleming@galvestoncountytexas.gov)>  
**Subject:** RE: Bid 24-013 - Vehicle Collision and Body Repair

Yes, please extend.

**Thank You,**  
**Elizabeth Bryant**  
Finance & Administrative Manager  
Fleet Management Department  
5115 HWY 3 Dickinson, TX 77539  
281-309-5074



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**From:** Fleming, Melissa <[Melissa.Fleming@galvestoncountytexas.gov](mailto:Melissa.Fleming@galvestoncountytexas.gov)>  
**Sent:** Thursday, July 31, 2025 11:10 AM  
**To:** Bryant, Elizabeth <[Elizabeth.Bryant@galvestoncountytexas.gov](mailto:Elizabeth.Bryant@galvestoncountytexas.gov)>  
**Subject:** RE: Bid 24-013 - Vehicle Collision and Body Repair

Hi Elizabeth,

Checking in to see if you would like to offer the 1<sup>st</sup> extension.

Sincerely,  
**Melissa Fleming**  
**Contract Administrator**  
Galveston County Purchasing Department  
Galveston County Courthouse  
722 21st. Street, 5th Floor  
Galveston, Texas 77550  
Office: (409) 770-5375  
Fax: (409) 765-3106  
e-mail: [melissa.fleming@galvestoncountytexas.gov](mailto:melissa.fleming@galvestoncountytexas.gov)



**From:** Fleming, Melissa  
**Sent:** Friday, July 25, 2025 9:54 AM  
**To:** Bryant, Elizabeth <Elizabeth.Bryant@galvestoncountytx.gov>  
**Subject:** Bid 24-013 - Vehicle Collision and Body Repair

Hello Elizabeth,

Our contract with Marty's City Auto for Vehicle Collision and Body Repair will be due for the 1<sup>st</sup> extension. Would you like to offer the 1<sup>st</sup> extension?

Sincerely,  
**Melissa Fleming**  
**Contract Administrator**  
Galveston County Purchasing Department  
Galveston County Courthouse  
722 21st. Street, 5th Floor  
Galveston, Texas 77550  
Office: (409) 770-5375  
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