

**Mayor**  
Duke W. Coon

**Mayor Pro Tem**  
Howard Wood

**Council Member, Place 1**  
David Hairel

**Council Member, Place 2**  
Shana R. Arthur

**Council Member, Place 3**  
Harry Hardman

**Council Member, Place 5**  
Marsha Porter



**City Administrator**  
Gary A. Scott

**Deputy City Administrator**  
Nancy S. Mikeska

**Assistant City Administrator**  
Norman McGuire

**City Secretary**  
Sami H. Quinlan

## CITY OF CONROE

**CITY OF CONROE  
COUNCIL MEETING AGENDA  
CITY HALL, COUNCIL CHAMBERS  
300 W. DAVIS, CONROE, TX 77301**

**MARCH 26, 2026 - 9:30 A.M.**

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION/PLEDGE**

**PROCLAMATIONS/RECOGNITIONS**

**Presentation of the Carnegie Medal of Honor to a true Conroe Hero.  
N. Mikeska**

**CITIZEN INQUIRIES -- NOT TO EXCEED 30 MINUTES**

**Citizen Inquires are limited to 3 minutes per person. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations in respect to any person. Speakers are limited to addressing only topics on the current agenda. The Citizen Inquiry Form is available on the table outside of the Council Chambers and must be given to the Police Officer prior to the beginning of the meeting. Persons turning in incomplete Citizen Inquiry Forms will not be called upon to speak.**

### **AGENDA**

- 1. Administrative update  
N. Mikeska**
- 2. Discuss and Consider the re-instatement of the STEP Pay Program for the 2025-2026 Budget Cycle, for Fire and Police Civil Service employees and pay is to be retroactive back to the individual's anniversary dates.  
G. Scott and N. Mikeska**

3. Discuss and Consider an Amendment to the 2024 Conroe Police Officers' Association and the City of Conroe Meet & Confer Agreement.  
G. Scott and N. Mikeska
4. Discuss and Consider approval of three-year contract renewal with OpenGov.  
N. McGuire
5. Discuss and Consider the purchase of VERT Equipment.  
N. McGuire
6. Discuss and Consider Othon, Inc. proposal for traffic signal design at HWY 105 and 10th Street.  
N. McGuire
7. Discuss and Consider Kimley-Horn proposal for traffic signal design at North Loop 336 and Plantation Drive.  
N. McGuire
8. Discuss and Consider Cobb, Fendley & Associates, Inc. proposal for traffic signal design at SH 75 and Mill Avenue.  
N. McGuire
9. Discuss and Consider Iteris, Inc. proposal for traffic signal design at SH 75 and Gladstell Street.  
N. McGuire
10. Discuss and Consider participation in FIFA World Cup 2026 Transit Shuttle Initiative.  
N. Mikeska
11. Discuss and Consider the approval of an additional 50 Axon Tasers to the current service contract to equip remaining police officers without one.  
J. Buckholtz
12. Discuss and Consider purchase of 37 Staccato P-4.5 HD 9mm handguns.  
J. Buckholtz
13. Discuss and Consider Montgomery County UD 3 -- Drainage True-Up for FY 2022, FY 2023, FY 2024, FY 2025, and FY 2026.  
A. Gibbs
14. Discuss and Consider City of Conroe Annual Financial Audit including the Single Audit (Federal and State) for the fiscal year ending September 30, 2025.  
A. Gibbs
15. Discuss and Consider FY 26 Purchase Order and Payment to Stanley Lake M.U.D.  
A. Gibbs
16. Discuss and Consider an Exception to Chapter 4: Benefits Section - Payment for Unused Sick Leave and Sick Leave Incentive Program of the Employee Handbook.  
A. Houser

**Recess Open Meeting in order to conduct Closed Executive Session for consultation with attorney to receive legal advice concerning the following threatened, contemplated or pending claims and litigation, and to deliberate other matters as authorized by Texas Government Code Chapter 551 relating to:**

17. \*Private consultation with Attorneys to seek advice concerning pending or contemplated litigation. (Sec.551.071).  
\*Deliberation concerning the purchase, exchange, lease or value of real property, to include but not limited to MSEC, Inc. Water & Wastewater Assets. (Sec.551.072).  
\*Personnel Matters. (Sec.551.074).  
Mayor Coon

### **Reconvene Open Meeting**

**The Consent Agenda may be acted upon in one motion and contains items which are routine and typically noncontroversial. Items may be removed from this agenda for individual discussion by the Mayor, any Council Member, or the City Administrator.**

### **CONSENT AGENDA**

18. Council Minutes held February 26, 2026.  
S. Quinlan

### **PAYMENT OF STATEMENTS**

19. Vendor: Caldwell Country Chevrolet  
PD 2026 Tahoes  
\$114,270.00  
N. McGuire
20. Vendor: Centerpoint Energy  
Water Plant No. 32 Gas Line Extension/Meter  
\$185,515.33  
N. McGuire
21. Vendor: GCB Conroe 380, LLC - Regions Bank (Trustee for the PRF Bonds)  
Annual Chapter 380 Developer Agreement Payment  
Property Tax Rebate  
\$1,500,000.00  
A. Gibbs
22. Vendor: Montgomery County UD#3 (Vendor#02757)  
Montgomery County UD 3 drainage true up review for FY 2022 through FY 2026 to reconcile actual drainage costs with prior estimates.  
\$ 67,925.35  
A. Gibbs
23. Vendor: Raftelis Financial Consultants  
Professional Services for Asset Evaluation  
\$135,000.00  
N. Mikeska

24. Vendor: San Jacinto River Authority/GRP Division  
Surface/Ground Water Fee Payment  
\$964,519.14  
A. Gibbs
  
25. Vendor: Stanley Lake Municipal Utility District  
2025 Stanley Lake MUD Payment pursuant to Section 5.02 of Strategic Partnership Agreement  
\$54,781.04  
A. Gibbs
  
26. Vendor: Weisinger Incorporated  
Water Well # 23 Rehab  
\$559,118.00  
N. McGuire

**CITIZEN PARTICIPATION - NOT TO EXCEED 30 MINUTES**

**Citizen Participation comments are limited to 3 minutes per person. Speakers are permitted to make comments or address concerns regarding matters related to city business or affairs that are in the scope of the authority of the City Council. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the speaker. The Citizen Participation Form is available on the table outside of the Council Chambers. It must be completed and given to the Police Officer prior to the beginning of the meeting. Persons turning in incomplete Citizen Participation Forms will not be called upon to speak.**

**Adjourn**

**I certify that the above notice of meeting was posted on the bulletin board in City Hall, 300 West Davis, and in other places accessible to the public on the 20th day of March, 2026.**

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**Sami H. Quinlan, City Secretary**

*Agenda Items: Council may vote and/or act upon each of the items listed in this agenda in an order considered to be convenient to the public and Council. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency.*

*It is the policy of the City of Conroe to afford disabled persons maximum access to all public meetings. The City of Conroe will make reasonable accommodations to address the needs of persons with vision or hearing impairments or other disabilities, including the provision of readers or sign language interpreters when requested reasonably in advance.*

**VIDEO CONFERENCE PARTICIPATION ALLOWED:**

*It is intended that a quorum of the City Council be physically present in the City Council Chambers at all times during the meeting. If a quorum of the Council is physically present then, any other member of the Council, officer or employee of the City may participate in the meeting from a remote location by means of a video conference call if the video and audio feed of the remote participant is broadcast live at the meeting and complies with the provisions of Texas Gov. Code Section 551.127.*

**EXECUTIVE SESSION**

*At any time during the WORK SESSION or ACTION AGENDA the City Council may announce it will go into closed session pursuant to Chapter 551 of the Texas Government Code to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this agenda. Prior to any such closed session the Mayor, in open session, will identify the agenda item to be discussed and the section or sections of Chapter 551 under which the closed discussion is authorized.*



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Community Development  
Contact: Nancy Mikeska, Deputy City Administrator and Community Development Director  
Submitted By: Nancy Mikeska, Deputy City Administrator and Community Development Director

Item Type: Other

CITY OF CONROE

**Item Type:** Other

G. Scott and N. Mikeska

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider the re-instatement of the STEP Pay Program for the 2025-2026 Budget Cycle, for Fire and Police Civil Service employees and pay is to be retroactive back to the individual's anniversary dates.

**Summary / Recommendation**

Discuss and Consider the re-instatement of the STEP Pay Program for the 2025-2026 Budget Cycle, for Fire and Police Civil Service employees and pay is to be retroactive back to the individual's anniversary dates.

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**Regular Council**

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Meeting Date: 03/26/2026  
Department: Community Development  
Contact: Nancy Mikeska, Deputy City Administrator and Community Development Director  
Submitted By: Nancy Mikeska, Deputy City Administrator and Community Development Director

Item Type: Other

CITY OF CONROE

**Item Type:** Other

G. Scott and N. Mikeska

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider an Amendment to the 2024 Conroe Police Officers' Association and the City of Conroe Meet & Confer Agreement.

**Summary / Recommendation**

Discuss and Consider an Amendment to the 2024 Conroe Police Officers' Association and the City of Conroe Meet & Confer Agreement.

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**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Mandy Hyman, Adm Specialist II PW

Item Type: Presentation

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider approval of three-year contract renewal with OpenGov.

**Summary / Recommendation**

OpenGov serves as the licensing provider for asset management software used by Public Works and Parks Operations. This renewal provides continued access to asset management software, updates, and technical support for all licensed products. The contractual payments total \$418,101.89 with the annual breakdown of: 5/30/2026 - \$132,625.48 5/30/2027 - \$139,256.78 5/30/2028 - \$146,219.63.

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**Fiscal Impact**

**Expenditure Amount:** \$418,101.89  
**Revenue Amount:**  
**Account Number:** 001-1130-8041  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

OpenGov

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February 3, 2026

Larry Cantrell  
IT Technology Project Supervisor  
City of Conroe, TX  
PO Box 3066  
Conroe, Texas 77301  
United States

RE: Sole Source of OpenGov Enterprise Asset Management Software

Dear Larry,

I wanted to take this opportunity to verify in writing OpenGov, Inc., is the sole ultimate provider of the applications of the OpenGov Enterprise Asset Management software.

The OpenGov Enterprise Asset Management software software is solely licensed, designed and developed by OpenGov, Inc. and Cartegraph Systems LLC (a wholly owned subsidiary of OpenGov, Inc.). While OpenGov Enterprise Asset Management is available through authorized resellers, OpenGov, Inc. ultimately provides the license through the authorized reseller. Implementation Services refer to the training, consultation, and configuration of OpenGov Enterprise Asset Management and must ultimately be performed by OpenGov, Inc. and authorized implementation partners.

As we strive to assist your organization in increasing efficiency, accountability, and transparency, please feel free to contact me via email at [acray@opengov.com](mailto:acray@opengov.com) if further information is needed.

Sincerely,

Signed by:  
  
F4DB47606CC84BA...

Anna Cray  
Sr. Customer Success Manager



OpenGov Inc.  
 660 3rd Street, Suite 100  
 San Francisco, CA 94107  
 United States

**Order Form Number:** Q-13332  
**Created On:** 02/12/2026  
**Order Form Expiration:** 05/29/2026  
**Subscription Start Date:** 05/30/2026  
**Subscription End Date:** 05/29/2029

**Prepared By:** Anna Cray  
**Email:** ajanke@opengov.com  
**Contract Term:** 36 Months

**Customer Information:**

**Customer:** City of Conroe, TX  
**Bill To/Ship To:** PO Box 3066  
 Conroe, Texas  
 77305  
 United States  
**Contact Name:** Mandy Hyman  
**Email:** mhyman@cityofconroe.org  
**Phone:** 936-522-3888

**Order Details:**

**Billing Frequency:** Prepaid  
**Payment Terms:** Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Asset Builder	05/30/2026	05/29/2027	\$4,454.99
Asset Management	05/30/2026	05/29/2027	\$29,699.97
Asset Management Expert Services: Accelerate	05/30/2026	05/29/2027	\$31,534.42
Cartegraph Engage	05/30/2026	05/29/2027	\$10,815.00
Facilities Domain	05/30/2026	05/29/2027	\$5,925.15
Integration Toolkit	05/30/2026	05/29/2027	\$4,454.99
Parks & Recreation Domain	05/30/2026	05/29/2027	\$3,950.10

Scenario Builder	05/30/2026	05/29/2027	\$7,424.99
Signal Domain	05/30/2026	05/29/2027	\$1,975.05
Stormwater Domain	05/30/2026	05/29/2027	\$3,950.10
Transportation Domain	05/30/2026	05/29/2027	\$5,925.15
Walkability Domain	05/30/2026	05/29/2027	\$2,765.07
Wastewater Collection	05/30/2026	05/29/2027	\$3,950.10
Wastewater Treatment Domain	05/30/2026	05/29/2027	\$5,925.15
Water Distribution Domain	05/30/2026	05/29/2027	\$3,950.10
Water Treatment Domain	05/30/2026	05/29/2027	\$5,925.15
Asset Builder	05/30/2027	05/29/2028	\$4,677.74
Asset Management	05/30/2027	05/29/2028	\$31,184.97
Asset Management Expert Services: Accelerate	05/30/2027	05/29/2028	\$33,111.14
Cartegraph Engage	05/30/2027	05/29/2028	\$11,355.75
Facilities Domain	05/30/2027	05/29/2028	\$6,221.41
Integration Toolkit	05/30/2027	05/29/2028	\$4,677.74
Parks & Recreation Domain	05/30/2027	05/29/2028	\$4,147.61
Scenario Builder	05/30/2027	05/29/2028	\$7,796.24
Signal Domain	05/30/2027	05/29/2028	\$2,073.80
Stormwater Domain	05/30/2027	05/29/2028	\$4,147.61

Transportation Domain	05/30/2027	05/29/2028	\$6,221.41
Walkability Domain	05/30/2027	05/29/2028	\$2,903.32
Wastewater Collection	05/30/2027	05/29/2028	\$4,147.61
Wastewater Treatment Domain	05/30/2027	05/29/2028	\$6,221.41
Water Distribution Domain	05/30/2027	05/29/2028	\$4,147.61
Water Treatment Domain	05/30/2027	05/29/2028	\$6,221.41
Asset Builder	05/30/2028	05/29/2029	\$4,911.63
Asset Management	05/30/2028	05/29/2029	\$32,744.22
Asset Management Expert Services: Accelerate	05/30/2028	05/29/2029	\$34,766.70
Cartegraph Engage	05/30/2028	05/29/2029	\$11,923.54
Facilities Domain	05/30/2028	05/29/2029	\$6,532.48
Integration Toolkit	05/30/2028	05/29/2029	\$4,911.63
Parks & Recreation Domain	05/30/2028	05/29/2029	\$4,354.99
Scenario Builder	05/30/2028	05/29/2029	\$8,186.05
Signal Domain	05/30/2028	05/29/2029	\$2,177.49
Stormwater Domain	05/30/2028	05/29/2029	\$4,354.99
Transportation Domain	05/30/2028	05/29/2029	\$6,532.48
Walkability Domain	05/30/2028	05/29/2029	\$3,048.49
Wastewater Collection	05/30/2028	05/29/2029	\$4,354.99

Wastewater Treatment Domain	05/30/2028	05/29/2029	\$6,532.48
Water Distribution Domain	05/30/2028	05/29/2029	\$4,354.99
Water Treatment Domain	05/30/2028	05/29/2029	\$6,532.48

**Customer Billing/Service Periods:**

<b>Period:</b>	<b>Total:</b>
05/30/2026	\$132,625.48
05/30/2027	\$139,256.78
05/30/2028	\$146,219.63

**Order Form Legal Terms:**

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms

**City of Conroe, TX:**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**OpenGov, Inc.**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_



**Regular Council**

Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Mandy Hyman, Adm Specialist II PW

Item Type: Bid Award

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

**Description**

Discuss and Consider the purchase of VEF Equipment.

**Summary / Recommendation**

During the FY 2024-2025 budget year, several light duty equipment items funded through VEF were bid but did not receive responsive bids due to market conditions, availability constraints, or vendor limitations. These items remain necessary for continued departmental operations and were carried forward for rebid and purchase. Additionally, the FY 2025-2026 adopted budget includes approved VEF-funded light duty equipment replacements in accordance with the City's replacement schedule. Additionally, a new position approved by City Council in the FY 2025-2026 was approved for a light duty truck to support the assigned job duties and ensure staff have the necessary tools to perform essential services. All requested equipment purchases are consistent with the approved budget, align with the City's fleet replacement strategy, and will be procured in accordance with applicable purchasing policies and procedures.

**Fiscal Impact**

**Expenditure Amount:** \$1,079,822.00  
**Revenue Amount:**  
**Account Number:** VEF  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

**Attachments**

VERF



# CITY OF CONROE

Est. 1904

TO: Gary Scott, City Administrator

FROM: Teri-Lynn Hatch, Senior Buyer/Warehouse Supervisor

CC: Jason Miller, Assistant Director Public Works  
 Nancy Mikeska, Deputy City Administrator/Director of Community Dev.  
 Brandy Taylor, Engineering Manager/Contract Administrator

DATE: March 17, 2026

RE: Council Recommendation – VERF – Various Department Vehicle Bid

Council   X   Yes        No  
 Approval:

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The solicitation process for the VERF procurement was initiated in October to address the City’s operational needs. Sealed bids were opened on November 20, 2025, and evaluated in accordance with the criteria outlined in the solicitation documents. The evaluation committee conducted a comprehensive review to ensure compliance, fairness, and best value for the City.

The vehicles listed below should be funded from the 2024–2025 Vehicle Equipment Replacement Fund (VERF). These vehicles were previously issued for bid last year; however, no bids were received. As a result, the vehicles were deferred and reissued for bid during the current budget year.

- 2024-2025/2025-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 1540-1635. Spec 12-1540-1635 In the amount of **\$35,410.00**
- 2024-2025/2025-2026 Two-Ton Single Cab Truck with utility for a Bucket as per Specification 14-1550-1639 In the amount of **\$185,559.00**
- 2024-2025/2054-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 15-2820-1452 In the amount of **\$60,389.00**
- 2025-2026 C1500, Single Cab, Standard Bed, with Bucket Towing package with 7-Wire Harness, or manufacturers equal as per Specification 16-2881-1433 In the amount of **\$75,350.00**

- 2024-2025/2025-2026 One and a Half Ton Crew Cab Truck with Utility Bed as per Specification 17-2820-NEW - In the amount of **\$59,617.00**
- 2024-2025/2025-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 18-2883-1637 In the amount of **\$97,219.00**
- 2024-2025/2025-2026 Two Ton Single Cab Truck with Utility bed and Crane as per Specification 19-2883-NEW-C In the amount of **\$58,499.00**

Recommendation: These proposals represent the best value for the City of Conroe based on pricing, technical compliance, delivery commitment, warranty, reputation, performance, and post-bid support.

2024-2025 FY

• Lake Country Chevrolet	\$ 35,410.00
• Sames Loredo Chevrolet	\$320,526.00
• Sam Pack's Five Star Ford	\$157,608.00
	<hr/>
	\$513,544.00 Sub Total

2025-2026 FY

• Gullo Ford of Conroe	\$199,860.00
• Sames Loredo Chevrolet	\$366,418.00
	<hr/>
	\$566,278.00 Sub Total

**\$1,079,822.00 Total**

Four (4) vendors listed above has confirmed they will hold pricing for 30 days, unless the model year changes on a vehicle.

Staff recommends approval of the vehicle purchases as outlined. The total cost includes \$513,544.00 from the FY 2024–2025 VEF and \$566,578.00 from the FY 2025–2026. A total amount of **\$1,079,822.00** FY 2025-2026 VEF to support the City’s ongoing fleet needs.

Orgional Verf to Council

				FALCON EXPORT SERVICES, INC.		Gullo Ford of Conroe		Lake Country Chevrolet		Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.)		Sames Laredo Chevrolet		Sam Pack's Five Star Ford		Low Bid \$\$ x 5% Local vendor lower	Award to vendor
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Best Value	
Deferred per Fredrick Johnson 1	2025-2026 Chevy 4500 Single Door Cutaway Chassis, 14200 GVWR 6.6l Gasoline Engine, 8 Speed Transmission or manufacturers equal, as per Specification 2-1044-1825 & 1826 Spec: 1-1044-1825 & 1826 Model: Year:		2 or more														Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.) \$477,738.00
2	2025-2026 C-1500 Crew Cab Towing package with 7-Wire Harness or manufacturers equal, as per Specification Spec: 2-1080-0807 Model: Year:		1 or more			\$39,900.00	\$39,900.00									\$ 41,093.85	Gullo Ford of Conroe
3	2025-2026 C-2500 Extended Cab, Standard Bed, Towing package with 7-Wire Harness, 300HP, 750lb-FT Torque, or manufacturers equal, as per Specification 1-1450-1437 Spec: 3-1450-1608 Model: Year:		1 or more			\$44,750.00	\$44,750.00									\$ 46,735.50	Gullo Ford of Conroe
No Bid 4	2025-2026 Bumper Pull 8.5' x 20' Enclosed Trailer 2-5/16 Adjustable Bulldog Coupler, Towing package with 7-Wire Harness as per Specification 4-1450-T0958 Spec: 4-1450-T0958 Model: Year:		1 or more													No Bid	Putting this on Heavy Eq Bid
Price increase due to fuel 5	2025-2026 Bumper Pull 7 x 14' x 2' with Stake Pockets, Towing package with 7-Wire Harness as per Specification 1-1450-T1143. Spec: 5-1450-T1143 Model: Year:		1 or more														FALCON EXPORT SERVICES, INC.
6	2025-2026 C-1500 Crew Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1530-1725 Spec: 6-1530-1725 Model: Year:		1 or more									\$41,350.00	\$41,350.00			\$ 43,417.50	Sames Laredo Chevrolet
7	2025-2026 C4500 or equivalent. Single Cab, With Bucket, Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-1550-1638 Spec: 7-1550-1638 Model: Year:		1 or more									\$185,559.00	\$185,559.00				Sames Laredo Chevrolet
8	2025-2026 C1500, Extended Cab, Standard Bed 4X4, with Bed Cover or manufacturers equal, as per Specification 1-1570-1012 Spec: 8-1570-1012 Model: Year:		1 or more									\$39,748.00	\$39,748.00			\$ 41,735.40	Sames Laredo Chevrolet
9	2025-2026 C1500, Extended Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1334 Spec: 9-1570-1334 Model: Year:		1 or more			\$38,520.00	\$38,520.00									\$ 38,764.95	Gullo Ford of Conroe

				FALCON EXPORT SERVICES, I		Gullo Ford of Conroe		Lake Country Chevrolet		Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.)		Sames Laredo Chevrolet		Sam Pack's Five Star Ford		Low Bid \$\$ x 5% Local vendor lower	Award to vendor	
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Best Value		
10	2025-2026 C1500, Crew Cab Standard Bed, 4x4, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1615 Spec: 10-1570-1615 Model: Year:		1 or more									\$41,262.00	\$41,262.00			\$ 43,325.10	Sames Laredo Chevrolet	
11	2025-2026 C-1500, Crew Cab Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1580-1509 Spec 11-1580-1509 Model: Year:		1 or more			\$39,900.00	\$39,900.00									\$ 41,093.85	Gullo Ford of Conroe	
12	<b>2024-2025</b> /2025-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 1540-1635 Spec 12-1540-1635 Model: Year:		1 or more					\$35,410.00	\$35,410.00							<b>Lake Country and Sames are 90-120 Day Delivery. Let me know who to award this unit to</b>	Lake Country Chevrolet	
13	2025-2026 C1500, Single Cab, Standard Bed, with Bucket Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-2881-1433 Spec: 13-2881-1433 Model: Year:		1 or more			\$36,790.00	\$36,790.00										Gullo Ford of Conroe	
14	<b>2024-2025</b> /2025-2026 Two-Ton Single Cab Truck with utility for a Bucket as per Specification 1550-1639 Spec 14-1550-1639 Model: Year:		1 or more									\$185,559.00	\$185,559.00			\$ 194,836.95	Sames Laredo Chevrolet	
15	<b>2024-2025</b> /2054-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 2820-1452 Spec 15-2820-1452 Model: Year		1 or more											\$60,389.00	\$60,389.00		Sam Pack's Five Star Ford	
16	<b>2024-2025</b> /2054-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 2820-1640 Spec 16-2820-1640 Model:		1 or more									\$75,350.00	\$75,350.00			\$ 79,117.50	Sames Laredo Chevrolet	
17	<b>2024-2025</b> /2025-2026 One and a Half Ton Crew Cab Truck with Utility Bed as per Specification 2820-NEW Spec 17-2820-New Model:		1 or more									\$59,617.00	\$59,617.00				Sames Laredo Chevrolet	
18	Utility bed for a Crane as per Specification 2883-1637 Spec 18-2883-1637 Model: <b>Duplicate</b> Year:		1 or more													\$ 80,167.50	Sames Laredo Chevrolet	
19	<b>2024-2025</b> /2025-2026 Two Ton Single Cab Truck with Utility bed and Crane) see attached spec. for crane) as per Specification 2883-NEW-C Spec 19-2883-NEW-C Model: Year:		1 or more											\$97,219.00	\$97,219.00	\$ 102,079.95	Sam Pack's Five Star Ford	

				FALCON EXPORT SERVICES, I		Gullo Ford of Conroe		Lake Country Chevrolet		Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.)		Sames Laredo Chevrolet		Sam Pack's Five Star Ford		Low Bid \$\$ x 5% Local vendor lower	Award to vendor	
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Best Value		
20	2025-2026 One Ton Flat Bed with Knapheide PGTD-94 9' Gooseneck Platfor, Mud Flaps, Spare Tire, 7-way Wire Harness, C-Tech Drawer Unit Truck as per Specification 5200-0808 Model: Year:	1	or more									\$58,499.00	\$58,499.00			\$ 61,423.95	Sames Laredo Chevrolet	
	<b>Total</b>				\$0.00		\$199,860.00		\$35,410.00		\$0.00		\$686,944.00		\$157,608.00			
	<b>Delivery Days</b>				90-120 Day		90-120 Day		90-120 Day		90-120 Day		90-120 Day		90-120 Day			\$1,079,822.00

 Outlook

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**RE: Request to Hold Pricing Through March 12, 2026 Council Meeting**

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From Alan Rosner <alanr@spford.com>

Date Tue 3/17/2026 4:17 PM

To Teri-Lynn Hatch <THatch@cityofconroe.org>

We're good for 30 days.

I can put this out there, we're fine unless the model year changes on the vehicles. Should that occur, we will need to see if Ford will price protect us. But we have at least 60 days before that happens.

Thanks,

Alan.

[\[fordcredit.com/municipal-finance\]](https://fordcredit.com/municipal-finance)[fordcredit.com/municipal-finance](https://fordcredit.com/municipal-finance)

Sam Pack's Five Star Ford Contracts



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**From:** Teri-Lynn Hatch <THatch@cityofconroe.org>

**Sent:** Tuesday, March 17, 2026 2:42 PM

**Subject:** Re: Request to Hold Pricing Through March 12, 2026 Council Meeting

**Importance:** High

Sorry for the delay.

Please confirm that your dealership will hold pricing for 30 Days. I need your response to submit to council.

Thank you



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**RE: Request to Hold Pricing Through March 12, 2026 Council Meeting**

---

**From** Gary Adams <gadams@gulloford.com>  
**Date** Tue 3/17/2026 3:13 PM  
**To** Teri-Lynn Hatch <THatch@cityofconroe.org>

Hello Teri-Lynn,

Yes, we can hold pricing for 30 days.

Thanks

Gary Adams

Gullo Ford  
925 I-45 South  
Conroe, TX 77301  
936-756-5500

Commercial/Fleet Manager  
Direct # 936-442-4596  
gadams@gulloford.com

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**From:** Teri-Lynn Hatch <THatch@cityofconroe.org>  
**Sent:** Tuesday, March 17, 2026 2:42 PM  
**Subject:** Re: Request to Hold Pricing Through March 12, 2026 Council Meeting  
**Importance:** High

Sorry for the delay.

Please confirm that your dealership will hold pricing for 30 Days. I need your response to submit to council.

Thank you

*Teri-Lynn Hatch*

Senior Buyer - Warehouse  
401 Sgt. Ed Holcomb Blvd. S. Conroe TX. 77304  
Phone: 936.522.3829 | [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)  
Warehouse – [warehouse@cityofconroe.org](mailto:warehouse@cityofconroe.org)  
Accts Payable - [acctpay@cityofconroe.org](mailto:acctpay@cityofconroe.org)

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**Re: Request to Hold Pricing Through March 12, 2026 Council Meeting**

---

From Rick Brown <[rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)>

Date Tue 3/17/2026 3:48 PM

To Teri-Lynn Hatch <[THatch@cityofconroe.org](mailto:THatch@cityofconroe.org)>

Yes ma'am, you are still good to go then.

Thanks,

**Rick Brown**

**Silsbee Fleet Group**

Silsbee Ford - Lake Country Chevrolet - Silsbee Toyota - Donalson CDJR

Cell 409.659.1555

Fax 409.895.3884

[rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)

[www.SilsbeeFleet.com](http://www.SilsbeeFleet.com)

On Tue, Mar 17, 2026 at 3:43 PM Teri-Lynn Hatch <[THatch@cityofconroe.org](mailto:THatch@cityofconroe.org)> wrote:

Yes that is correct.

*Teri-Lynn Hatch*

Senior Buyer - Warehouse

401 Sgt. Ed Holcomb Blvd. S. Conroe TX. 77304

Phone: 936.522.3829 | [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)

Warehouse – [warehouse@cityofconroe.org](mailto:warehouse@cityofconroe.org)

Accts Payable - [acctpay@cityofconroe.org](mailto:acctpay@cityofconroe.org)



CITY OF CONROE  
Est. 1904

---

**From:** Rick Brown <[rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)>

**Sent:** Tuesday, March 17, 2026 3:04 PM

**To:** Teri-Lynn Hatch <[THatch@cityofconroe.org](mailto:THatch@cityofconroe.org)>

**Subject:** Re: Request to Hold Pricing Through March 12, 2026 Council Meeting

Good afternoon ma'am. Want to confirm that this is the Single cab 1500 based on the specs in description 12-\*1540-1635 which was a regular cab 1/2 2wd truck and they aren't thinking its a crew cab with service body.

Thanks,

**Rick Brown**

**Silsbee Fleet Group**

Silsbee Ford - Lake Country Chevrolet - Silsbee Toyota - Donalson CDJR

Cell 409.659.1555

Fax 409.895.3884

[rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)

[www.SilsbeeFleet.com](http://www.SilsbeeFleet.com)

On Tue, Mar 17, 2026 at 2:42 PM Teri-Lynn Hatch <[THatch@cityofconroe.org](mailto:THatch@cityofconroe.org)> wrote:

Sorry for the delay.

Please confirm that your dealership will hold pricing for 30 Days. I need your response to submit to council.

Thank you

*Teri-Lynn Hatch*

Senior Buyer - Warehouse

401 Sgt. Ed Holcomb Blvd. S. Conroe TX. 77304

Phone: 936.522.3829 | [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)

Warehouse – [warehouse@cityofconroe.org](mailto:warehouse@cityofconroe.org)

Accts Payable - [acctpay@cityofconroe.org](mailto:acctpay@cityofconroe.org)



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**From:** Alan Rosner <[alanr@sford.com](mailto:alanr@sford.com)>

**Sent:** Tuesday, March 3, 2026 10:54 AM



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**Fwd: Request to Hold Pricing Through March 12, 2026 Council Meeting**

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**From** Ben Laureano <benl@sames.net>  
**Date** Tue 3/17/2026 3:17 PM  
**To** Teri-Lynn Hatch <THatch@cityofconroe.org>  
**Cc** Chris Collins <chris.collins@sames.net>

Yes, Sames Auto Group will hold pricing for 30 days.

Thank you,

Ben Laureano  
C: 956.606.6096



----- Forwarded message -----

**From:** **Teri-Lynn Hatch** <[THatch@cityofconroe.org](mailto:THatch@cityofconroe.org)>  
**Date:** Tue, Mar 17, 2026 at 2:42 PM  
**Subject:** Re: Request to Hold Pricing Through March 12, 2026 Council Meeting  
**To:**

Sorry for the delay.

Please confirm that your dealership will hold pricing for 30 Days. I need your response to submit to council.

Thank you

*Teri-Lynn Hatch*

Senior Buyer - Warehouse  
[401 Sgt. Ed Holcomb Blvd. S. Conroe TX. 77304](https://www.google.com/maps/place/401+Sgt.+Ed+Holcomb+Blvd.+S.+Conroe+TX+77304)  
Phone: 936.522.3829 | [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)  
Warehouse – [warehouse@cityofconroe.org](mailto:warehouse@cityofconroe.org)  
Accts Payable - [acctpay@cityofconroe.org](mailto:acctpay@cityofconroe.org)



**Falcon Export Services, Inc.**  
**D.B.A. Falcon Trailers**

**Mail to: P. O. Box 3014, Conroe, Texas 77305-3014**

**Tel: 936-441-0134**

**Email: [trailers@falcon-trailers.com](mailto:trailers@falcon-trailers.com)**

**[www.falcon-trailers.com](http://www.falcon-trailers.com)**

**P-111028X**

**QUOTE HAS 3 PAGES**

**DATE: October 29, 2025**

**CUSTOMER NAME: CITY OF CONROE**

**PURCHASING DEPT: MS. TERI-LYNN HATCH**

**ADDRESS: 401 SGT. ED HOLCOMBE BLVD. S. CONROE, TEXAS 77304**

**REF: SPEC: 5-1450-T1143 BID # 1030-025 Light duty vehicles**

**TELEPHONE NO: 936-522-3829**

**EMAIL ADDRESS: [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)**

**STYLE OF TRAILER: Low Profile Dump trailer**

**SIZE 7'x14'x2'H TANDEM AXLE: (2) EZ-Lube Dexter 7,000# spring bake axles (14,000# GVWR)**

**BUMPER PULL; COUPLER: 2-5/16" Adjustable Bulldog style**

**COLOR: Black**

**OPTIONS:**

**Wheels: 8 Lug, 16" -----ST235-80R-16 10 Ply radial tires**

**Electric brakes (Per Axle). Break-away box with battery**

**Dual Action Rear Gate**

**12V Deep Cycle Battery with 110V on board charging system**

**LED DOY flush mount or recessed lights**

**Wiring: All-Weather wiring harness (7-Way RV)**

**Jack: Standard based on the above selection: 7K Dropleg**

**Safety chain: Standard based on the above selection**

**Matching Spare tire mounted**

**Crank style Roll-up Tarp system**

**12-15' Corded remote**

**Slide-in equipment ramps**

**4- ½" D-Rings welded inside bed**

**DOT reflective tape**

**Floor and side walls: 10 Gauge**

**Diamond plate Fenders**

**Wrap tongue**

**CONTINUED ON PAGE NO. 2**

**Falcon Export Services, Inc.**  
**D.B.A. Falcon Trailers**

Mail to: P. O. Box 3014, Conroe, Texas 77305-3014

Tel: 936-441-0134

Email: [trailers@falcon-trailers.com](mailto:trailers@falcon-trailers.com)

[www.falcon-trailers.com](http://www.falcon-trailers.com)

P-111028X

DATE: October 29, 2025

CUSTOMER NAME: CITY OF CONROE

PURCHASING DEPT: MS. TERI-LYNN HATCH

ADDRESS: 401 SGT. ED HOLCOMBE BLVD. S. CONROE, TEXAS 77304

REF: SPEC: 5-1450-T1143 BID # 1030-025 Light duty vehicles

TELEPHONE NO: 936-522-3829

EMAIL ADDRESS: [thatch@cityofconroe.org](mailto:thatch@cityofconroe.org)

STYLE OF TRAILER: Low Profile Dump trailer

SIZE 7'x14'x2'H TANDEM AXLE: (2) EZ-Lube Dexter 7,000# spring bake axles (14,000# GVWR)

BUMPER PULL; COUPLER: 2-5/16" Adjustable Bulldog style

COLOR: Black

PAGE 2 OF 3

**Discounted Cash / Check**

BASE PRICE	\$10,450.00
DOCUMENTATION FEE:	\$ 125.00
TOTAL:	\$10,575.00
DOWN PAYMENT	\$ 7,500.00
AMOUNT DUE WHEN READY:	\$ 3,075.00
TOTAL PAYMENT:	\$10,575.00

**DUE TO NEW TEXAS LAWS, WE CAN NOT GIVE THE OLD-STYLE PAPER PLATES. TRAILER WILL HAVE TO BE DELIVERED WITH REGULAR PLATES**

**\*\*\* Delivery: Approximate: 3-4 weeks after receipt of signed order & down payment**

**Manufacturer: Falcon Trailerworks- Tyler, Texas**

*\*Delivery / Manufacturing time is an estimate due to many variables that can affect delivery time. Any changes made to the order after plant starts processing order, if the plant changes the cost, we will have to make a similar change to the cost. We will do our best to keep the same prices but we are receiving price changes constantly from all manufacturing plants.*

*(60% of down payment non-refundable if customer wants to cancel order before trailer is in production)*

*(100% of down payment non-refundable if customer wants to cancel order after trailer is in production)*

*COTINUED ON PAGE NO. 3*



Handwritten signature and date: 10-29-25

**Falcon Export Services, Inc.**  
**D.B.A. Falcon Trailers**

Mail to: P. O. Box 3014, Conroe, Texas 77305-3014

Tel: 936-441-0134

Email: trailers@falcon-trailers.com

www.falcon-trailers.com

P-111028X

DATE: October 29, 2025

CUSTOMER NAME: CITY OF CONROE

PURCHASING DEPT: MS. TERI-LYNN HATCH

ADDRESS: 401 SGT. ED HOLCOMBE BLVD. S. CONROE, TEXAS 77304

REF: SPEC: 5-1450-T1143 BID # 1030-025 Light duty vehicles

TELEPHONE NO: 936-522-3829

EMAIL ADDRESS: thatch@cityofconroe.org

STYLE OF TRAILER: Low Profile Dump trailer

SIZE 7'x14'x2'H TANDEM AXLE: (2) EZ-Lube Dexter 7,000# spring bake axles (14,000# GVWR)

BUMPER PULL; COUPLER: 2-5/16" Adjustable Bulldog style

COLOR: Black

PAGE 3 OF 3

We are not responsible for any delays caused by unavailable parts, delays in parts shipments by the supplier or shipper, or delays in manufacture by the manufacturing plant.

Terms and conditions acceptable are on this quotation.

Due to price changes by manufacturers because of supplies, prices are good for 10 days from above date. We will do our best to keep price, but it is impossible to predict supplies.

The only warranty whether expressed or implied is the manufacturer's warranty. We cannot be responsible for any delays caused by weather, unavailable parts or delays in parts shipments by the suppliers or shipper. Deposit amount is the responsibility of the trailer manufacturer

This quote is made for payment by check or cash. which receives a discount from regular cost

Thank you for the opportunity to be your trailer supplier.

**Special orders: no refund after manufacturer starts processing order.**

Ordered by:

Received by:



Handwritten signature and date: 10-29-25

2025-2026 VEHICLE BID PRICING SHEET

ITEM NO.	QTY	DESCRIPTION	UNIT PRICE	TOTAL	BEST DELIVERY DATE
1	2 or more	2025-2026 Chevy 4500 Single Door Cutaway Chassis, 14200 GVWR 6.6l Gasoline Engine, 8 Speed Transmission or manufacturers equal, as per Specification 2-1044-1825 & 1826  Spec: 1-1044-1825 & 1826  Model: Year:			
2	1 or more	2025-2026 C-1500 Crew Cab Towing package with 7-Wire Harness or manufacturers equal, as per Specification  Spec: 2-1080-0807  Model: Year:			
3	1 or more	2025-2026 C-2500 Extended Cab, Standard Bed, Towing package with 7-Wire Harness, 300HP, 750lb-FT Torque, or manufacturers equal, as per Specification 1-1450-1437  Spec: 3-1450-1608  Model: Year:			
4	1 or more	2025-2026 Bumper Pull 8.5' x 20' Enclosed Trailer 2-5/16 Adjustable Bulldog Coupler, Towing package with 7-Wire Harness as per Specification 4-1450-T0958  Spec: 4-1450-T0958  Model: Year:			
5	1 or more	2025-2026 Bumper Pull 7 x 14' x 2' with Stake Pockets, Towing package with 7-Wire Harness as per Specification 1-1450-T1143  Spec: 5-1450-T1143  Model: Year:			
6	1 or more	2025-2026 C-1500 Crew Cab, Standard Bed, Towing package with			

**CITY OF CONROE**

**PROJECT OVERVIEW**

The City of Conroe is soliciting bids for #1030-2025 Light Duty Vehicles for various departments in the City.

**SPECIFICATION / SCOPE OF WORK/PRICING**

Specification sheets are included for each vehicle in the pricing sheet.

**CONTRACT TERM**

The term of the contract is for the purchase of FY 2025-2026 vehicles as per the budget approved for each department for one (1) year from awarded date.

**AWARD**

The award will be based on the bid response that is the best value to the City of Conroe.

**EVALUATION CRITERIA**

The City of Conroe may award any bid on the basis of Low Bid. This bid shall be evaluated on both low bid price and best delivery time for the vehicles.

Low Bid Price 70 Points

Best Delivery 30 Points

**CONTRACT**

A contract in the form of a blanket purchase order will be issued for services.

Name of Vendor: Falcon Export Services, Inc. DBA Falcon Trailers

Federal ID Number: 76=0519459-0

A Corporation of the State of: Texas

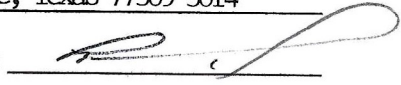
Telephone Number: 936-441-0134  
lateste@falconexportservices.com

Email: trailers@falcon-trailers.com

Website: www.falcon-trailers.com

Mailing Address: P.O. Box 3014

City/State/Zip: Conroe, Texas 77305-3014

Authorized Signature: 

Printed Name: Luis A. Teste



- Method (B) - By agreed lump sum; or
- Method (C) - Actual field cost of the work, plus fifteen (15) percent.

69.0 **Payment** – City Staff shall review all Contractors’ application for payment and supporting data to determine the amount owed to the Contractor. Once approved payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

70.0 **Default** - The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

71.0 NO PERSON has the authority to verbally alter these specifications. Any changes to specifications will be made in writing and sent to each person having a bid package.

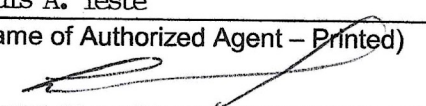
72.0 **Bid Agreement and Certification:**

**The Undersigned Agrees That:**

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the bidder, authorized to represent the bidder and is legally responsible for the offer with regard to supporting documentation and prices provided.

**By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.**

Falcon Export Services, Inc.  
DBA. Falcon Trailers.  
 (Company Name)  
 P.O. Box 3014  
 (Street Address / P.O. Box)  
 Conroe, Texas 77305-3015  
 (City / State / Zip Code)  
 936-441 0134  
 (Phone)

Luis A. Teste  
 (Name of Authorized Agent – Printed)  
  
 (Authorized Agent Signature)  
10-29-25  
 (Date)

Only Accepted Terms & Conditions: As per quote dated October 29, 2025

By: Falcon Export Services, Inc. DBA Falcon Trailers.

These are the only terms accepted.

Falcon Trailers.

Luis A. Teste

11-22-20  
S. J. ...



3-16-09  
J  
D





**City Of Conroe**  
**Light Duty Vehicles**  
**Project ID 1030-2025**

Gullo Ford of Conroe with Gary Adams Fleet Manager has interest in Light Duty Vehicles  
BID 1030-2025

Sincerely,

Gary Adams

Gullo Ford of Conroe in business since 1970

Fleet Manager

925 I-45 South

Conroe, TX 77301

936-756-5500

Other personal in same position

Garry Moore, Thad Mentzer, Garret Skinner

No Tips or Buyboard numbers for bid.

Not HUB Certified.

Not Sam.Gov set up

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.  
 Gulfo Ford of Conroe  
 Conroe, TX United States

Certificate Number:  
 2025-1390760

Date Filed:  
 11/18/2025

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.  
 City of Conroe

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.  
 1030-2025  
 Vehicle bidding

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.


### 6 UNSWORN DECLARATION

My name is GARY ADAMS and my date of birth is 8/25/1980

My address is 1000 Briac Ln, Conroe, TX, 77301  
(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Montgomery County, State of Texas, on the 19 day of 11, 2025.  
(month) (year)

  
 Signature of authorized agent of contracting business entity  
(Declarant)



REFERENCES

1. COMPANY NAME: KNEE'S DETAIL  
 CONTACT PERSON: SCOTT KNEE  
 ADDRESS: 24448 DEER CREEK LN  
 MONTGOMERY, TX 77316  
 PHONE NO.: 936-672-3922  
 FAX NO.:  
 EMAIL ADDRESS: SCOTT@SCOTTKNEE.COM
  
2. COMPANY NAME: FIREMANS CUSTOM CHRISTMAS LIGHTS  
 CONTACT PERSON: ROBERT MESSENGER  
 ADDRESS: 349 CAPRICCO DR  
 MONTGOMERY, TX 77316  
 PHONE NO.: 210-862-0500  
 FAX NO.:  
 EMAIL ADDRESS: DANIEL.MESSENGER@GMAIL.COM
  
3. COMPANY NAME: AXIOM CONSTRUCTION  
 CONTACT PERSON: RICHARD OTWELL  
 ADDRESS: 20516 ELDER RD  
 CONROE, TX 77385  
 PHONE NO.: 281-924-4404  
 FAX NO.:  
 EMAIL ADDRESS: RICHARD@AXIOMCONSTRUCTION.COM
  
4. COMPANY NAME: ~~Deer Creek~~ Keiths towing  
 CONTACT PERSON: Keith Schultz  
 ADDRESS: 27714 Robinson Rd  
 Conroe, TX 77385  
 PHONE NO.: 281-686-5132  
 FAX NO.:  
 EMAIL ADDRESS: keith@keithswrecker@yahoo.com
  
5. COMPANY NAME: EPIC POOLS  
 CONTACT PERSON: RICHARD BOEHM  
 ADDRESS: 31315 FM 2978  
 MAGNOLIA, TX 77354  
 PHONE NO.: 281-210-7092  
 FAX NO.:  
 EMAIL ADDRESS: POOL0298@GMAIL.COM

CITY OF CONROE

PROJECT OVERVIEW

The City of Conroe is soliciting bids for #1030-2025 Light Duty Vehicles for various departments in the City.

SPECIFICATION / SCOPE OF WORK/PRICING

Specification sheets are included for each vehicle in the pricing sheet.

CONTRACT TERM

The term of the contract is for the purchase of FY 2025-2026 vehicles as per the budget approved for each department for one (1) year from awarded date.

AWARD

The award will be based on the bid response that is the best value to the City of Conroe.

EVALUATION CRITERIA

The City of Conroe may award any bid on the basis of Low Bid. This bid shall be evaluated on both low bid price and best delivery time for the vehicles.

Low Bid Price 70 Points

Best Delivery 30 Points

CONTRACT

A contract in the form of a blanket purchase order will be issued for services.

Name of Vendor: Gullo Ford of Conroe

Federal ID Number: 76-0561847

A Corporation of the State of: Texas

Telephone Number: 936-756-5500

Email: gadams@gulloford.com

Website: www.gulloford.com

Mailing Address: 925 I-45 South

City/State/Zip: Conroe, TX 77301

Authorized Signature: 

Printed Name: Gary Adams

**COUNTY PURCHASING AGENT**  
Montgomery County, Texas

Gilbert D. Jalomo, Jr., CPPB  
County Purchasing Agent

(936) 760-6906  
Fax: (936) 760-6976

**Vendor Information**

Federal ID # or S.S #	76-0561847	Dun and Bradstreet #	
Type of Business	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization		
Legal Company Name	GULLO CARS OF CONROE, LP	Year Business was Established:	1996
Remittance Address	925 I-45 SOUTH		
City/State/Zip	CONROE, TX 77301		
Physical Address	925 I-45 SOUTH		
City/State/Zip	CONROE, TX 77301		
County	<input checked="" type="checkbox"/> Montgomery County    Other: _____		
Phone/Fax Number	Phone: 936-756-5500	Fax: 936-756-1832	
Contact Person	Gary Adams		
E-mail	GADAMS@Gulloford.com		
Special Notes			
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise    Certification # _____ <input type="checkbox"/> SBE-Small Business Enterprise    Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business    Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise    Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise    Certification # _____		
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input checked="" type="checkbox"/> >\$22,400,000		
Commodities (Please enter all that apply).			

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system.

By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.

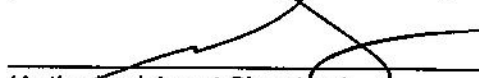
Gullo Ford on Conroe  
(Company Name)

925 1-45 South  
(Street Address / P.O. Box)

Conroe TX 77301  
(City / State / Zip Code) (Date)

936-756-5500  
(Phone)

Gary Adams  
(Name of Authorized Agent - Printed)

  
(Authorized Agent Signature)

- Method (B) - By agreed lump sum; or
- Method (C) - Actual field cost of the work, plus fifteen (15) percent.

69.0 **Payment** – City Staff shall review all Contractors' application for payment and supporting data to determine the amount owed to the Contractor. Once approved payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

70.0 **Default** - The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

71.0 NO PERSON has the authority to verbally alter these specifications. Any changes to specifications will be made in writing and sent to each person having a bid package.

72.0 **Bid Agreement and Certification:**

**The Undersigned Agrees That:**

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the bidder, authorized to represent the bidder and is legally responsible for the offer with regard to supporting documentation and prices provided.

By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.

Gullo Ford of Conroe  
(Company Name)

925 I-45 South  
(Street Address / P.O. Box)

Conroe, TX 77301  
(City / State / Zip Code)

936-756-5500  
(Phone)

Gary Adams  
(Name of Authorized Agent – Printed)

[Signature]  
(Authorized Agent Signature)

11/19/25  
(Date)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Higginbotham Insurance Agency, Inc. 911 Central Pkwy Suite 325 San Antonio TX 78248		<b>CONTACT NAME:</b> PHONE (A/C No, Ext): 210-979-7470      FAX (A/C, No): 210-979-7474 E-MAIL ADDRESS:	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Service Lloyds Insurance Co.	NAIC # 43389
		<b>INSURER B:</b> Continental Casualty Company	20443
		<b>INSURER C:</b> The Continental Insurance Company	35289
		<b>INSURER D:</b> Federal Insurance Company	20281
		<b>INSURER E:</b> Columbia Casualty Company	31127
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 1141894685      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	INSR	WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					AYA763321729	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					AYA763321729	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ see below BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					AYU763338272 5672-61-16	1/1/2025 1/1/2025	1/1/2026 1/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Excess Umb \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				Y/N	SLICWC0167005	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B E	Garage Dealers Garagekeepers Liab					AYA763321729 TBDGKL	1/1/2025 1/1/2025	1/1/2026 1/1/2026	See Attached see below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Attachments: Named Insured & Locations

**\*\*Garage Dealers Coverage includes Garage Liability, Premises Liability (General Liability),\*\***

Garage and General Liability Coverage:  
 Combined Single Limit - \$1,000,000  
 Bodily Injury and Property Damage Liability - \$1,000,000  
 General Liability Aggregate - \$3,000,000  
 See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

City of Conroe  
 401 SGT Ed Holcomb Blvd S  
 Conroe TX 77304

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: GULLO

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Higginbotham Insurance Agency, Inc.		NAMED INSURED Gullo Cars of Conroe, I, LP dba Gullo Ford Mercury of Conroe 925 IH South Conroe TX 77304	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25    FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Products and Work You Performed Aggregate - \$3,000,000  
 Liability Deductible: \$25,000

Garage Keepers Coverage:  
 500 IH 45 S, Conroe, TX 77304 \$1,000,000  
 750 IH 45S, Conroe, TX 77304 \$800,000  
 925 IH 45S, Conroe, TX 77304 \$1,000,000  
 1950 Lone Star Pkwy Montgomery TX 77356 \$1,000,000  
 15030 N Liberty St., Montgomery, TX 77356 \$320,000

Deductibles:  
 Comp \$5,000/\$25,000  
 Coll 5,000

**Insureds**

Name	Type
Tony Gullo Motors, I, LP	Named Insured
750 IH 45 South, Inc.	Auto: Owners of Premises
Gullo Cars Land Co., LLC	Auto: Owners of Premises
Gullo Cars Land Co., LLC	Property: CP 12 19 AI – Building Owner
Gullo Cars of Conroe, I, LP dba Gullo Ford Mercury of Conroe	Additional Named Insured
Gullo Cars of Conroe, I, LP dba Gullo Used Cars	Additional Named Insured
Gullo Cars of Nevada, Inc.	Additional Named Insured
Gullo Cars of Texas, Inc.	Additional Named Insured
Tony Gullo Motors I, LP	Additional Named Insured
Tony Gullo Motors of Nevada, Inc.	Additional Named Insured
Tony Gullo Motors of Texas, Inc.	Additional Named Insured
Tony Gullo Motors, I, LP dba Gullo Auto Center	Additional Named Insured
Tony Gullo Motors, I, LP dba Gullo Mazda of Conroe	Additional Named Insured
Tony Gullo Motors, I, LP dba Gullo Scion of Conroe	Additional Named Insured
Tony Gullo Motors, I, LP dba Budget Used Car Sales	Additional Named Insured
Tony Gullo Motors, I, LP dba Gullo Toyota of Conroe	Additional Named Insured

### Scheduled Locations

Loc	Address	City	State	Zip
1	500 IH 45 S	Conroe	TX	77304
2	750 IH 45 S	Conroe	TX	77304
3	925 IH 45 S	Conroe	TX	77304
4	800 W Davis St	Conroe	TX	77301
5	806 W Davis St	Conroe	TX	77301
6	806C W Davis St	Conroe	TX	77301
7	800C Wayne St	Conroe	TX	77301
8	830 Wayne St	Conroe	TX	77301
9	713 Wayne St	Conroe	TX	77301
10	256 State Highway 19	Huntsville	TX	77340
11	15030 N Liberty St	Montgomery	TX	77356
12	30723 Old Hockley Rd	Magnolia	TX	77355



City of Conroe, TX

## Purchasing

-Brandy Taylor, Contract Administrator / Engineering Manager  
300 West Davis, Conroe, TX 77301

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### [LAKE COUNTRY CHEVROLET] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

RESPONSE DEADLINE: November 20, 2025 at 2:00 pm

Report Generated: Friday, November 21, 2025

### Lake Country Chevrolet Response

#### CONTACT INFORMATION

**Company:**

Lake Country Chevrolet

**Email:**

rbrown.silsbeefleet@gmail.com

**Contact:**

RICK BROWN

**Address:**

2152 N WHEELER ST  
JASPER, TX 75951

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Nov 20, 2025 11:49 AM (Central Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Nov 17, 2025 2:25 PM by RICK BROWN*

Addendum #2

*Confirmed Nov 17, 2025 2:25 PM by RICK BROWN*

Addendum #3

*Confirmed Nov 17, 2025 2:25 PM by RICK BROWN*

Addendum #4

*Confirmed Nov 17, 2025 2:25 PM by RICK BROWN*

Addendum #5

*Confirmed Nov 17, 2025 2:26 PM by RICK BROWN*

## QUESTIONNAIRE

### 1. Cover Letter\*

Provide a cover letter indicating your firm's understanding of the requirements of this specific job bid. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of the proposal. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

20251118160454.pdf

### 2. Acceptance of Conditions\*

Indicate any exceptions to the terms and conditions of this CSP, including the Scope of Services. Include a copy of all amendments issued pertaining to this CSP.

CONROE\_LAKE\_COUNTRY\_NOTES.docx

**3. Company Background\***

**2 - Pages Maximum**

- A. Years in business under present name.
- B. Name and address of each office location.
- C. Ownership structure (Corporation / Partnership).
- D. Names and titles of officers in the company.
- E. Company trade organizations/associations/affiliations

Marketing\_statement\_Silsbee\_Fleet.doc

**4. Experience of Key Personnel on Similar Jobs\***

- A. List key personnel that will be assigned or oversee this job.
- B. Provide resumes for key personnel.
- C. List all subcontractors that will be used for this construction project.

Marketing\_statement\_Silsbee\_Fleet.doc

**5. References\***

Provide references from the last five similar construction projects for which your company provided Solicitations for Light Duty Vehicles for the various departments for the City of Conroe

1-GOVERNMENT\_REFERENCES\_062725.xlsx

**6. List of Ongoing and Completed Projects\***

Provide a list of all public and private construction projects in which your company is currently involved, or has been involved, in whole or in part, as a General Contractor.

Please list project description, cost, and status.

Marketing\_statement\_Silsbee\_Fleet.doc

**7. Copies of Insurance Certifications\***

Certificate\_147\_2025-07-01\_conroe\_bid.pdf

**8. Form 1295\***

20251117143451.pdf

**9. Are you HUB Certified?\***

No

PLEASE UPLOAD A MEMO STATING THAT YOU ARE NOT HUB CERTIFIED.\*

Lake\_Country\_Chevrolet\_is\_not\_HUB\_Certified.docx

**10. SAM.gov Status\***

SAM.gov.pdf

**11. Signed Addendums\***

20251117151546.pdf

**12. Acknowledgement of Terms & Conditions\***

Please download the below document, complete, and upload.

- [Acknowledgement of Terms an...](#)

20251117143733.pdf

**13. Acknowledgement of Respondent\***

By clicking "Please confirm" below, Bidder agrees to provide any additional information requested during bid selection process.

Confirmed

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
1	2025-2026 Chevy 4500 Single Door Cutaway Chassis, 14200 GVWR 6.6l Gasoline Engine, 8 Speed Transmission or manufacturers equal, as per Specification 2-1044-1825 & 1826 Spec: 1-1044-1825 & 1826 Model: Year:	2	or more	\$0.00	\$0.00	no bid
2	2025-2026 C-1500 Crew Cab Towing package with 7-Wire Harness or manufacturers equal, as per Specification Spec: 2-1080-0807 Model: Year:	1	or more	\$42,728.60	\$42,728.60	90-120 days
3	2025-2026 C-2500 Extended Cab, Standard Bed, Towing package with 7-Wire Harness, 300HP, 750lb-FT Torque, or manufacturers equal, as per Specification 1-1450-1437 Spec: 3-1450-1608 Model: Year:	1	or more	\$46,373.00	\$46,373.00	SILVERADO 2500, GAS ENGINE, 90-120 DAYS
4	2025-2026 Bumper Pull 8.5' x 20' Enclosed Trailer 2-5/16 Adjustable Bulldog Coupler, Towing package with 7-Wire Harness as per Specification 4-1450-T0958 Spec: 4-1450-T0958 Model: Year:	1	or more	\$0.00	\$0.00	no bid
5	2025-2026 Bumper Pull 7 x 14' x 2' with Stake Pockets, Towing package with 7-Wire Harness as per Specification 1-1450-T1143 Spec: 5-1450-T1143 Model: Year:	1	or more	\$0.00	\$0.00	no bid

[LAKE COUNTRY CHEVROLET] RESPONSE DOCUMENT REPORT  
 IFB No. 1030-2025  
 Light Duty Vehicles

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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
6	2025-2026 C-1500 Crew Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1530-1725 Spec: 6-1530-1725 Model: Year:	1	or more	\$45,288.00	\$45,288.00	90-120 DAYS
7	2025-2026 C4500 or equivalent. Single Cab, With Bucket, Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-1550-1638 Spec: 7-1550-1638 Model: Year:	1	or more	\$0.00	\$0.00	no bid
8	2025-2026 C1500, Extended Cab, Standard Bed 4X4, with Bed Cover or manufacturers equal, as per Specification 1-1570-1012 Spec: 8-1570-1012 Model: Year:	1	or more	\$44,267.00	\$44,267.00	90-120 DAYS
9	2025-2026 C1500, Extended Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1334 Spec: 9-1570-1334 Model: Year:	1	or more	\$43,066.00	\$43,066.00	90-120 DAYS
10	2025-2026 C1500, Crew Cab Standard Bed, 4x4, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1615 Spec: 10-1570-1615 Model: Year:	1	or more	\$45,198.90	\$45,198.90	90-120 DAYS
11	2025-2026 C-1500, Crew Cab Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1580-1509 Spec 11-1580-1509 Model: Year:	-1	or more	\$45,198.90	-\$45,198.90	90-120 DAYS
12	2024-2025/2025-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 1540-1635 Spec 12-1540-1635 Model: Year:	1	or more	\$35,410.00	\$35,410.00	

[LAKE COUNTRY CHEVROLET] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

---

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
13	2025-2026 C1500, Single Cab, Standard Bed, with Bucket Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-2881-1433 Spec: 13-2881-1433 Model: Year:	1	or more	\$61,091.82	\$61,091.82	
14	14 1 or more 2024-2025/2025-2026 Two-Ton Single Cab Truck with utility for a Bucket as per Specification 1550-1639 Spec 14-1550-1639 Model: Year:	1	or more	\$0.00	\$0.00	NO BID
15	2024-2025/2054-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 2820-1452 Spec 15-2820-1452 Model: Year	1	or more	\$0.00	\$0.00	NO BID
16	2024-2025/2054-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 2820-1640 Spec 16-2820-1640 Model: Year:	1	or more	\$0.00	\$0.00	NO BID
17	2024-2025/2025-2026 One and a Half Ton Crew Cab Truck with Utility Bed as per Specification 2820-NEW Spec 17-2820-New Model: Year:	1	or more	\$0.00	\$0.00	NO BID
18	2024-2025/2025-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 2883-1637 Spec 18-2883-1637 Model: Year:	1	or more	\$0.00	\$0.00	NO BID
19	2024-2025/2025-2026 Two Ton Single Cab Truck with Utility bed and Crane) see attached spec. for crane) as per Specification 2883-NEW-C Spec 19-2883-NEW-C Model: Year:	1	or more	\$0.00	\$0.00	NO BID

[LAKE COUNTRY CHEVROLET] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

---

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
20	2025-2026 One Ton Flat Bed with Knapheide PGTD-94 9' Gooseneck Platfor, Mud Flaps, Spare Tire, 7-way Wire Harness, C-Tech Drawer Unit Truck as per Specification 5200-0808 Spec 20-5200-0808 Model: Year:	1	or more	\$61,052.00	\$61,052.00	Silverado 3500 with gas engine, 180 days. If want diesel engine \$70,462
<b>TOTAL</b>					<b>\$379,276.42</b>	

11/17/2025

REF: 1030-2025

To whom it concerns,

Lake Country has fully read and understands the requirements of project 1030-2025. Any exceptions have been from bid specs have been uploaded and noted in the acceptance of conditions section.

Bidder information:

Lake Country Chevrolet Inc.

2152 N WHEELER ST

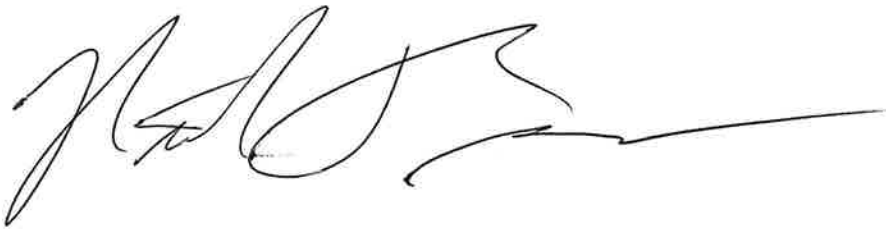
JASPER TX 75951

Contact :

Rick Brown

409.659.155

[Rbrown.silsbeefleet@gmail.com](mailto:Rbrown.silsbeefleet@gmail.com)

A handwritten signature in black ink, appearing to be 'Rick Brown', with a long horizontal line extending to the right.

11/17/2025

LAKE COUNTRY CHEVROLET

BID –

EXCEPTIONS / NOTES

SPEC 8-1570-1012 -

CHEVROLET / FORD NO LONGER MAKE AN 8' BED (LONG) ON AN EXTENDED CAB TRUCK.  
QUOTED A SWB / 6 ½' BED.

BED COVER SPECS NOT GIVEN – QUOTED A BACKFLIP TRI FOLD BED COVER

SPEC 12 / BID LINE 12 – BID SILVERADO 1500 RC

- NO V8 OPTION AVAILABLE, BID 2.7L TURBOMAX 4CYL

SPEC 13 / BID LINE 13 – BID SILVERADO 3500 CREW CAB

SERVICE BODY LENGTH NOT NOTED. BID AS A 60" CA 9' DUAL REAR WHEEL  
SERVICE BODY. QUOTE INCLUDES BACKUP CAMERA.

# Lake Country Chevrolet

## Qualifying, Commitment, and Marketing Statements

### A. Company

1. History—Silsbee Fleet (Silsbee Ford, Silsbee Toyota, Lake Country Chevrolet, and Moore Dodge) is located in Silsbee TX and are staffed by the award-winning group previously employed by Philpott Motors Ltd. This Fleet and Government sales department has been active since 1995 with over 100,000 vehicles sold to over 2800 different customers across the country. Since 2002, this group has been one the largest supplier of Ford vehicles to government customers in the United States and the largest supplier of Toyota government vehicles in the Gulf States region. It is currently ranked is the top five in nationwide sales for both Chevrolet. The group has held government vehicle contracts with H-GAC since 1997, TASB BuyBoard since 2005, Tarrant County Cooperative since 2002, the State of Texas TPASS since 2000, GoodBuy since 2016, and TIPS since 2020.
2. Salespersons—Headed by Fleet Director Bobby Swan, Silsbee Fleet currently has 8 salespersons with a combined 125+ years of government sales expertise.
  - a. Seth Gamblin—9 years government sales experience, office located in Silsbee Texas, toll free phone 512.436.1313, email [sgamblin.silsbeefleet@gmail.com](mailto:sgamblin.silsbeefleet@gmail.com)
  - b. Ken Durbin—25 years government sales experience, office located in Silsbee Texas, direct phone 409 284-1009, email [kdurbin.cowboyfleet@gmail.com](mailto:kdurbin.cowboyfleet@gmail.com)
  - c. Rick Brown—21 years sales experience, office located in Silsbee TX, direct phone 409.659.1555, email [rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)
  - d. Glen Angelle—13 years government sales experience, office located in Silsbee TX, direct phone 409.880.9191, email [gangelle.cowboyfleet@gmail.com](mailto:gangelle.cowboyfleet@gmail.com)
  - e. Jarrod Runnels—20 years government sales experience, office located in Silsbee TX, direct phone 409.749.9556, email [fleetsales@outlook.com](mailto:fleetsales@outlook.com)
  - f. Richard Hyder—24 years government sales experience, office located in Silsbee TX, direct phone 409.300.1385, email [rhyder.cowboyfleet@gmail.com](mailto:rhyder.cowboyfleet@gmail.com)
  - g. Michael Wiley—17 years government sales experience, office located in Belton TX, direct phone 254.541.9061, email [mwiley.silsbeefleet@gmail.com](mailto:mwiley.silsbeefleet@gmail.com)

3. Outlets—Most vehicles are delivered from our facility in Silsbee. However, Silsbee Fleet can drop ship vehicles to many Ford, Toyota, Chevrolet and Dodge locations for easy and cost effective delivery to our end users.
4. Support Centers—Vehicle warranty items can be handled at any manufacturer outlet. Problems with additional equipment will be handled on a case by case basis. If necessary, Silsbee Fleet will send technicians to the site of the problem vehicle for repair.
5. Annual sales
  - a. 2020—\$53M in revenues, 1323 government vehicles sold
  - b. 2021—\$36M in revenues, 892 government vehicles sold
  - c. 2022—\$68M in revenues, 1688 government vehicles sold
  - d. 2023—\$91M in revenues, 2286 government vehicles sold

## **B. Distribution**

1. Processing and Shipping—Silsbee Fleet directly processes all vehicles from order to delivery. Vehicles are prepared and outfitted by our dedicated fleet technicians in our new facility in Silsbee, Texas. Additional equipment items, ranging from a simple toolbox to a \$25,000 emergency equipment build, are handled on premises. On larger delivery quantities, Silsbee Fleet subcontracts with a fully insured common carrier to expedite delivery while keeping purchased vehicle mileages at a minimum. A frequently used common carrier is Texas Auto Carriers, 5765 Bicentennial, San Antonio Texas. (210) 666-3333.
2. Retail Store locations—Silsbee Fleet’s main office is located 1211 U.S Hwy 96 North, Silsbee, Texas.
3. Hours of operation—8:00am to 5:30pm Monday through Friday. Sales and service associates can also be reached after hours by cell. Phones numbers to the various offices and salespersons are attached.
4. Procedures—the Silsbee Fleet staff has a great deal of experience with government customers having held multiple government contracts for the last 20 years consecutively. Quotations are prepared and purchase orders received by individual salespersons. The purchase orders and accompanying documentation are then forwarded to the main office in Silsbee where they are processed using a central database system for record keeping. At all times during the order to delivery process, any salesperson or support staff can answer questions or determine status from any customer inquiry. Billing is prepared along with the completed vehicle(s) unless a customer requests advanced or special invoicing. Silsbee accepts checks and wire transfers.

## C. Marketing

1. Plan—Historically, the Silsbee Fleet group has been very active in promoting vehicle and equipment products in the government sector. We advertise in national law enforcement magazines such as “Police Fleet Manager”, sponsor the Texas Police Chief Association, and attend important trade shows such as NAFA, Texas Sheriff’s Show, Texas Police Chief Show, Police Fleet Expo East and Police Fleet Expo West. In addition, our experienced salespersons routinely contact our customers to stay acquainted with their vehicle and equipment needs. When new products become available, salespersons often bring demonstrators and pilot vehicles directly to the customer. We also use a combination of direct mail, e-mail, and internet presence to inform our customers of sales specials, manufacturer updates, and cooperative purchasing information.
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4. Account Manager—The Silsbee Fleet account manager will be Bobby Swan. He can be reached at: direct phone 409.284.1002 and email at [bobbys@gitcha1.com](mailto:bobbys@gitcha1.com) Bobby has been involved in the sales of government vehicles since 1995. The alternate account manager is Richard Hyder. He can be reached directly at 409.300.1385 or via email at [rhyder.cowboyfleet@gmail.com](mailto:rhyder.cowboyfleet@gmail.com)

## D. Products

1. Products provided—Silsbee Fleet is composed of four Texas Automobile Dealers holding franchises for Ford, Toyota, Chevrolet, and Dodge. Vehicles offered include sedans, sport utilities, vans, trucks, and crossovers. A complete description of vehicles and equipment offered is found in the Bid Forms.
2. Services—The Silsbee Fleet group specializes in law enforcement vehicles, providing packaged and custom installs for our police and fire customers, and is the largest supplier and installer of such equipment in the United States. Because of our expertise in this field, we also act as a consultant to various government entities, providing recommendations and education as law enforcement technology improves. The office staff routinely provides customers with current vehicle status, logistics and shipping recommendations, spec analysis, and budget preparation.
3. Backorder policy—In the event that an item is backordered, Silsbee Fleet will handle the conversion to the new order for the benefit of the customer. An additional purchase order will not be necessary. Pricing will hold firm unless the customer requests additions or deletions to the new order.
4. Information capacity—The Silsbee Fleet group not only has access to the latest manufacturer developments; we are often involved in their conception and integration. Because of our volume and customer relationships, Ford often requests that we obtain feedback from customers regarding vehicle performance, service issues, technical information, and potential option changes. This information is often passed on to customers to assist in their decision process on future purchases. In addition, we have a direct relationship with many aftermarket products including the latest in law enforcement technology. We provide measurements, technical information, and even demo vehicles to various equipment manufacturers to help them design and improve their products. We convey the experiences of our real-world customers to manufacturers which facilitates upgrades in many types of products.

## **E. Administration**

1. Capacity—Silsbee Fleet has the personnel and communication capacity to handle a large volume of orders in an efficient and timely manner. Unlike in some smaller fleet operations, the customers can get answers, receive quotations, and place orders without delay. Each fleet salesperson can individually accept customer orders through direct contact, mail, email, and fax. In addition, we have a planned addition to our website which will allow for direct input of orders by customers. After orders are accepted by our salespersons, they are funneled to the main office where they are checked again for accuracy and completeness before additional processing. For payment, we accept checks, wire transfers, and credit cards.

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3. E-commerce—Silsbee Fleet does not currently have an order to delivery e-commerce system. It is our plan to develop an internet ordering system that combines easy order entry along with communication with salespersons to minimize the chance of ordering errors. At present, Silsbee Fleet personnel enter the order information after assessing the customer's needs and providing a priced quotation. This ensures that the vehicle will meet the customer's price and performance requirements. This also allows for double checking of the factory order against the initial price quotation to minimize data entry errors. By using a central database ordering system, any of our fleet personnel can review or request a change if necessary. Also, manufacturer information such as build, or delivery times can be easily accessed, and daily or weekly reports can be generated for the customer.
4. Existing cooperative purchasing programs—Silsbee Fleet has had great success at administering government contracts and keeping a wide repeat customer base. Approximately 70% of the group's total sales volume is through multi-year cooperative purchasing contracts. In the past, contracts won by the Fleet Group have experienced tremendous growth both in numbers of customers and numbers of orders in large part due to the Fleet group's existing customer base and its marketing efforts. Recently, the Fleet group held the following government contracts:
  - a. H-GAC VE11-20 Cars and Light Trucks
  - b. TASB BuyBoard 601-19 Cars and Trucks
  - c. State of Texas 071-072-A2 Fleet Automobiles and Trucks
  - d. GoodBuy 23 8F000 Automobiles, Trucks, and Sport Utilities

e. TIPS 210907 Automobiles

## **F. Commitment Statements**

1. Corporate Commitment—The staff of Silsbee Fleet have a history of unparalleled sales and service to state and local governments. For the last 25+ years, the group has been one of the nation's largest provider of government vehicles. Significant investments are continuing to be made at Silsbee in dealership facilities, staff, training, and inventory to continue leadership in this category. We employ the highly trained and experienced sales and support staff necessary to handle large volumes of customer contacts and orders in from the government sector.
2. Pricing Commitment—Silsbee Fleet is committed to providing the very best pricing and service to its customers. The pricing contained in this bid reflects the lowest pricing and greatest value that we can offer. We are constantly working with manufacturers to provide the greatest incentives to our government customers. If incentives increase, or prices are lowered by the manufacturer, we will adjust as necessary and continue to provide our end users the lowest possible price.
3. Sales Commitment—The Silsbee Fleet group has a history of aggressively marketing its products, services, and contracts nationwide. We have a presence in state and national trade shows, often in conjunction with manufacturers and cooperative contracting agencies. We communicate with customers via email, direct mail, and phone to explain the value and ease of cooperative purchasing. We welcome any comparison to the sales results other automobile vendors.

# Lake Country Chevrolet

## Qualifying, Commitment, and Marketing Statements

### A. Company

1. History—Silsbee Fleet (Silsbee Ford, Silsbee Toyota, Lake Country Chevrolet, and Moore Dodge) is located in Silsbee TX and are staffed by the award-winning group previously employed by Philpott Motors Ltd. This Fleet and Government sales department has been active since 1995 with over 100,000 vehicles sold to over 2800 different customers across the country. Since 2002, this group has been one the largest supplier of Ford vehicles to government customers in the United States and the largest supplier of Toyota government vehicles in the Gulf States region. It is currently ranked is the top five in nationwide sales for both Chevrolet. The group has held government vehicle contracts with H-GAC since 1997, TASB BuyBoard since 2005, Tarrant County Cooperative since 2002, the State of Texas TPASS since 2000, GoodBuy since 2016, and TIPS since 2020.
2. Salespersons—Headed by Fleet Director Bobby Swan, Silsbee Fleet currently has 8 salespersons with a combined 125+ years of government sales expertise.
  - a. Seth Gamblin—9 years government sales experience, office located in Silsbee Texas, toll free phone 512.436.1313, email [sgamblin.silsbeefleet@gmail.com](mailto:sgamblin.silsbeefleet@gmail.com)
  - b. Ken Durbin—25 years government sales experience, office located in Silsbee Texas, direct phone 409 284-1009, email [kdurbin.cowboyfleet@gmail.com](mailto:kdurbin.cowboyfleet@gmail.com)
  - c. Rick Brown—21 years sales experience, office located in Silsbee TX, direct phone 409.659.1555, email [rbrown.silsbeefleet@gmail.com](mailto:rbrown.silsbeefleet@gmail.com)
  - d. Glen Angelle—13 years government sales experience, office located in Silsbee TX, direct phone 409.880.9191, email [gangelle.cowboyfleet@gmail.com](mailto:gangelle.cowboyfleet@gmail.com)
  - e. Jarrod Runnels—20 years government sales experience, office located in Silsbee TX, direct phone 409.749.9556, email [fleetsales@outlook.com](mailto:fleetsales@outlook.com)
  - f. Richard Hyder—24 years government sales experience, office located in Silsbee TX, direct phone 409.300.1385, email [rhyder.cowboyfleet@gmail.com](mailto:rhyder.cowboyfleet@gmail.com)
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3. Outlets—Most vehicles are delivered from our facility in Silsbee. However, Silsbee Fleet can drop ship vehicles to many Ford, Toyota, Chevrolet and Dodge locations for easy and cost effective delivery to our end users.
4. Support Centers—Vehicle warranty items can be handled at any manufacturer outlet. Problems with additional equipment will be handled on a case by case basis. If necessary, Silsbee Fleet will send technicians to the site of the problem vehicle for repair.
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  - a. 2020—\$53M in revenues, 1323 government vehicles sold
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## **E. Administration**

1. Capacity—Silsbee Fleet has the personnel and communication capacity to handle a large volume of orders in an efficient and timely manner. Unlike in some smaller fleet operations, the customers can get answers, receive quotations, and place orders without delay. Each fleet salesperson can individually accept customer orders through direct contact, mail, email, and fax. In addition, we have a planned addition to our website which will allow for direct input of orders by customers. After orders are accepted by our salespersons, they are funneled to the main office where they are checked again for accuracy and completeness before additional processing. For payment, we accept checks, wire transfers, and credit cards.

2. Order processing—Silsbee Fleet does not use an all-inclusive e-commerce system. It is our belief that ascertaining the needs of the customer involves much more than simply accepting a computer-generated order. Often customers know what they want/need but are unsure exactly which vehicle or options fill that demand. Without customer communication, the potential for an order error is simply too great. Our process is still simple and efficient. After communicating with a fleet salesperson, a purchase order is issued for the quotation. A database entry is created in-house for each vehicle involved and all information pertaining to the sale (customer info, vehicle info, purchase order, delivery specifics, etc) is entered. Each vehicle is treated as a separate sales/work project. PO# issue dates, factory order dates, manufacturer ETAs, arrival dates, work order dates, completion dates, delivery/billing dates and payment dates are all logged into this central source as they happen. Inventory, status reports, and billing are generated for salespersons, fleet staff, and customers, as necessary.
3. E-commerce—Silsbee Fleet does not currently have an order to delivery e-commerce system. It is our plan to develop an internet ordering system that combines easy order entry along with communication with salespersons to minimize the chance of ordering errors. At present, Silsbee Fleet personnel enter the order information after assessing the customer's needs and providing a priced quotation. This ensures that the vehicle will meet the customer's price and performance requirements. This also allows for double checking of the factory order against the initial price quotation to minimize data entry errors. By using a central database ordering system, any of our fleet personnel can review or request a change if necessary. Also, manufacturer information such as build, or delivery times can be easily accessed, and daily or weekly reports can be generated for the customer.
4. Existing cooperative purchasing programs—Silsbee Fleet has had great success at administering government contracts and keeping a wide repeat customer base. Approximately 70% of the group's total sales volume is through multi-year cooperative purchasing contracts. In the past, contracts won by the Fleet Group have experienced tremendous growth both in numbers of customers and numbers of orders in large part due to the Fleet group's existing customer base and its marketing efforts. Recently, the Fleet group held the following government contracts:
  - a. H-GAC VE11-20 Cars and Light Trucks
  - b. TASB BuyBoard 601-19 Cars and Trucks
  - c. State of Texas 071-072-A2 Fleet Automobiles and Trucks
  - d. GoodBuy 23 8F000 Automobiles, Trucks, and Sport Utilities

e. TIPS 210907 Automobiles

## **F. Commitment Statements**

1. Corporate Commitment—The staff of Silsbee Fleet have a history of unparalleled sales and service to state and local governments. For the last 25+ years, the group has been one of the nation's largest provider of government vehicles. Significant investments are continuing to be made at Silsbee in dealership facilities, staff, training, and inventory to continue leadership in this category. We employ the highly trained and experienced sales and support staff necessary to handle large volumes of customer contacts and orders in from the government sector.
2. Pricing Commitment—Silsbee Fleet is committed to providing the very best pricing and service to its customers. The pricing contained in this bid reflects the lowest pricing and greatest value that we can offer. We are constantly working with manufacturers to provide the greatest incentives to our government customers. If incentives increase, or prices are lowered by the manufacturer, we will adjust as necessary and continue to provide our end users the lowest possible price.
3. Sales Commitment—The Silsbee Fleet group has a history of aggressively marketing its products, services, and contracts nationwide. We have a presence in state and national trade shows, often in conjunction with manufacturers and cooperative contracting agencies. We communicate with customers via email, direct mail, and phone to explain the value and ease of cooperative purchasing. We welcome any comparison to the sales results other automobile vendors.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060	CONTACT NAME: CLIENT CONTACT CENTER	
	PHONE (A/C, No, Ext): 888-333-4949	FAX (A/C, No): 507-446-4664
E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM		
INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: FEDERATED MUTUAL INSURANCE COMPANY		13935
INSURED DONALSON AUTOMOTIVE HOLDINGS INC, SILSBEE FORD INC PO BOX 815 SILSBEE, TX 77656-0815	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 147

REVISION NUMBER: 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS & COMP/OP ACC	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION	N	N	9196680	07/01/2025	07/01/2026	EACH OCCURRENCE \$8,000,000 AGGREGATE \$24,000,000	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L EACH ACCIDENT E.L DISEASE EA EMPLOYEE E.L DISEASE POLICY LIMIT	
A	AUTO DEALER LIABILITY	N	N	9196679	07/01/2025	07/01/2026	AUTO LIAB - EA ACCIDENT \$500,000 GENERAL LIABILITY - EACH ACCIDENT \$500,000 - AGGREGATE \$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**ADDITIONAL NAMED INSUREDS INCLUDE**  
**LAKE COUNTRY CHEVROLET INC**

**CERTIFICATE HOLDER**
 CITY OF CONROE  
 401 SGT ED HOLCOMB BLVD S  
 CONROE, TX 77304-1657

147 0

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	<b>OFFICE USE ONLY</b>
<b>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</b>	<b>CERTIFICATION OF FILING</b>
LAKE COUNTRY CHEVROLET JASPER, TX United States	Certificate Number: 2025-1390105
<b>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</b>	Date Filed: 11/17/2025
CITY OF CONROE	Date Acknowledged:
<b>3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.</b>	
1030-2025 NEW VEHICLES	

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
DONALSON, DREW	JASPER, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Rick Brown, and my date of birth is 12/12/80

My address is 9065 Hwy 326 W, Conroe, TX, 77385, US

(city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Harris County, State of TX, on the 17 day of Nov, 2025

(month) (year)

  
 \_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

Lake Country Chevrolet is not HUB Certified.

 An official website of the United States government [Here's how you know](#)



**Revolutionary FAR Overhaul Impacts to SAM.gov**  
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Aug 15, 2025



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**Records Retention Policy Impacts Old SAM Registration Data**  
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May 21, 2025



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**Search Editor**

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"LAKE COUNTRY CHEVROLET"



### Federal Organizations

▼
⋮

Status ^

Active  
 Inactive

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- All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage

Showing 1 - 2 of 2 results Sort by Date Modified/Updated

<b>LAKE COUNTRY CHEVROLET INC</b> Active Registration			<b>Entity</b>
Unique Entity ID <b>ENKFE5XJTNC7</b>	CAGE Code <b>82H09</b>	Physical Address <b>2152 N WHEELER ST, JASPER, TX 75951 USA</b>	Expiration Date <b>Dec 9, 2025</b>
			Purpose of Registration <b>All Awards</b>

## LAKE COUNTRY CHEVROLET INC.

Contract Award



Contract ID (PIID): **15A00021PAQA00003**

### Awardee

Unique Entity ID:  
**ENKFE5XJTNC7**

CAGE/NCAGE:  
**82H09**

### Details

Award/IDV Type:  
**PURCHASE ORDER**

Date Signed:  
**Oct 15, 2020**

Total Dollars Obligated:  
**\$17,244.48**

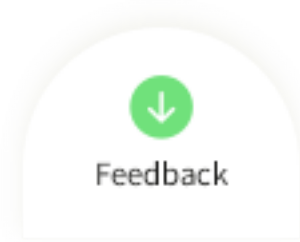
Total Contract Value:  
**\$17,244.48**

### Contracting Agency

Department/Ind. Agency:  
**1500 - JUSTICE, DEPARTMENT OF**

Subtier:  
**1560 - ATF ACQUISITION AND PROPERTY MGMT DIV**

Office:  
**15A000 - ATF**



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# SAM.gov

## An official website of the U.S. General Services Administration



# CITY OF CONROE

Est. 1904

## City of Conroe Electrical Boom Truck – Boom Specs

Electric Utilities, Electric Power Distribution Industry

Articulated Telescopic Working Height – up to 47', Side Reach - 30', Platform Capacity - 600 lb.

### Additional Spec's

height to bottom of platform	- Up to 47 ft
horizontal reach	- Up to 30 ft
stowed travel height	- Up to 11.1 ft
hydraulic controls	- Full Hydraulic
hydraulic operating pressure	- 3000 psi
hydraulic flow rate	- 6 gpm
hydraulic filtration	- 10 micron return   100 mesh suction
hydraulic system type	- Open Center
hydraulic power source	- PTO Pump
lower boom articulation	- 0° and up to +83°
inner outer boom articulation	- -25° and up to +85°
inner boom extension	Up to- 103 in
upper boom insulation gap	- Up to 54 in
lower boom insulation gap	- 12 in
boom rotation	- Continuous
jib & winch capacity	- 1000 lbs
Back Up Pump	
Platform liner	
Platform cover	
Auxiliary outriggers	
Dual hydraulic tool outlets	

*Also Review  
Add 1, 2, 3, 5*

*Accenden #4*

By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.

Lake County Chevrolet  
(Company Name)

2152 W Wheeler  
(Street Address / P.O. Box)

Sussex TN 37595  
(City / State / Zip Code) (Date)

409.659.1555  
(Phone)

Luca Brown  
(Name of Authorized Agent - Printed)

[Signature]  
(Authorized Agent Signature)



City of Conroe, TX

## Purchasing

-Brandy Taylor, Contract Administrator / Engineering Manager  
300 West Davis, Conroe, TX 77301

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### [MODEL 1 COMMERCIAL VEHICLES, INC. (DBA CREATIVE BUS SALES, INC.)] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

RESPONSE DEADLINE: November 20, 2025 at 2:00 pm

Report Generated: Friday, November 21, 2025

### Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.) Response

#### CONTACT INFORMATION

**Company:**

Model 1 Commercial Vehicles, Inc. (dba Creative Bus Sales, Inc.)

**Email:**

biddepartment@creativebussales.com

**Contact:**

Jason Spore

**Address:**

9225 Priority Way West Drive  
Suite 300  
Indianapolis, IN 46240

**Phone:**

N/A

**Website:**

<https://www.model1.com>

**Submission Date:**

Nov 18, 2025 4:04 PM (Central Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Oct 20, 2025 3:57 PM by Jason Spore*

Addendum #2

*Confirmed Oct 20, 2025 3:57 PM by Jason Spore*

Addendum #3

*Confirmed Oct 22, 2025 10:10 AM by Jason Spore*

Addendum #4

*Confirmed Oct 22, 2025 10:10 AM by Jason Spore*

Addendum #5

*Confirmed Nov 17, 2025 9:56 AM by Jason Spore*

## QUESTIONNAIRE

### 1. Cover Letter\*

Provide a cover letter indicating your firm's understanding of the requirements of this specific job bid. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of the proposal. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

1.\_Cover\_Letter.pdf

1a.\_Authorized\_Signatory\_Letter.pdf

**2. Acceptance of Conditions\***

Indicate any exceptions to the terms and conditions of this CSP, including the Scope of Services. Include a copy of all amendments issued pertaining to this CSP.

2.\_Acceptance\_of\_Conditions.pdf  
11.\_Addendum\_Acknowledgement.pdf

**3. Company Background\***

**2 - Pages Maximum**

- A. Years in business under present name.
- B. Name and address of each office location.
- C. Ownership structure (Corporation / Partnership).
- D. Names and titles of officers in the company.
- E. Company trade organizations/associations/affiliations

3.\_Company\_Background.pdf

**4. Experience of Key Personnel on Similar Jobs\***

- A. List key personnel that will be assigned or oversee this job.
- B. Provide resumes for key personnel.
- C. List all subcontractors that will be used for this construction project.

4.\_Key\_Personnel\_Resumes.pdf

**5. References\***

Provide references from the last five similar construction projects for which your company provided Solicitations for Light Duty Vehicles for the various departments for the City of Conroe

5.\_References.pdf

**6. List of Ongoing and Completed Projects\***

Provide a list of all public and private construction projects in which your company is currently involved, or has been involved, in whole or in part, as a General Contractor.

Please list project description, cost, and status.

6.\_Ongoing\_&\_Completed\_Projects.pdf

**7. Copies of Insurance Certifications\***

7.\_Model\_1\_Evidence\_of\_Insurance.pdf

**8. Form 1295\***

8.\_Form\_1295\_Certificate.pdf

**9. Are you HUB Certified?\***

No

PLEASE UPLOAD A MEMO STATING THAT YOU ARE NOT HUB CERTIFIED.\*

9.\_HUB\_Certification\_Statement.pdf

**10. SAM.gov Status\***

Samgov\_-\_entity\_information,\_Model\_1,\_Exp\_7-2026.pdf

**11. Signed Addendums\***

11.\_Addendum\_Acknowledgement.pdf

**12. Acknowledgement of Terms & Conditions\***

Please download the below document, complete, and upload.

- [Acknowledgement of Terms an...](#)

12.\_Acknowledgement\_of\_Terms\_and\_Conditions.pdf

**13. Acknowledgement of Respondent\***

By clicking "Please confirm" below, Bidder agrees to provide any additional information requested during bid selection process.

Confirmed

**PRICE TABLES**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
1	2025-2026 Chevy 4500 Single Door Cutaway Chassis, 14200 GVWR 6.6l Gasoline Engine, 8 Speed Transmission or manufacturers equal, as per Specification 2-1044-1825 & 1826 Spec: 1-1044-1825 &1826 Model: Year:	2	or more	\$238,869.00	\$477,738.00	12 months
2	2025-2026 C-1500 Crew Cab Towing package with 7-Wire Harness or manufacturers equal, as per Specification Spec: 2-1080-0807 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
3	2025-2026 C-2500 Extended Cab, Standard Bed, Towing package with 7-Wire Harness, 300HP, 750lb-FT Torque, or manufacturers equal, as per Specification 1-1450-1437 Spec: 3-1450-1608 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
4	2025-2026 Bumper Pull 8.5' x 20' Enclosed Trailer 2-5/16 Adjustable Bulldog Coupler, Towing package with 7-Wire Harness as per Specification 4-1450-T0958 Spec: 4-1450-T0958 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
5	2025-2026 Bumper Pull 7 x 14' x 2' with Stake Pockets, Towing package with 7-Wire Harness as per Specification 1-1450-T1143 Spec: 5-1450-T1143 Model: Year:	1	or more	\$0.00	\$0.00	No Bid

[MODEL 1 COMMERCIAL VEHICLES, INC. (DBA CREATIVE BUS SALES, INC.)] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
6	2025-2026 C-1500 Crew Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1530-1725 Spec: 6-1530-1725 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
7	2025-2026 C4500 or equivalent. Single Cab, With Bucket, Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-1550-1638 Spec: 7-1550-1638 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
8	2025-2026 C1500, Extended Cab, Standard Bed 4X4, with Bed Cover or manufacturers equal, as per Specification 1-1570-1012 Spec: 8-1570-1012 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
9	2025-2026 C1500, Extended Cab, Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1334 Spec: 9-1570-1334 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
10	2025-2026 C1500, Crew Cab Standard Bed, 4x4, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1570-1615 Spec: 10-1570-1615 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
11	2025-2026 C-1500, Crew Cab Standard Bed, Towing package with 7-Wire Harness or manufacturers equal, as per Specification 1-1580-1509 Spec 11-1580-1509 Model: Year:	-1	or more	\$0.00	-\$0.00	No Bid
12	2024-2025/2025-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 1540-1635 Spec 12-1540-1635 Model: Year:	1	or more	\$0.00	\$0.00	No Bid

[MODEL 1 COMMERCIAL VEHICLES, INC. (DBA CREATIVE BUS SALES, INC.)] RESPONSE DOCUMENT REPORT

IFB No. 1030-2025

Light Duty Vehicles

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
13	2025-2026 C1500, Single Cab, Standard Bed, with Bucket Towing package with 7-Wire Harness, or manufacturers equal as per Specification 1-2881-1433 Spec: 13-2881-1433 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
14	14 1 or more 2024-2025/2025-2026 Two-Ton Single Cab Truck with utility for a Bucket as per Specification 1550-1639 Spec 14-1550-1639 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
15	2024-2025/2054-2026 C-3500 or equivalent. Crew Cab w/utility bed or manufacturers equal, as per Specification 2820-1452 Spec 15-2820-1452 Model: Year	1	or more	\$0.00	\$0.00	No Bid
16	2024-2025/2054-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 2820-1640 Spec 16-2820-1640 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
17	2024-2025/2025-2026 One and a Half Ton Crew Cab Truck with Utility Bed as per Specification 2820-NEW Spec 17-2820-New Model: Year:	1	or more	\$0.00	\$0.00	No Bid
18	2024-2025/2025-2026 Two Ton Crew Cab with Utility bed for a Crane as per Specification 2883-1637 Spec 18-2883-1637 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
19	2024-2025/2025-2026 Two Ton Single Cab Truck with Utility bed and Crane) see attached spec. for crane) as per Specification 2883-NEW-C Spec 19-2883-NEW-C Model: Year:	1	or more	\$0.00	\$0.00	No Bid

[MODEL 1 COMMERCIAL VEHICLES, INC. (DBA CREATIVE BUS SALES, INC.)] RESPONSE DOCUMENT REPORT  
 IFB No. 1030-2025  
 Light Duty Vehicles

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Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Best Delivery Date
20	2025-2026 One Ton Flat Bed with Knapheide PGTD-94 9' Gooseneck Platfor, Mud Flaps, Spare Tire, 7-way Wire Harness, C-Tech Drawer Unit Truck as per Specification 5200-0808 Spec 20-5200-0808 Model: Year:	1	or more	\$0.00	\$0.00	No Bid
<b>TOTAL</b>					<b>\$477,738.00</b>	

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## Cover Letter

Ms. Teri-Lynn Hatch,

I would like to thank you and the City of Conroe for the opportunity to submit a response to **IFB#1030-2025; Light Duty Vehicles**.

Our understanding of the scope of work pertaining to this ITB is to provide City of Conroe with proposals for the manufacture and delivery of products in accordance with the terms and conditions set forth in this solicitation, meeting all specifications and FMVSS laws.

Model 1's proposal may include manufacturer's brochures, standard warranty information, and additional technical information within our bid submittal. Information shown on these documents indicates our manufacturer's standard equipment or specifications and does not necessarily reflect the exact equipment to be utilized or included with the bid vehicle(s). Our vehicle is built to comply with all requirements, specifications and amendments, unless otherwise noted.

The resulting contract will be for 2 or more ARBOC Low Floor Chevy 4500 Cutaways with related necessary components, and selected options. Delivery shall be within 12 months of order.

The information contained in our proposal contains our qualifications to perform the required work, detailed specifications, warranties, and descriptions of our facilities and staff.

Included are all the required documentation, signatory authorization letter and general forms. If you need more information or clarification, please give us a call at 800.326.2877 with any inquiries.

Sincerely,



**Jason Spore | Transit Bid Manager**

Model 1 Commercial Vehicles, Inc.

800-326-2877

jspore@model1.com



**MODEL 1 COMMERCIAL VEHICLES**

9225 Priority Way W. Dr.

Suite 300

Indianapolis, IN 46240


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**Letter of Authorization  
August 1, 2024**

To Whom It May Concern:

Model 1 Commercial Vehicles, Inc. dba Creative Bus Sales, Inc., located at 9225 Priority West Way Drive, Suite 300, Indianapolis, IN 46240, hereby authorizes Jason Spore, Transit Bid Manager, to act as an authorized signer on behalf of Model 1 Commercial Vehicles, Inc. for binding contracts with your organization.

If further information is needed, please feel free to contact me.



---

T.J. Matijevich, Vice President  
Model 1 Commercial Vehicles, Inc.  
800-326-2877  
[TJ@model1.com](mailto:TJ@model1.com)



*DBA Creative Bus Sales, Inc.*

**MODEL 1 COMMERCIAL VEHICLES**  
9225 Priority Way W. Dr.  
Suite 300  
Indianapolis, IN 46240

---

## City of Conroe IFB# 1030-2025

### Acceptance of Conditions

Model 1 Commercial Vehicles has no exceptions to the terms & conditions, or Scope of Service for the City of Conroe IFB# 1030-2025 to disclose.

Model 1 Commercial Vehicles has received and are acknowledging the receipt of the following Addendums:

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Addendum 5

  
\_\_\_\_\_  
Jason Spore / Transit Bid Manager – 11/18/2025



DBA Creative Bus Sales, Inc.

**MODEL 1 COMMERCIAL VEHICLES**  
9225 Priority Way W. Dr.  
Suite 300  
Indianapolis, IN 46240

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## City of Conroe IFB# 1030-2025

### Acknowledgement of Addendums

Model 1 Commercial Vehicles has received and are acknowledging the receipt of the following Addendums:

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Addendum 5

  
\_\_\_\_\_  
Jason Spore / Transit Bid Manager – 11/18/2025

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# EXPERIENCE AND QUALIFICATIONS

## 1. BACKGROUND AND EXPERIENCE

Model 1 Commercial Vehicles, Inc. has over 40 years of history and is the largest bus and commercial vehicle distributor in the United States. It represents over 20 major vehicle manufacturers and operates 25 full-service locations nationwide.

## 2. OWNERSHIP STRUCTURE / YEARS IN BUSINESS UNDER PRESENT NAME

The company is a corporation and has operated as Model 1 Commercial Vehicles, Inc. since 2023. The company's history dates to its founding in 1980. It was initially incorporated in California in 1993 under the current ownership and is now incorporated in the State of Indiana. It has been family-owned and operated since the current owner purchased it in 1993.

## 3. KEY PERSONNEL

### Contract Management Team

**Tony Matijevich** | Chief Executive Officer  
**TJ Matijevich** | Chief Revenue Officer  
**Mark Matijevich** | Chief Operations Officer  
**JR Sauder** | President  
**Nick Corley** | Vice President of Public Sector Sales  
**Ryan Frost** | Regional Vice President  
**Jeff Johnson** | Sales Representative  
**Jason Spore** | Transit Bid Manager  
**Carl Henderson** | Senior Director of Technical Services  
**Rebecca Evel** | Fleet Warranty Administrator

## 4. CORPORATE TRADE ORGANIZATIONS / ASSOCIATIONS / AFFILIATIONS

### Relevant Transit Contract Experience

Model 1 Commercial Vehicles currently holds multiple State Purchasing Contracts servicing customers in 32 states and has extensive transit contract experience, including projects for:

- **Texas (Multiple Contracts):** Over 1,200 Paratransit Buses & Vans
- **Caltrans/DGS:** Over 5,000 Paratransit Buses & Vans
- **Orange County Transit (OCTA):** Over 950 Paratransit Buses & Vans
- **Access Services:** Over 1,000 Paratransit Mini Vans
- **City of Los Angeles (LADOT):** Over 500 Paratransit Buses

## Qualifications and Stability

- **Financial Stability:** With a 40-year history and significant investment in owned facilities, equipment, and employees, Model 1 Commercial Vehicles has the necessary longevity and financial stability to service any contract. The company has achieved year-over-year growth in revenue, sales, and transactions for the past 10+ years.
- **Service & Parts:** Across the country, the company operates more than 270 service bays dedicated to pre-delivery inspections, warranty work, and general service. The Model 1 Parts Program operates dedicated warehousing operations with over 60,000 square feet of capacity. The strategically maintained inventory includes the most requested and critical parts, most of which can be shipped within 24 hours of order.
- **Technical Expertise:** Model 1 technicians hold certifications from John Deere, Cummins, A/C Carrier, and many others, including ASE Master Technician certification.

## 5. NATIONWIDE FOOTPRINT Model 1 Commercial Vehicles Locations

**Chino, CA**  
14740 Ramona Avenue  
Chino, CA 91710

**Sacramento, CA**  
7471 Reese Road  
Sacramento, CA 95828

**West Seneca, NY**  
1500 N America Drive  
West Seneca, NY 14224

**Sayreville, NJ**  
2 Gowin Street  
Sayreville, NJ 08872

**Austin, TX**  
301 Congress Avenue  
Suite 1815  
Austin, TX 78701

**Irving, TX**  
4955 W Northgate Drive  
Irving, TX 75062

**Orlando, FL**  
7380 W. Sand Lake Rd.  
Suite 554  
Orlando, FL 32824

**Pearl, MS**  
102 Pete Walker Lane  
Suites 1 & 2  
Pearl, MS 39208

**Indianapolis, IN**  
9225 Priority Way West Drive  
Suite 300  
Indianapolis, IN 46240

**Mukilteo, WA**  
11601 Cyrus Way  
#101  
Mukilteo, WA 98275

**Davie, FL**  
3314 SW 49th Way  
#3  
Davie, FL 33314

**Jacksonville, FL**  
8600 Atlantic Blvd  
Jacksonville, FL 32211

**Phoenix, AZ**  
3615 S 28th St.  
Phoenix, AZ 85040

**Slidell, LA**  
56396 Frank Pichon Rd  
Slidell, LA 70458

**Hudson, NH**  
13 Rebel Road  
Hudson, NH 03051

**Albuquerque, NM**  
5760 Pino Ave NE  
Albuquerque, NM 87109

**Elgin, IL**  
1320 E. Chicago St.  
Elgin, IL 60120

**Canby, OR**  
7197 S Tull Road  
Canby, OR 97013

**Las Vegas, NV**  
3640 S Highland Drive  
Las Vegas, NV 89103

**Duncan, OK**  
1165 Boren Blvd  
Duncan, OK 73533

**Commerce City, CO**  
4810 Olive St.  
Commerce City, CO 80022

**Elkhart, IN**  
57475 Co Rd 3  
Elkhart, IN 46517

**Summerville, SC**  
211 Farmington Rd.  
Suite C  
Summerville, SC 29486

**Canonsburg, PA**  
2100 Washington Road  
Canonsburg, PA 15317

**College Park, GA**  
4850 Massachusetts Blvd  
College Park, GA 30337

**Charlotte, NC**  
2529 Oneida Road  
Charlotte, NC 28269

## Staffing Plan:

### Key Personnel and Experience

#### *Contract Management Team*

- Tony Matijevich | Chief Executive Officer
- TJ Matijevich | Chief Revenue Officer
- JR Sauder | President
- Ryan Frost | VP of Public Sector Sales
- **Jeff Johnson | Sales Executive, Project Manager**
- Jason Spore | Transit Bid Manager
- Carl Henderson | Senior Director of Service
- Rebecca Evel | Fleet Warranty Administrator

### Model 1 Lead Support Personnel for City of Conroe

#### **Ryan Frost – Vice President, Public Sector (40%)**

Ryan has extensive knowledge and experience with the Transit and Commercial Bus Industry, joining Model 1 in 2012. Ryan has over 24 years working with commercial bus and van manufacturers throughout the continental U.S. Working directly on multiple large contracts including but not limited to; FTA transit agencies in Oklahoma (Multiple contracts), Texas (Multiple contracts) and Colorado (Multiple contracts), his duties are centered on sales, operation, quality assurance, service/delivery and financial management.

#### **Jeff Johnson - Public Sector Sales Representative (75%)**

Jeff has 31 years experience in the Transit Industry with his focus being in Fleet Maintenance, Bus Manufacturing, Engineering, Service Support, sales and 14 years on the Texas Transit Association Board. His excellent reputation in the industry reflects the integrity and aggression he exhibits in the support of his customer base. Jeff has been recognized for outstanding customer service skills and innovative approaches for supporting customers.

#### **Valerie Lowell – Bid Analyst (50%)**

**Experience:** 20+ years bus industry experience working on both factory and dealership side as a bid analyst and cross-departmental functions.

**Education:** Bachelor's Degree in Business

**Scope of Responsibility:** Bid Analyst and factory liaison for Model 1. Responsibilities include bid related activities.

**Territory:** West of the Mississippi River

**Jason Spore – Transit Bid Manager (25%)**

Jason Spore has been in the bus industry for 25 years with 24 of those years doing bid and government functions. He attended school at Lake Washington Technical College and is regularly involved as a manufacturing liaison and ensuring transit contracts are built and delivered to the customer specifications.

**Raju Nadimpalli – VP of Aftermarket Operations**

Raju is an accomplished executive business leader with a proven track record of driving growth, profitability, and operational excellence across diverse industrial segments. With over 25 years of experience in international business development, P&L management, and leading high-performing global teams, Raju is integral to Model 1 Commercial Vehicles' continued success. His core expertise is centered on operational efficiency, ensuring excellence in Aftermarket service and Supply Chain operations.

**Warranty****Jacob McBurnie – Warranty Director**

**Experience:** 20+ years managing bus and van dealership service and operations as a National Sales Manager, National Operations Manager and Director.

**Education:** Masters Degree in Business Administration (MBA)

**Time Allotted to this Project:** 10%

**Scope of Responsibility:** Operations, service, support and warranty oversight of all aspects of the contract.

**Territory:** United States

**Rebecca Evel – Warranty Coordinator**

**Experience:** 12+ years working in the transit industry managing factory and aftermarket warranties for end users.

**Time Allotted to this Project:** 15%

**Scope of Responsibility:** Daily involvement and oversight of all aspects related to warranty obligations of the contract.

**Territory:** United States

## Service

### **Carl Henderson – Director of Service**

**Experience:** Practiced as a Master Automotive, Truck, and Bus Technician 40 years with-in Commercial, Retail, and Production facilities. Wide range of positions held in Engineering, Service Management, Field Support, Information Technology and Warranty Management.

**Time Allotted to this Project:** 15%

**Scope of Responsibility:** Holds the position of Director of Service for Model 1, as well as managing the Engineering Support Team for M1's Alternate Fuels Division.

**Territory:** United States

## Parts Department

**Pete Gallette – Parts Manager**

**David Del Medico – Parts Sales**

**James Knighten – Parts Sales**

## Office Support

**Jami King - DMV Manager**

ffi

## Manufacturer Management

### **Kim Yoder - Sales/Project Manager**

Kim has 25+ years of experience in the bus industry and will work with Model 1 to discuss options & process the order(s). She will also stay in constant communication with the appropriate staff at Model 1 to ensure that they stay informed during the production process & will assist with training at delivery. Kim will serve as project manager for ARBOC.

### **June Van Nevel – Senior Bid Administrator**

June has 25 years of experience in the bus industry. She will work closely with the project manager to process orders and ensure accuracy and spec compliance. June will coordinate pre-build meetings and work as liaison between ARBOC and the dealer, Model 1.

### **Dan Flynn – Quality, Customer Relations**

Dan has been with ARBOC for six years and will serve as the liaison between the end customer, dealer (Model 1) & Sales, Production and Engineering teams to ensure the product provided meets the specification requirements.

**Blain Hite - Director, Engineering**

Blain has been with ARBOC since its inception in 2008. He began his career at ARBOC in the engineering department and was moved into the Production Manager position after only a few years. In 2022, Blain was appointed to the position of Director of Engineering and will work closely with the Sales and Production teams to ensure the bus manufactured meets the specification requirements.

**Brad Fisher - Manager, Service & Warranty**

Brad has also been with ARBOC for six years and has extensive experience and knowledge in the automotive industry. Brad will assist with warranty items that may arise after the vehicles are delivered and will facilitate any training that is required in the bid specification.

*Model 1 Commercial Vehicles, Inc. does not anticipate using subcontractors on this contract and the level of effort proposed for principal members of the sales team will not be changed without notification.*

*Additional org charts and company information available upon request.*



DBA Creative Bus Sales, Inc.

**MODEL 1 COMMERCIAL VEHICLES**  
9225 Priority Way W. Dr.  
Suite 300  
Indianapolis, IN 46240

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## City of Conroe IFB# 1030-2025

### References

1. Corpus Christi Regional Transportation Authority 361-883-2287  
602 N. Staples Street  
Corpus Christi, TX 78405  
Derrick Majchszak [dmajchszak@ccrta.org](mailto:dmajchszak@ccrta.org)
2. City of San Antonio 210-207-7767  
100 W. Houston Street; 16<sup>th</sup> floor  
San Antonio, TX 78205  
LD McGarity [ld.mcgarity@sanantonio.gov](mailto:ld.mcgarity@sanantonio.gov)
3. City of Austin Airport 512-530-2242  
3600 Presidential Blvd.  
Austin, TX 78719  
Kenneth Wykoff [kenneth.wykoff@flyaustin.com](mailto:kenneth.wykoff@flyaustin.com)
4. San Antonio VIA 210-362-2000  
123 N. Medina Street  
San Antonio, TX 78207  
Daniel Rodriguez [daniel.rodriguezIII@viainfo.net](mailto:daniel.rodriguezIII@viainfo.net)
5. Fort Bend County 281-633-7433  
3737 Bamore Road  
Rosenberg, TX 77471  
Thomas Kuzimski [thomas.kuczynski@fortbendcountytexas.gov](mailto:thomas.kuczynski@fortbendcountytexas.gov)



*DBA Creative Bus Sales, Inc.*

**MODEL 1 COMMERCIAL VEHICLES**  
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Indianapolis, IN 46240

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## City of Conroe IFB# 1030-2025

### Ongoing & Completed Projects

- Corpus Christi Regional Transportation Authority – Completed
  - 80+ Arboc Low Floor Buses
  
- San Antonio VIA – Completed & Ongoing
  - 250+ Glaval Cutaway Buses
  
- Fort Bend County – Completed & Ongoing
  - 10 Glaval Cutaway Buses delivered
  - 16 Glaval Cutaway Buses on order
  
- Sun Metro – Completed & Ongoing
  - 45 E-Transits delivered
  - 45 E-Transits on order
  - 10 Glaval CNG Cutaway Buses delivered
  - 10 Glaval CNG Cutaway Buses on order
  
- Houston Metro – Completed & Ongoing
  - 450+ Arboc Low Floor and Glaval Cutaway Buses delivered
  - 40 Arboc Low Floor Buses on order
  
- City of McAllen – Completed & Ongoing
  - 10+ Glaval Cutaway Buses delivered
  - 4 Transit Vans delivered
  
- Waco Transit Services – Completed & Ongoing
  - 40+ Glaval Cutaway Buses delivered
  - 10 Glaval Cutaway Buses on order







*DBA Creative Bus Sales, Inc.*

**MODEL 1 COMMERCIAL VEHICLES**

9225 Priority Way W. Dr.

Suite 300

Indianapolis, IN 46240

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## City of Conroe IFB# 1030-2025

### HUB Certification

**Model 1 Commercial Vehicles, Inc. is not an HUB certified corporation.**

A handwritten signature in blue ink, appearing to be 'Jason Spore', written over a horizontal line.

**Jason Spore / Transit Bid Manager – 11/18/2025**



# MODEL 1 COMMERCIAL VEHICLES, INC.

Unique Entity ID <b>GFE1VN1UH2W4</b>	CAGE / NCAGE <b>3BKE3</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Jul 17, 2026</b>	
Physical Address <b>9225 Priority WAY West DR STE 300 Indianapolis, Indiana 46240-1575 United States</b>	Mailing Address <b>9225 Priority WAY West DR STE 300 Indianapolis, Indiana 46240-1575 United States</b>	

## Business Information

Doing Business as <b>CREATIVE BUS SALES, INC.</b>	Division Name <b>Model 1 Commercial Vehicles, Inc.</b>	Division Number <b>(blank)</b>
Congressional District <b>Indiana 07</b>	State / Country of Incorporation <b>Indiana / United States</b>	URL <b>www.model1.com</b>

## Registration Dates

Activation Date <b>Jul 21, 2025</b>	Submission Date <b>Jul 17, 2025</b>	Initial Registration Date <b>Sep 16, 2002</b>
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## Entity Dates

Entity Start Date <b>Jan 1, 1990</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USApending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes**

## Entity Types

### Business Types

Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Subchapter S Corporation</b>
Profit Structure <b>For Profit Organization</b>		

**Socio-Economic Types**

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments **No** Debt Subject To Offset **No**

EFT Indicator **0000** CAGE Code **3BKE3**

**Points of Contact**

**Electronic Business**

♀  
MICHELLE KNOCHEL, Ms. 9225 Priority WAY West Drive Suite 300 Indianapolis, Indiana 46240 United States

**Government Business**

♀  
DEREK WYMAN, MR. 9225 Priority WAY West Drive Suite 300 Indianapolis, Indiana 46240 United States

NICK CORLEY, MR. 9225 Priority WAY West Drive Suite 300 Indianapolis, Indiana 46240 United States

**Past Performance**

♀  
NICK CORLEY, MR. 9225 Priority WAY West Drive Suite 300 Indianapolis, Indiana 46240 United States

JASON SPORE, MR. 9225 Priority WAY West Drive Suite 300 Indianapolis, Indiana 46240 United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	441110	New Car Dealers
	485113	Bus And Other Motor Vehicle Transit Systems
	811111	General Automotive Repair
	811198	All Other Automotive Repair And Maintenance

**Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States **Any** Counties **(blank)** Metropolitan Statistical Areas **(blank)**



DBA Creative Bus Sales, Inc.

**MODEL 1 COMMERCIAL VEHICLES**  
9225 Priority Way W. Dr.  
Suite 300  
Indianapolis, IN 46240

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## City of Conroe IFB# 1030-2025

### Acknowledgement of Addendums

Model 1 Commercial Vehicles has received and are acknowledging the receipt of the following Addendums:

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Addendum 5

  
\_\_\_\_\_  
Jason Spore / Transit Bid Manager – 11/18/2025

**By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.**

Model 1 Commercial Vehicles, Inc.  
(Company Name)

4955 West Northgate Drive  
(Street Address / P.O. Box)

Irving, TX 75062  
(City / State / Zip Code) (Date)

888-633-8380  
(Phone)

Jason Spore; Transit Bid Manager  
(Name of Authorized Agent – Printed)

  
(Authorized Agent Signature)



**Sames Laredo Chevrolet**  
3701 E Saunders St  
Laredo, TX 78041

**Ben Laureano**  
Business Development Manager  
benl@sames.net | 956-606-6096

**November 10, 2025**

**City of Conroe**  
401 Sgt. Ed Holcomb Blvd., S  
Conroe, TX 77304

**Re: Bid #1030-2025 – City of Conroe Light Duty Vehicles**

Dear City of Conroe,

Sames Laredo Chevrolet, a division of Sames Auto Group, is pleased to submit our proposal for Bid #1030-2025. We fully understand the scope and requirements of this solicitation and are prepared to support the City with dependable vehicle procurement and responsive fleet services.

Our government fleet team brings extensive experience working with municipal agencies, providing consistent communication, timely delivery coordination, and accurate documentation throughout every stage of the procurement process. We are committed to maintaining clear points of contact, offering regular status updates, and ensuring a streamlined and professional experience for the City of Conroe.

Sames Laredo Chevrolet is dedicated to delivering reliable service, strong customer support, and efficient project management for the duration of this contract. We appreciate the opportunity to participate in this bid and stand ready to meet the City's needs.

Thank you for your time and consideration. I am authorized to enter into agreements on behalf of Sames Laredo Chevrolet.

Sincerely,  
**Ben Laureano**  
Business Development Manager  
Sames Auto Group

**By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid.**

Sames Laredo Chevrolet, Inc  
\_\_\_\_\_  
(Company Name)

3701 E Saunders St  
\_\_\_\_\_  
(Street Address / P.O. Box)

Laredo, TX78041  
\_\_\_\_\_  
(City / State / Zip Code) (Date)

956-606-6096  
\_\_\_\_\_  
(Phone)

Ben Laureano  
\_\_\_\_\_  
(Name of Authorized Agent – Printed)

*Ben Laureano*  
\_\_\_\_\_  
(Authorized Agent Signature)



**Bid #1030-2025 – City of Conroe Light Duty Vehicles**

**Company Background:**

- A. Years in business under present name.
  - A. 4 Years
- B. Name and address of each office location.
  - A. Principle Location – 3701 E. Saunders St., Laredo, Texas 78041
- C. Ownership structure (Corporation / Partnership).
  - A. S Corporation
- D. Names and titles of officers in the company.
  - A. Evelyn Sames CEO
  - B. Jerimy Bean CFO
  - C. Daryll Gremillion COO
- E. Company trade organizations/associations/affiliations
  - A. Sames Laredo Chevrolet

By my signature below I agree to comply with all the following specifications, terms and conditions pertaining to this Bid

Sam Pack's Five Star Ford

(Company Name)

Alan J Rosner, Director

(Name of Authorized Agent – Printed)

1635 S IH 35E

(Street Address / P.O. Box)

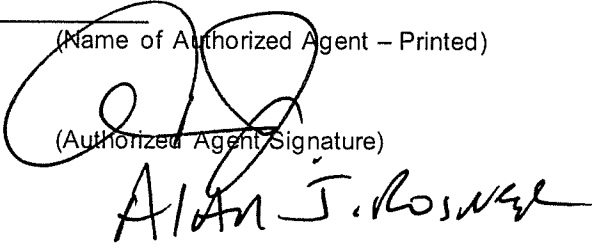
(Authorized Agent Signature)

Carrollton Texas 75006 11-19-2025

(City / State / Zip Code) (Date)

\_972-446-5031 x6

(Phone)



ALAN J. ROSNER



11/19/2025

### Company Background

Sam Pack's Five Star Ford in Carrollton began in February of 1980 (45 years). In May of 2003 a commercial fleet and government office was opened and we've been providing vehicles to that part of the industry ever since.

We are primarily in the Dallas-Fort Worth metro-plex. We have other dealerships, but only Carrollton serves the state and local government entities.

1635 S IH 35E, Carrollton Texas 75006

We are a partnership, Sam Pack is the sole partner.

Alan Rosner – Director – Government and Fleet sales

Trey Russell – General Manager –

Sam Pack – President

Tony Pack – Vice President

Charlie Nixon – COO

We are members of the Texas Automobile Dealers Association.

We hold co-operative contracts with TASB Buy Board – Texas Smart Buy – Houston-Galveston Area Council of Governments (H-GAC) Tarrant County Co-Operative –

The dealership is a member of the Metro-crest, Coppell, Lewisville, chambers of commerce.

We are a franchised Ford, Chevrolet, Subaru dealer in Texas.

Alan J Rosner

Director, Sam Pack's Five Star Ford  
Carrollton Texas 75006  
888.835.3389 x6



11/19/2025

LETTER OF UNDERSTANDING

Sam Pack's Five Star Ford has been vehicle co-operative contracts holder since for over 21 years. We currently hold contracts for Texas Smart Buy, TASB Buy Board, Tarrant County and Houston-Galveston Area Council of Governments (H-GAC).

We are fully prepared for this sort of contract and can handle most all of the aftermarket in house.

Thank you.

Alan J Rosner  
Director, Sam Pack's Five Star Ford  
Carrollton Texas 75006  
888.835.3389 x6



**Regular Council**

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Item Type: Presentation

Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider Othon, Inc. proposal for traffic signal design at HWY 105 and 10th Street.

**Summary / Recommendation**

This project will upgrade the existing traffic signal from a span wire configuration to mast arms at the intersection of HWY 105 and 10th Street. Othon, Inc. was selected through the RFQ process for Professional Services for the 2026 Traffic Signal Projects. Staff recommends awarding the traffic signal design services contract to Othon, Inc. for the HWY 105 at 10th Street project in the amount of \$71,680.00.

---

**Fiscal Impact**

**Expenditure Amount:** \$71,680.00  
**Revenue Amount:**  
**Account Number:** 602-8070-9030 SIG25-41  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

Othon Proposal



Purchasing

# CITY OF CONROE

Est. 1904

TO: Norman McGuire, Assistant City Administrator/Director of Public Works

FROM: Brandy Taylor, CTCD, CTCM, Engineering Manager / Contract Administrator

CC: Gary Scott, City Administrator  
Nancy Mikeska, Deputy City Administrator

DATE: March 13, 2026

RE: Professional Services – Traffic Design – HWY 105 at 10<sup>th</sup> Street

Council Approval:   X   Yes        No

---

The City released a Request for Qualifications (RFQ) for Professional Services for the 2026 Traffic Signal Projects. Othon, Inc. submitted qualifications and was selected to provide Traffic Design services for this project.

A review committee consisting of representatives from the Engineering and Public Works Departments evaluated and scored the submitted qualifications in accordance with the established evaluation criteria.

Following the evaluation process, Othon, Inc. was ranked as one of the qualified professional service providers for the 2026 Traffic Signal Projects.

Staff recommends awarding the Traffic Design professional services contract to Othon, Inc. for the HWY 105 at 10<sup>th</sup> Street project in the amount of \$71,680.00.



March 16, 2026

City of Conroe  
700 Metcalf St.  
Conroe, TX 77301

Subject: SH 105 E at 10<sup>th</sup> Street – Traffic Signal Design

To Zaria Abdalla Ali:

Othon, Inc. (Othon) is pleased to present this proposal to provide traffic engineering services for the signal design at the intersection of SH 105 E at 10<sup>th</sup> Street within the City of Conroe. The following scope of services has been developed based on our understanding of the project and items discussed during the scoping meeting. The scoping meeting minutes are included in **Attachment A**.

#### **Scope of Services**

The basic scope of service includes survey, traffic signal design, development of traffic signing timing plans, and construction phase services. In addition, coordination with TxDOT for final approval of the design plans will be performed.

#### ***Task 1: Project Management and Administration***

The Project Management and Administration task will include all activities necessary to ensure the project is delivered on schedule, within budget, and in alignment with client expectations. This will involve preparing and submitting monthly invoices and progress reports to document work completed and upcoming tasks. Regular meetings with the client will be conducted to review progress, address questions, and confirm project direction. Project coordination will be carried out both internally among the project team and with TxDOT as needed to facilitate communication, resolve issues, and maintain alignment across all aspects of the project.

#### ***Task 2: Data Collection***

Traffic Data Collection effort will include the following:

- Field Observations – A field visit to document the existing field conditions including lane geometry, roadway configuration, signing and pavement markings, traffic patterns, bottleneck areas, operational issues, and queue backups will be conducted.
- Turning Movement Counts (TMC's) – 24-hour Turning Movement Count (TMC's) at the intersection of SH 105 E at 10<sup>th</sup> Street

#### ***Task 3: Survey***

The survey will be completed by the subconsultant Weisser Engineering. Detailed information about the scope of the survey task can be found in **Attachment B**.

#### ***Task 4: Traffic Signal Design***

The signal design will include replacement of the existing traffic signal, pedestrian ramps, coordination with the adjacent TxDOT SH 105 E project, and signing and pavement markings designs. The project will be designed in accordance with TxDOT Houston District and Statewide Standards or City of Conroe Specifications when TxDOT Standards are not available. Utility coordination will be performed to confirm available power service and identify any required modifications.

**Task 5: Traffic Signal Timing Plans**

Traffic signal timing services will be provided for the proposed traffic signal at the intersection of SH 105 E at 10<sup>th</sup> Street. Signal timing will be developed for the existing conditions. Turning movement volumes will be used to develop optimized signal timing plans. The analysis and signal timing optimization will be completed using the latest version of Synchro.

A single weekday field visit will be conducted to observe existing traffic operations and field conditions. The field visit will include observations of adjacent signals during the AM peak, mid-day (MD), and PM peak periods. The field observations will be used to verify traffic patterns, lane utilization, turning movements, and general operational characteristics to support the development and refinement of the proposed traffic signal timing plans.

The signal timing effort will include development of signal timing plans for the proposed signal for weekday and weekend conditions (AM peak, mid-day peak, PM peak, and off-peak), including cycle length, phase splits, offsets, and coordination parameters consistent with the existing system. Evaluation of lane group phasing, protected/permitted left-turn phasing, and pedestrian timing to ensure compliance with TMUTCD requirements. Coordination of the proposed signal with adjacent signals using existing system timing parameters obtained from timing sheets requested from the controlling agency. Preparation of signal timing sheets suitable for review by the City of Conroe or TxDOT and for use during signal implementation.

**Task 6: Construction Phase Services**

Othon will support the City of Conroe during the construction of the traffic signal by responding to RFIs, reviewing submittals and attending the pre-construction and bid phase meetings.

**Project Schedule**

Othon will commence work on the project upon receipt of the signed authorization. The schedule for completing the survey is eight weeks after receipt of the signed authorization. The first submittal of the traffic signal design will be completed eight weeks after receipt of the survey. Othon will respond to any comments from the client and/or agency in a timely manner after receipt of said comments and prepare documents for re-submittal.

**Deliverables**

The deliverables include PS&E documentation for the traffic signal design PS&E milestone deliverables at 30%, 60%, 90%, and Final along with coordination meetings, traffic signal timing plans, and response to construction submittals and RFIs. For the survey, the deliverables include a signed and sealed PDF and Civil 3D (.dwg ) file.

**Compensation**

The proposed total compensation for the above basic scope of services is a lump sum fee of \$ 73,240. A breakdown by phase is provided below:

Task 1: Project Management and Administration	\$ 2,800.00
Task 2: Data Collection	\$ 4,900.00
Task 3: Survey	\$ 18,480.00
Task 3A: Level A SUE	\$ 6,900.00
Task 4: Traffic Signal Design	\$ 28,000.00
Task 5: Traffic Signal Timing Plans	\$ 5,900.00
Task 6: Construction Phase Services	\$ 4,700.00
<b>Total</b>	<b>\$ 71,680.00</b>

### Additional Services

Additional services, if needed, will be considered outside the scope of the basic fee. Othon requests the right to provide you with a proposal to accomplish any additional services (if required).

Additional services could include, but are not limited to, the following items which are not part of the basic fee:

1. Any additional Data Collection,
2. Any Operational Analysis or traffic modeling to graphically demonstrate the congestion,
3. Inclusion of any additional intersections not listed within the scope of services,
4. Implementation of the Traffic Signal Timing Plans
5. Other traffic related activities outside of those stated in the basic scope of services, and
6. Any other changes requested by the agency.

The details mentioned in the scope of services above are based on some assumptions and are subject to change based on the discussion with the scoping agency. We look forward to working with you on this assignment. Should you have any questions regarding the proposed scope of services presented in this proposal, please do not hesitate to call me at 704.974.5470 at your convenience. Thanks again for the opportunity to serve you on this project.

Sincerely,



Elizabeth Shelton, PE, PTOE  
Business Group Director – Traffic Engineering Group  
Othon, Inc

**FROM:** Beth Shelton, PE, PTOE, OTHON Project Manager

**DATE/TIME:** 2/11/2026 2:00 PM

**TOPIC:** Traffic Signal Upgrades - SH 105 East at 10th Street Scoping Meeting

#### **ACTION ITEMS**

- City to provide
  - Scoping the Level of Effort Templates
  - Traffic Signal Timing Plans
  - Pre-approved Surveyor list
  - TxDOT Plans for adjacent project
  - Design/Standards for illuminated street name signs
- Othon
  - Coordinate with Surveyor

#### **Meeting Overview**

The meeting began with introductions and an overview of the proposed scope. The project consists of reconstructing the existing traffic signal at the intersection of SH 105 East and 10th Street, converting it to a mast arm configuration. The project will include all new equipment and will incorporate the TxDOT project currently underway on the eastern leg of the intersection. That project includes revisions to the pedestrian ramps at the northeast (NE) and southeast (SE) corners and is anticipated to be completed in 2028. The City of Conroe will provide the design plans associated with that effort.

The proposed traffic signal will include a fiber interconnect, a Cradlepoint cellular modem, and illumination mounted on the traffic signal poles. The street name signs will be a special illuminated design. There is no railroad preemption currently in place, and none is required. Othon will evaluate whether additional right-of-way (ROW) is needed.

The City utilizes TxDOT Standards and Specifications. The City anticipates a one-week review period and expects revised plans to be returned within one week. While no formal deadline has been established, the City does not want the project to linger.

Jenifer, Nicole, Hunter and Tara are completing the paperwork on the City’s side and should be included on all emails. Rigoberto is the City’s PM. Beth is Othon’s PM and primary point of contact.

Scoping items include preparation of PS&E documentation; pavement markings for several hundred feet; traffic counts; traffic signal timing plans; utility coordination; and construction phase services. TxDOT will review the final PS&E package. Othon will subcontract with a pre-approved survey firm to perform SUE Level A services. The surveyor will coordinate with the City for municipal utilities and contact 811 for all other utilities.

The bid phase scope is anticipated to include responses to RFIs and submittals, attendance at one pre-bid meeting (1 hour), and one pre-construction meeting (1 hour). Submittal review is expected to be limited.

**Attendee List**

<b>Name</b>	<b>Organization</b>	<b>Name</b>	<b>Organization</b>
Jennifer Gilmore	City of Conroe	Rigoberto Franco	City of Conroe
Hunter Gambill	City of Conroe	Greg Hall, Jr	City of Conroe
Tara Gaha	City of Conroe	Daniel Wade	City of Conroe
Robby Saavedra	City of Conroe	Patrick Ngalamulume	City of Conroe
Willy Villon	City of Conroe	Beth Shelton	Othon
Zaria Ali	City of Conroe	Ramon Salazar	Othon
Nichelle Jones	City of Conroe		

## PROPOSAL AGREEMENT FOR PROFESSIONAL SERVICES

Effective Date: March 12, 2026

Beth Shelton  
OTHON  
575 N. Dairy Ashford, Suite 650  
Houston, TX 77079  
713-975-8555  
[bshelton@othon.com](mailto:bshelton@othon.com)

Proposal for Professional Services in Connection With: Traffic Signal Design Project at SH 105 E and 10<sup>th</sup> Street intersection, Conroe, Montgomery County, Texas

Dear Ms. Shelton

Weisser Engineering & Surveying (WES) is pleased to submit this proposal and terms of service (together, the "Agreement") to OTHON (the "Client").

### I. SCOPE OF SERVICES

Weisser Engineering & Surveying will provide the following services ("Services") to Client:

1. Boundary and Topographic Survey for Traffic Signal Upgrades located at State Hwy 105 East and 10th Street, City of Conroe, Texas. WES will scan the intersection and convert to TxDOT Standard drawing format (Open Road Designer), including pavement markings. WES will perform a Right-of-Way and Control survey of SH 105 and 10th Street for 250 feet from the centerline of the intersection. WES will perform an 811 call and locate all marked utilities. WES will coordinate with the City of Conroe. Deliverables will be a signed and sealed PDF, and a Civil 3D (dwg) file. Horizontal control will be based on North American Datum 1983 (NAD 83) grid values (no project adjustment factors). Vertical control based on North American Vertical Datum of 1988 (NAVD 88) and tied to City of Conroe survey benchmarks

NOTE: WES did not include any parcel plats or title research in this proposal.

Scanning COST: \$8,490.00

Boundary and Control COST: \$5,280.00

Utility Locate COST: \$4,710.00

**TOTAL COST: \$18,480.00 (non-taxable for governmental entity)**

2. Level A Subsurface Utility Engineering (SUE) services performed by others. City of Conroe is requesting targeted exploration. This means a QLA on necessary features. At this point in the process, we are unsure how many concerns there could be. Exact pole locations will need to be marked prior to excavation. This proposal includes a full day of vac-truck operation. More may be required if many obstructions are located.

**COST: \$6,900.00 (non-taxable for governmental entity)**

**TOTAL COST: \$25,380.00 (non-taxable)**

The Client will provide the following:

Site access and current title commitment

## II. TERMS AND CONDITIONS

1. This Agreement may only be modified by a writing acknowledging agreement of modification by both parties.
2. The Responsible Party signing this Agreement agrees to be fully responsible for the timely and complete payment for Services within thirty (30) days of invoicing. Any requests for modification of this provision must be signed by an officer or department director of Weisser Engineering & Surveying.
3. Weisser Engineering & Surveying is an independent contractor. Nothing in this Agreement forms a partnership, joint venture, employment, franchise, master-servant, or agency relationship between Client and Weisser Engineering & Surveying.
4. WEISSER ENGINEERING & SURVEYING SHALL ONLY BE LIABLE FOR DAMAGE OR LOSS TO ANY PERSON OR PROPERTY TO THE EXTENT SUCH DAMAGE OR LOSS IS CAUSED BY WEISSER ENGINEERING & SURVEYING'S NEGLIGENT ACT OR OMISSION IN CONNECTION WITH THE SERVICES. WEISSER ENGINEERING & SURVEYING'S LIABILITY TO CLIENT OR ANY OTHER PARTY FOR CLAIMS OF ANY KIND, WHETHER BASED ON CONTRACT OR TORT OR OTHERWISE RELATING TO THIS AGREEMENT, SHALL NOT EXCEED THE COMPENSATION PAID OR OWED TO WEISSER ENGINEERING & SURVEYING FOR SERVICES UNDER THIS AGREEMENT.
5. Client shall not solicit Weisser Engineering & Surveying employees for purposes of employment during the course of the Agreement or for a period of twelve (12) months thereafter. Client acknowledges and agrees that breach of this provision may result in irreparable and continuing damage to Weisser Engineering & Surveying, for which there would be no adequate remedy at law, and that, in the event of such breach, Weisser Engineering & Surveying may be entitled to equitable or injunctive relief and/or a decree for specific performance, in addition to all such other and further relief as may be available at law, in equity, or otherwise.
6. Upon request, Weisser Engineering & Surveying may make electronic files of its CAD drawings available to Client on an "as is" basis for informational purposes only that may not be relied upon for any other purpose. ALL WARRANTIES AND REPRESENTATIONS OF ANY KIND WITH REGARD TO ELECTRONIC FILES ARE DISCLAIMED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE. Since revisions or additions to design file drawings may occur at any time, Client agrees to indemnify, defend and hold harmless Weisser Engineering & Surveying, its officers, directors, agents, shareholders, and employees from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees, arising from the use of outdated or amended design file drawings by Client or any third party, and such indemnification shall survive acceptance of said file(s) by Client or the termination of this Agreement. Client promises to notify any third party that the third party may not reasonably rely on electronic files, drawings, or documents not directly provided to such third party by Weisser Engineering & Surveying.
7. This Agreement shall be deemed entered into in Texas and shall be governed by and construed and interpreted in accordance with the laws of the State of Texas, without reference to any rules of conflict of laws. Venue shall be in Houston, Harris County, Texas.
8. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

9. This Agreement may be executed by facsimile or scanned and electronically transferred signatures. A copy of this Agreement bearing such a signature or signatures shall have the same force and effect as an original agreement with inked original signatures. Once signed, any reproduction of this Agreement made by reliable means (e.g., photocopy, scan, facsimile) is considered an original.
10. Client's failure to sign and return this Agreement to Weisser Engineering & Surveying within fifteen (15) days of Effective Date renders the Agreement voidable by Weisser Engineering & Surveying.
11. Notwithstanding anything to the contrary in this Agreement or any other ancillary documents, Weisser Engineering & Surveying shall not be responsible for delays caused by factors beyond Weisser Engineering & Surveying's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of Weisser Engineering & Surveying's services or work product, or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond Weisser Engineering & Surveying's reasonable control occur, Client agrees that Weisser Engineering & Surveying shall not be responsible for damages, nor shall Weisser Engineering & Surveying be deemed in default of this Agreement or any other agreement.

We appreciate the opportunity to provide this proposal. If you have any questions or comments, please do not hesitate to contact Mike Buehner ([mbuehner@weissereng.com](mailto:mbuehner@weissereng.com)).

The Client, by signing below, represents that he or she has the authority to enter into this Agreement, agrees to the terms and conditions in this Agreement, is willing to be the Responsible Party, promises to pay the invoiced amount within thirty (30) days of invoicing, and authorizes Weisser Engineering & Surveying to proceed with the Services as described above.

**CLIENT**

OTHON

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**WEISSER ENGINEERING & SURVEYING**

By: Taylor R. Sass

Printed Name: Taylor R. Sass

Title: President & CEO

Date of Acceptance: 03/12/2026

Please provide an email address for Accounts Payable contact for invoicing purposes:

\_\_\_\_\_



**Regular Council**

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Item Type: Presentation

Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider Kimley-Horn proposal for traffic signal design at North Loop 336 and Plantation Drive.

**Summary / Recommendation**

This project will upgrade the existing traffic signal from a span wire configuration to mast arms at the intersection of North Loop 336 and Plantation Drive. Kimley-Horn was selected through the RFQ process for Professional Services for the 2026 Traffic Signal Projects. Staff recommends awarding the traffic signal design services contract to Kimley-Horn for the North Loop 336 and Plantation Drive project in the amount of \$69,950.00.

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**Fiscal Impact**

**Expenditure Amount:** \$69,950.00  
**Revenue Amount:**  
**Account Number:** 602-8070-9030 SIG25-42  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

Kimley Horn Proposal



March 2, 2026 (revised)

Rigoberto Franco  
City of Conroe - Engineering  
700 Metcalf Street  
Conroe, Texas 77301

**RE: *City of Conroe –Traffic Signal Design for N Loop 336 at Plantation Drive  
Professional Engineering Services Proposal***

Dear Mr. Franco:

Kimley-Horn and Associates, Inc. (“the Engineer”) is pleased to submit this letter proposal (the “Agreement”) to the City of Conroe, Texas (“the City”). This proposal is to provide professional engineering services associated with a traffic signal modification at the intersection of N Loop 336 and Plantation Drive located within the City to be incorporated into a separate Agreement.

## PROJECT UNDERSTANDING

The Engineer understands that the City plans upgrade the existing span-wire traffic signal at N Loop 336 and Plantation Drive to a mast-arm signal design.

Kimley-Horn assumes the following will be provided by the City:

1. Any traffic data available for this intersection
2. As-built plans and CAD files for design intersection
3. Available GIS information for this intersection
4. City will secure Traffic Signal Permit and/or other permits, if required from other agencies

Kimley-Horn shall be entitled to rely on the completeness and accuracy of materials supplied by others in the completion of their services under this agreement.

## SCOPE OF SERVICES

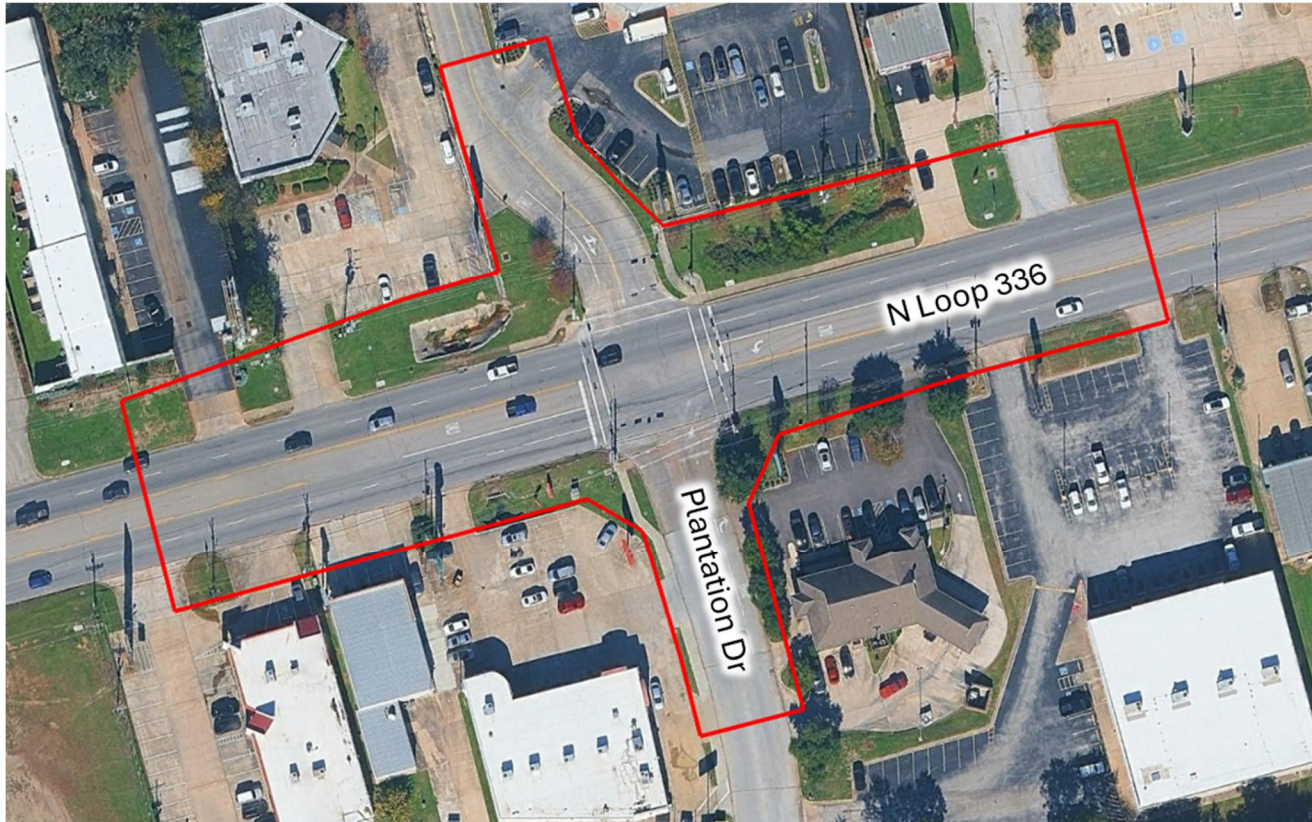
The scope of services includes the following tasks:

### **Task 1. – Topographic Survey**

Kimley-Horn will prepare a Category 6, Condition II topographic & utility survey of the Subject Site to be substantially conforming with the 2024 edition of the Manual of Practice published by the Texas Society of Professional Surveyors (TSPS) consisting of the following:

- Spot grade elevations will be obtained as follows:
  - 50' by 50' grid and at visible grade breaks within the full limits of Loop 336 and Plantation Drive public right of way within boundary of the subject site being +/- 300' East and West of Intersection along Loop 336 and +/- 150' North and South of intersection along Plantation Drive.
- Contour lines at a 0.5-foot interval will be depicted on the survey map as dashed lines.
- The location of substantial, visible improvements (i.e. building perimeters, sidewalks, fences, curb lines, signs, paving, and paint striping) within the survey area will be mapped and identified.

A tree survey is excluded from the scope of this task. Limits of the topographic survey are shown in **Figure 1**.



**Figure 1.** Topographic Survey Limits

## **Task 2. – Subsurface Utility Investigation Level “D-A”**

Kimley-Horn or its consultants will perform up to four (4) subsurface utility investigation within the Subject Site in accordance with in general accordance with the recommended practices and procedures described in ASCE publication ASCE/UESI/CI 38-22 “Standard Guideline for Investigating and Documenting Existing Utilities” which includes, obtaining and reviewing historical records and as-built drawings, locating 811 markings, utilizing ground penetrating radar to investigate the presence of non-toneable subsurface anomalies, and electromagnetic equipment in an effort to detect and designate toneable utility lines. Level “A” effort involves the direct exposure (physical excavation or hydro excavation as applicable) of the facilities to measure, and dimension said facilities. Utility segments or features shall be tied to the project survey datum with a measured vertical accuracy of 0.1’ and horizontal accuracy of 0.2’ for measurements of the outside limits of the utility feature or segment exposed.

## **ASSUMPTIONS**

1. Kimley-Horn is not responsible for abstracting Subject Site. Surveyor will review and show only those existing recorded encumbrances as reflected in current title commitment provided by Client and Kimley-Horn’s responsibility in this regard is subject to the limitations and restrictions of that commitment.
2. All Horizontal Survey Control shall be referenced to the Texas State Plane Coordinate System, Central Zone, NAD83 (Grid Coordinates).
3. Vertical Topographic information will be based on the nearest existing FEMA or City of Conroe published Benchmark, and a minimum of 2 (two) temporary benchmarks will be established on-site at the time of survey. Additional future TBM’s will be set if necessary, at additional cost.

4. Utility information shown on the survey is based on visible above ground improvements and evidence found on-site at the time survey, coupled with markings from Digress, and available record drawings from the City of Conroe, Montgomery County, TxDOT, Applicable M.U.D., energy, and telephone companies at the time of survey. No subsurface referral, inspection, probing, or excavation is included within the scope of this contract.
5. Kimley-Horn is liable to show only that information which is marked and available at the time of survey. Other utility lines or plans that may exist or be discovered during future investigation or uncovered during ongoing construction phases Kimley-Horn's responsibility in this regard is limited to the information provided and marked at the time of survey.
6. It is the contractor's responsibility to contact Digress or other utility location service, for location of underground utilities, prior to construction.
7. The survey will graphically plot Special Flood Hazard areas as taken from the Flood Insurance Rate Map (FIRM) published by Federal Emergency Management Agency (FEMA).
8. Kimley Horn will provide topographic survey with linework electronically to the City of Conroe as a signed and sealed PDF and Civil 3D (.dwg) file.

### **Task 3. – Traffic Data Collection**

Kimley-Horn, through a subconsultant, will collect turning movement counts at the study intersection during a typical weekday AM peak and PM peak two-hour periods. Kimley-Horn will review the data, evaluate existing lane assignments at the intersection, and provide City with an email summary of any recommended changes to lane assignment for the intersection. Traffic count summary data will be provided to the City.

### **Task 4. – Traffic Signal Designs**

Kimley-Horn will design a mast-arm configuration traffic signal at the project intersection. The scope for traffic signal design will include developing the signal layout for mast-arm signal pole configuration, signal head configuration, electrical details, signing and pavement marking layouts, signal pole and foundation standards, quantities and construction cost estimates, and specifications.

#### ***Project Meetings***

- (a) After the 60% submittal, Kimley-Horn will prepare for and attend one meeting with City of Conroe staff to receive comments.
- (b) After the 90% submittal, Kimley-Horn will prepare for and attend one meeting with City of Conroe staff to receive comments.
- (c) During the course of the project, Kimley-Horn will prepare for and attend up to two additional project coordination meetings with the City of Conroe.

#### ***Base Map and Specifications Assembly***

- (a) Kimley-Horn will conduct one field observation in an effort to confirm existing signage and traffic control devices as depicted on the CAD files and topographic survey. Kimley-Horn will use field observations, topographic survey, and any GIS/as-built information provided by the City as the basis for the signal design.
- (b) Kimley-Horn will use applicable TxDOT – Houston District and City design standards and specifications.

#### ***Design Phase***

Kimley-Horn will prepare the traffic signal design plans at 1" = 40' on 11" x 17" plan sheets using OpenRoads (latest version). Kimley-Horn will coordinate with the electric power company to identify a source for electrical service. The traffic signal design plans will include the following plan sheets.

- Title Sheet
- Summary of Quantities
- Traffic Signal Notes
- Existing Conditions Sheet (if applicable) showing existing intersection and roadway layout, signs, pavement markings, other notable above ground features, and the recorded utilities

- Traffic Signal Layout Sheet including overhead signs and pedestrian elements
- Traffic Signalization Detail Sheet with electrical chart, timing table, Loop detectors and/or with RPDD connection diagram, and general notes
- Elevation Sheet showing proposed signal views per approach
- Signing and Pavement Marking Layout Sheet
- Standard Detail Sheets as may be applicable

### ***Deliverables/Submittals***

60% Submittal Kimley-Horn will submit 60% signal design plans and specifications/special provisions in accordance with the 60% submittal format. Kimley-Horn will also submit the 60% signal design plans to the franchise utility providers for their review of the existing utility locations depicted on the plans. Kimley-Horn will address one simultaneous round of reasonable review comments from the City and franchise utility providers.

90% Submittal Kimley-Horn will submit 90% signal design plans and specifications/special provisions in accordance with the 90% submittal format. Kimley-Horn will address one round of reasonable review comments from the City.

100% (Final) Submittal Kimley-Horn will provide one full set of sealed original 100% signal design plans and one full set of specifications/special provisions. We will submit the 100% signal design plans to the franchise utility providers for signature, if required. Kimley-Horn will also produce standard bid-related documents to assist the City with the bidding process. We will also prepare an engineer's opinion of probable construction cost one time based upon the 100% signal design plans.

Kimley-Horn will provide basic signal timings for programming into signal controller by Contractor upon completion of traffic signal installation.

### **Task 5. – Bid Phase Services**

The Engineer will perform the following for public bidding of the above design. Based on conversations with the City, the project will be publicly bid, and the bids evaluated based on a best value bid with scoring criteria to be outlined by the City-provided contract documents.

- A. Attend pre-bid meeting
- B. Issue addenda as required. Provide responses to technical questions during the bid period as requested by the City
- C. Complete a bidding score sheet and scan and email his/her completed score sheet in for inclusion in the scoring process
- D. Prepare conformance document based on addenda issued. Provide one electronic submittal to the City of PDFs of conformed Design Plans and Specifications and a total of five (5) hard copies of the same for the Contractor and City

The City will provide the following information for Task 4. The Engineer will rely on the completeness and accuracy of each:

- A. All up-front contract documents required for the bidding including bidding requirements, bid forms, scoring criteria, contract forms, contract conditions, and any standard specifications.
- B. Time and place for the pre-bid meeting and bid opening to be included in the bidding documents.
- C. Public advertisement for bidding of the project.

#### **Task 6. – Construction Phase Services (Hourly)**

Kimley-Horn will perform Construction Phase Services, if requested by the City, based on the Standard Rate Schedule attached. The services could include review of shop drawings, submittals and samples, as well as coordination with the Contractor and Client as needed through installation and final observation of the signal installation. Prior to performing construction phase services, Kimley-Horn will notify the City about the anticipated effort which will be billed based on the attached Standard Rate Schedule. The Engineer has assumed the following construction phase tasks under this project:

- (1) Requests for Information - RFIs (**5 per signal** assumed): Respond to reasonable and appropriate Contractor RFI and issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by County.
- (2) Review Contractor Submittals and Shop Drawings (**5 per signal** assumed): Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- (3) Plan Revisions for Field Changes (**4 sheets** assumed): Engineer will provide minor revisions to plans in order to address differing site conditions, third party accommodation, or other owner directed changes. Revisions to plans will include revision clouds around any changes, will include descriptions and quantities of changes, CAD files, and will be sealed by a professional engineer.
- (4) Attend Meetings (**6 hours** assumed): Engineer will attend meetings at the project site and progress meetings as requested.
- (5) Prepare Record Drawings for the signal designs.

Limitation of Responsibilities. Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Consultant shall not have the authority or responsibility to stop the work of any Contractor.

Providing assistance during signal turn-on and/or preparation of traffic signal timing plans are not part of the Construction Phase Services, but can be performed as additional services based on the Standard Rate Schedule.

### ADDITIONAL SERVICES

Any services beyond the Scope of Services described in the tasks above shall be considered additional services and performed at our then current hourly rates (see attached hourly rate schedule). Kimley-Horn can provide these services, if needed, upon the City's issuance of a written Task Order. Any additional amounts paid to Kimley-Horn as a result of the material change to the Scope of the Project shall be agreed upon in writing by both parties before the services are performed.

### SCHEDULE

Task 1 Topographic Survey:	6 weeks after NTP
Task 2 Subsurface Utility Investigation Level "D-A":	2 weeks after requested by City
Task 3 Traffic Data Collection:	2 weeks after NTP
Task 4 Traffic Signal Design:	
60% Design:	6 weeks after receiving surveys
90% Design:	4 weeks after receipt of agency comments on the 60% signal design plans
Final (100%) Design:	4 weeks after receipt of agency comments on the 90% signal design plans
Task 5 Bid Phase Services:	2 weeks after final 100% design submittal or per City schedule
Task 6 Construction Phase Services:	Varies based on City bid/construction schedule

Times for performance shall be extended as necessary for delays due to circumstances that Kimley-Horn does not control. Kimley-Horn shall not be liable for or be deemed in breach because of delays caused by any factor outside of its reasonable control.

### FEE AND BILLING

Kimley-Horn will perform the scope of services under this work authorization Tasks 1 through 6 described above for the fees indicated below. All project-related direct expenses are included in these fees. The breakdown of fees for each Task is detailed below. The City agrees to pay the Engineer a lump sum amount for Tasks 1 - 5 and an hourly not to exceed amount for the services of Task 6 as indicated below. Services performed under Task 6 will be billed per the attached hourly rate schedule.

Task 1 Topographic Survey	\$ 11,400.00 (Lump Sum)
Task 2 Subsurface Utility Investigation Level "D-A"	\$ 17,800.00 (Lump Sum)
Task 3 Traffic Data Collection	\$ 1,250.00 (Lump Sum)
Task 4 Traffic Signal Designs	\$ 32,000.00 (Lump Sum)
Task 5 Bid Phase Services	\$ 2,500.00 (Lump Sum)
Task 6 Construction Phase Services	\$ 5,000.00 (Hourly)
<b>Total Fee</b>	<b>\$ 69,950.00</b>

Fees will be invoiced monthly based upon the percentage of services performed as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

**CLOSURE**

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute this Agreement in the space provided below, and return a hard copy or scanned copy to us.

Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Ryan Eurek, P.E.  
Project Manager



Vivek Deshpande, PE  
Vice President

Attachments:

1. Hourly Rate Schedule

## Kimley-Horn and Associates, Inc.

### Standard Rate Schedule

(Hourly Rate)

Analyst	\$150 - \$245
Professional	\$245 - \$275
Senior Professional I	\$290 - \$355
Senior Professional II	\$380 - \$440
Senior Technical Support	\$135 - \$315
Support Staff	\$100 - \$165
Technical Support	\$110 - \$190

*Effective through June 30, 2026*

*Subject to annual adjustment thereafter*



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

Item Type: Presentation

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider Cobb, Fendley & Associates, Inc. proposal for traffic signal design at SH 75 and Mill Avenue.

**Summary / Recommendation**

This project will upgrade the existing traffic signal from a span wire configuration to mast arms at the intersection of SH 75 and Mill Avenue. Cobb, Fendley & Associates, Inc. was selected through the RFQ process for Professional Services for the 2026 Traffic Signal Projects. Staff recommends awarding the traffic signal design services contract to Cobb, Fendley & Associates, Inc. for the SH 75 at Mill Avenue project in the amount of \$74,750.00.

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**Fiscal Impact**

**Expenditure Amount:** \$74,750.00  
**Revenue Amount:**  
**Account Number:** 602-8070-9030 SIG25-15  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

Cobb Fendley Proposal





February 19, 2026

City of Conroe  
Attn: Ms. Jennifer Gilmore  
700 Metcalf St  
Conroe, Texas 77301

## PROPOSAL FOR PROFESSIONAL SERVICES

Re: **SH 75 at Mill Ave Traffic Signal Design**  
Proposal for Traffic Engineering Services

Dear Ms. Gilmore:

Cobb, Fendley & Associates, Inc. ("CobbFendley") is pleased to propose professional traffic engineering services to you in the not to exceed amount of \$74,750.00 in connection with the survey, SUE, design, bidding and construction of the following intersection located in Conroe, Texas:

- SH 75 at Mill Ave

Please find attached to this letter a description of the services to be provided by CobbFendley as well as a fee schedule. CobbFendley will use best engineering practices to complete its Services as follows:

- Survey and SUE (40 working days)
- Design (120 working days – assuming 10 working day City of Conroe reviews)
- Bid Phase Services (50 working days)
- Construction Phase Services (210 working days)

The opportunity to propose professional traffic engineering services is appreciated and we look forward to working on this project with you.

Sincerely,

**COBB, FENDLEY & ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "B. Castille".

Brian Castille, P.E., PTOE  
Department Manager | Traffic

Attachment: Project Scope  
Fee Schedule

## **SCOPE OF SERVICES**

### **Project Location:**

SH 75 at Mill Ave in Conroe, Texas

### **Project Description:**

For this description, it is assumed that Mill Ave runs east / west and SH 75 runs north / south. Design proposed traffic signal with pavement markings and pedestrian curb ramp modifications at the intersection itself. For areas with lack of curb, broken curb and areas of ponding within 50 feet of the intersection, add details to address these issues. No profile will be included (plan view only). Existing traffic signal will remain operational during construction. Project components are survey, SUE, design, bid phase services and construction phase services.

### **Project Limits:**

Intersection of SH 75 at Mill Ave.

### **Scope of Work:**

#### ***Lump Sum Tasks***

#### **Project Management**

Overall management of the tasks associated with this project including the QA / QC process in order to ensure a quality product for the length of project until completion.

#### **Agency Coordination / Progress Meetings**

Attend up to 2 meetings and coordinate with the City of Conroe.

Note: This does not include any Advance Funding Agreement (AFA) coordination / documents (not expected as part of this project) and USACE coordination is not expected as part of this project. TxDOT coordination is expected to be through the City of Conroe and not the DAP system based on prior project protocols.

#### **Topographic Survey and Subsurface Utility Engineering (SUE)**

Topographic survey (2D, local control) will be performed within the project limits (200' from intersection on each approach). Level A SUE will be performed on the utilities within 5 feet of the proposed mast arm pole foundation centers. A "one call" will be performed to have utilities field located. The topographic survey will include at a minimum the following:

- Right of Way
- Easements (if applicable)
- Existing Curb

- Sidewalk (including pedestrian curb ramps)
- Water line locations (including fire hydrants)
- Gas line locations
- Power pole locations
- Storm sewer (including storm sewer inlets)
- Manholes
- Valves
- Utility markers
- Phone and Fiber Optic Cable
- Sanitary sewer
- Overhead utilities (phone and electric)
- Other utilities
- Driveways
- Trees and shrubs
- Ground boxes
- Roadway illumination
- Roadside signs
- Other significant features

Topo survey with lineworks to be delivered electronically to the City of Conroe in signed and sealed pdf and C3D (.dwg format). Horizontal control will be based on the North American Datum 1983 (NAD 83) CORS 2011 Adjustments in grid values (no project adjustment factors). Vertical controls will be based on the North American Datum of 1988 (NAVD 88) and will be tied to the City of Conroe Survey Benchmarks. Differential leveling will be performed between primary control points to assure data quality.

**Utility Coordination with City (for Topographic Survey)**

Coordinate with City of Conroe staff to obtain locations of sanitary sewer, storm sewer and water lines that are not located as part of the “one call” to include in the topographic survey file.

### **Site Visit and Survey Verification**

A site visit shall be performed to survey and investigate site conditions and to review general field survey information.

### **Traffic Signal Design**

A traffic signal design shall be produced for the intersection of SH 75 at Mill Ave. Below is a summary of the design elements that shall be provided for the intersection:

- Full traffic signal design
- Mast arm pole design

These proposed traffic signal improvements shall be provided in a set of plans as required by the City, which includes the following:

- Title Sheet / Index
- Summary of Quantities Sheet
- Signed and Sealed Survey Sheet
- Existing Condition Diagrams
- Proposed Traffic Signal Layouts
- Traffic Signal Elevations
- Electrical Schedule, Sign Design, Phasing Diagrams
- Signing and Pavement Marking Layout
- Paving Layout (Pedestrian Curb Ramps, Minor Pavement Modifications)
- General Notes
- Traffic Signal Notes
- Applicable TxDOT / City Standards
- TxDOT DAP System submittal coordination with City of Conroe (City will submit to TxDOT)

Note: Any TDLR inspection fees to be paid for under direct expenses.

### **Confirmation of Power**

The proposed power location for the intersection shall be identified and followed up by coordination with responsible power company to confirm the power location. A letter shall be obtained from responsible power company documenting their acceptance to the power source.

**30%, 60%, 90%, 100% Submittal Coordination**

Coordination and plan set assembly of milestone submittals. Each submittal shall include plan set, cost estimate and specifications manual and shall accompany its corresponding invoice.

**Construction Estimate and Quantities**

Construction estimate and quantities will be provided for the design to be included in the overall project package.

**Traffic Signal Timing Plan**

24-Hour turning movement counts will be conducted at the intersection. These will be utilized and modeled in Synchro to develop signal timing plans for the following scenarios:

- AM Peak
- PM Peak
- Mid-day Peak
- Off-peak

These timings will be provided as part of a technical memorandum that will include output files from Synchro and packaged with existing turning movement counts in order for the traffic signal controller to be programmed and ready to go for traffic signal turn on by the contractor.

**Bid Document Assistance**

CobbFendley will prepare the summary of work, notes, specification list, and other applicable items for bidding. Note, the City of Conroe will prepare the front end documents.

**Bid Phase Services**

This will include:

- Pre-bid meeting (1)

**Construction Phase Services**

Provide construction phase services for the proposed traffic signal construction. The construction phase services could consist of the following:

- Preconstruction meeting (1)
- Addressing RFI's from the contractor
- Shop drawing review and approval

**Deliverables:**

The deliverable shall consist of the following:

- PDF's for all official submittals (no hard copies – see note below).
- Bid Form will be provided (no hard copies – see note below).

Note: Any hard copies of project manual and/or plan set will be paid for under direct expenses. CobbFendley will coordinate with City of Conroe for hard copy requirements.

<b>Project:</b>	<b>SH 75 at Mill Ave</b>
<b>Description:</b>	<b>Traffic Signal Design (with Survey, Bidding and Construction Phase Services)</b>
<b>Method of Pay:</b>	<b>Lump Sum / Time &amp; Materials</b>

Task Description (Lump Sum / Time & Materials)	Task Cost	Principal Hours	Project Manager Hours	Project Engineer Hours	EIT / CAD Hours	RPLS Hours	Survey Tech Hours	3-Person Field Crew Hours	VAC EXC TRUCK W/ 2 TECHS Hours	Construction Observer Hours	Clerical Hours	Total Labor Hours
<b>Project Management and Administration (Lump Sum)</b>												
Project Management	\$1,290.00	1	3								1	5
Agency Coordination / Progress Meetings	\$1,890.00		7									7
<b>Project Management Fee Subtotal</b>	<b>\$3,180.00</b>											
<b>Survey and SUE (Lump Sum)</b>												
Survey Control	\$1,915.00					1	4	4			1	10
Level A/ Subsurface Utility Engineering (SUE)	\$7,105.00		1	2			3		16			22
Boundary (RIGHT-OF-WAY)	\$2,205.00					1	6	4			1	12
Design Survey (Topo)	\$5,205.00					1	6	16			1	24
CAD Production	\$2,545.00					1	16					17
One Call + Utility Coordination	\$740.00					2	2					4
<b>Survey and SUE Fee Subtotal</b>	<b>\$19,715.00</b>											
<b>Design (Lump Sum)</b>												
Site Visit and Survey Verification	\$1,080.00			3	3							6
Title Sheet / Index	\$1,680.00			2	8							10
Summary of Quantities Sheet	\$1,680.00			2	8							10
Signed and Sealed Survey Sheet	\$1,900.00					2	10					12
Existing Condition Diagram	\$1,680.00			2	8							10
Traffic Signal Plan Layout (Mast Arm)	\$7,630.00	1	8	8	36							45
Traffic Signal Elevations (4 Approaches)	\$2,990.00	1	4	4	12							17
Electrical Schedule, Sign Design, Phasing Diagram	\$4,750.00	1	8	8	18							27
Signing and Pavement Marking Layout (1 Sheet)	\$2,350.00	1	4	4	8							13
Paving Layout (1 Sheet No Profile View)	\$4,030.00	1	6	6	16							23
Traffic Signal Notes	\$1,360.00	1	2	2	6							8
General Notes	\$1,360.00		2	2	6							8
Applicable TxDOT / City Standards	\$1,360.00		2	2	6							8
Confirmation of Power (1 Intersection)	\$710.00			3							1	4
30%, 60%, 90%, 100% Submittal Coordination	\$2,160.00			6	6							12
Construction Estimate and Quantities (1 Intersection)	\$1,830.00	1	3	3	6							10
Traffic Signal Timing Plan	\$4,300.00	2	6	6	16							24
TxDOT DAP System Submittal Coordination	\$940.00	2	2	2	6							4
Bid Document Assistance	\$2,570.00	1	4	4	8						2	15
<b>Design Fee Subtotal</b>	<b>\$46,360.00</b>											
<b>Bidding (Lump Sum)</b>												
Pre-bid Meeting	\$1,290.00		3		3							6
<b>Bidding Fee Subtotal</b>	<b>\$1,290.00</b>											
<b>Construction Phase Services (Time &amp; Materials)</b>												
Attend Precon Meeting	\$1,410.00		3	3								6
RFI Submittals and Shop Drawing Review	\$1,310.00		1	2	4							7
<b>Construction Phase Services Fee Subtotal</b>	<b>\$2,720.00</b>											
<b>Hours Subtotals</b>		<b>1</b>	<b>29</b>	<b>76</b>	<b>178</b>	<b>8</b>	<b>47</b>	<b>24</b>	<b>16</b>	<b>0</b>	<b>7</b>	<b>386</b>

Contract Rate Per Hour	Principal	Project Manager	Project Engineer	EIT / CAD	RPLS	Survey Tech	3-Person Field Crew	VAC EXC TRUCK W/ 2 TECHS	Construction Observer	Clerical	Labor Subtotal
	\$370.00/HR.	\$7,830.00	\$15,200.00	\$28,480.00	\$1,800.00	\$6,815.00	\$6,000.00	\$6,000.00	\$0.00	\$770.00	\$73,265.00

Direct Expenses (Reimbursable at Cost)	Unit	Quantity	Unit Cost	Subtotal
Vehicle Mileage - (Current State Rate)	Mile	600	\$ 0.725	\$ 435.00
24-Hour Turning Movement Counts	Each	1	\$ 1,050.00	\$ 1,050.00

<b>Direct Expenses Subtotal</b>	<b>\$ 1,485.00</b>
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<b>TOTAL COST (Lump Sum / Time &amp; Materials)</b>	<b>\$ 74,750.00</b>
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Cobb, Fendley & Associates, Inc.  
 TBP# Firm Registration No. 274  
 10655 Grogans Mill Road, Suite 350 | The Woodlands, TX 77380  
 Phone 936.224.7114



**Regular Council**

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Item Type: Presentation

Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

CITY OF CONROE

N. McGuire

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider Iteris, Inc. proposal for traffic signal design at SH 75 and Gladstell Street.

**Summary / Recommendation**

This project will upgrade the existing traffic signal from a span wire configuration to mast arms at the intersection of SH 75 and Gladstell Street. Iteris, Inc. was selected through the RFQ process for Professional Services for the 2026 Traffic Signal Projects. Staff recommends awarding the traffic signal design services contract to Iteris, Inc. for the SH 75 at Gladstell Street project in the amount of \$75,626.00.

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**Fiscal Impact**

**Expenditure Amount:** \$75,626.00  
**Revenue Amount:**  
**Account Number:** 602-8070-9030 SIG25-16  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

Iteris Proposal



Proposal for

City of Conroe

SH 75/Gladstell St Traffic Signal Design



Submitted to



March 4, 2026

## Iteris' Statement of Work

This Scope of Work represents the activities necessary to deliver Plans, Specification and Engineer's Estimate (PS&E) level package to upgrade the traffic signal at SH 75/Gladstell intersection.

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### Services to be provided by the City of Conroe

This task includes all project management activities related to the PS&E tasks and activities associated with the City of Conroe Station Fiber Expansion Project.

- ▶ Provide existing plans, right-of-way drawings, existing utility drawings, etc., that would assist in the completion of the project. (if available)
- ▶ Provide city standard specifications and/or standard drawings to be used on this project.
- ▶ Provide coordination with TxDOT District and/or Area office.

### Services to be provided by Iteris

Iteris will provide design services for a new traffic signal and safety lighting at the intersection of SH 75 at Gladstell St. Proposed work will be as follows:

- ▶ Removal of all existing traffic signal elements and striping (as needed)
- ▶ Design of new traffic signal poles and associated foundation(s)
- ▶ Design of new conduit system
- ▶ Design of new TAS / ADA ramp(s) as required
- ▶ Design new pedestrian elements to include APS and LED countdown heads
- ▶ Design of vehicle detection as directed by the City
- ▶ Design of safety lighting at intersection only
- ▶ Update/Modify and refresh pavement markings (as needed)
- ▶ Update / replace all post mounted small signs (as needed)
- ▶ Repair any damaged curb faces (as needed)
- ▶ Provide connection to the Railroad Cabinet
- ▶ Coordinate with Railroad for connection to cabinet
- ▶ Topographic Survey along SH 75 approximately 350 ft north of the intersection to approximately 350 ft south of the intersection and along Gladstell St approximately 150 ft west of the intersection to the railroad track east of the intersection. The surveyed area will be used to develop existing topography base map and to identify existing utilities within the right-of-way. (See Task 3)

### General Design Services

- 1) Initially, a field evaluation is required to identify existing field conditions at the intersection. This includes identifying existing signing, pavement markings, service location, utilities and any other elements that may influence the design.

- 2) Contact 811 and City utility coordination for information on known utilities in the area.
- 3) Prepare CADD files, basemaps and plan sheets utilizing the surveyed base map data.
- 4) The following Plan-set layout sheets shall be created (as needed) based on the field survey.
  - ▶ Existing conditions
  - ▶ Proposed equipment removals
  - ▶ Proposed signage and striping
  - ▶ Proposed pedestrian ramps and curb modifications
  - ▶ Proposed traffic signal layout
  - ▶ Proposed traffic signal detection layout
  - ▶ Proposed signage, phasing and signal head (Details)
  - ▶ Proposed Conductor Schedules, Pole Schedules, Cable Termination Chart and Load Switch Details
  - ▶ TxDOT standard plans
- 5) Coordinate with stakeholders regarding design decisions (TxDOT, City and Railroad)
- 6) Prepare Engineering quantities and cost estimate documents, based on TxDOT average low bid cost database

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## TASK 1: Project Management

- ▶ Project management services for the following design tasks
- ▶ Miscellaneous document organization including: meeting minutes, progress reports and invoicing, other project documents as necessary
- ▶ Coordination with the prime and subsequent meetings

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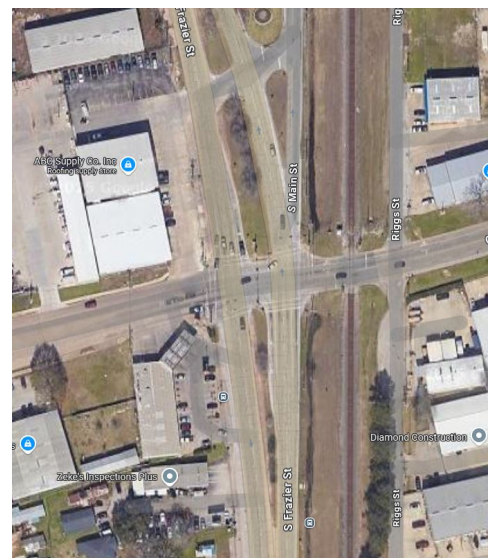
## TASK 2: Design Services (SH 75 at Gladstell St)

Provide traffic signal design and safety lighting (PS&E) for the following intersection.

- SH 75 at Gladstell St

### Deliverables

- a.) 30% layout sheet depicting preliminary pole locations with existing utilities showing.
- b.) Plan-sets completed to (60% ,90% and 100%
- c.) Complete Signed/Sealed plan-set (.pdf and paper copies as necessary)
- d.) Copies of electronic. dgn CADD files for record
- e.) Quantities and Engineering Construction Cost Estimate
- f.) Post 100% Signed/Sealed Plans (TxDOT Division Review)

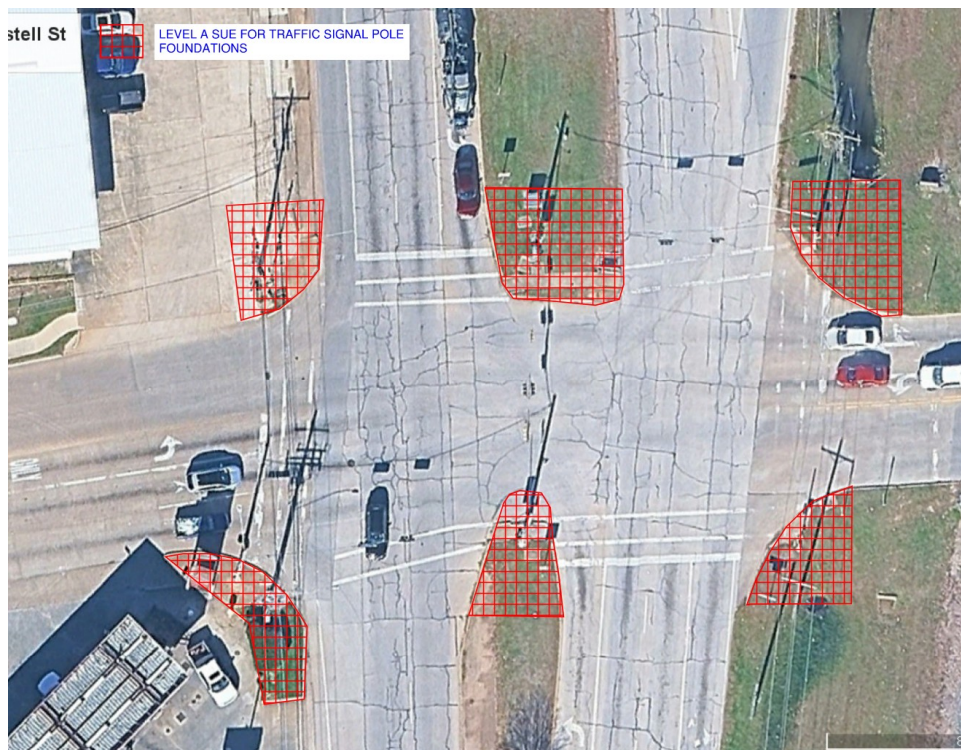


### TASK 3: Design Surveying Services (to be performed by LandTech)

Provide design/topographic surveying services in support of traffic signal design. The survey to include:

- ▶ Topographic survey along SH 75 approximately 350 ft north of the intersection to approximately 350 ft south of the intersection and along Gladstell St approximately 150 ft west of the intersection to the railroad track east of the intersection. The surveyed area will be used to develop existing topography base map and to identify existing utilities within the right-of-way.
- ▶ Coordinate with public and private agencies for utility line records.
- ▶ Field locate one Call marking and visible utilities and identify the ROW line. (Obtaining flowline on underground utilities is excluded.)
- ▶ Provide SUE Level A & B at possible signal pole foundation locations as depicted in **Figure A**.
- ▶ Provide survey control map and CAD file in .dgn and .dwg in Civil 3D of the plan view of field data.

**Figure A**



#### Deliverables

- a) List of utility company contacts
- b) Copies of existing plans used to locate utilities, ROW and easements
- c) Updated electronic files, in .dgn and .dwg format, showing all utilities, ROW and easements.
- d) Signed and sealed survey sheets, including survey control sheets, in pdf format.

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## PROJECT SCHEDULE

The Project Schedule has yet to be determined.

## PROJECT COST AND PAYMENT TERMS

This section will highlight the project costs.

Iteris shall be reimbursed for labor and other direct costs spent to complete the activities identified in the scope of work. Labor shall be billed at rates shown in the table below.

<b>Job Classification</b>	<b>Contract Rate (per hour)</b>
Senior PM – QA/AC Manager	\$374.00
Project Manager	\$303.50
Senior Engineer	\$262.00
Design Engineer	\$184.00
Junior Engineer	\$155.00
Engineering Technician	\$121.00
Integration Specialist	\$252.00
Senior Project Controls Specialist	\$198.25
Project Controls – Admin/Clerical	\$122.75

Other direct costs, such as travel and meals, shall be reimbursed at cost.

# City of Conroe SH 75/Gladstell St. Signal Design | Proposal

## City of Conroe SH 75/Gladstell Street Signal Design

TASK	ITERIS STAFF						Total Hours	ODCs	Total Cost					
	D Hartmann	S Hunter	Q Nguyen	T Compton	L Tyree									
	Senior PM/ QA-QC	Project Mgr	Design Engineer	Senior Proj Controls	Project Controls	ITERIS TOTAL								
	Fully Burdened Labor Rate						\$ 374.00	\$ 303.50	\$ 262.00	\$ 198.25	\$ 122.75			
<b>Task 1</b>	<b>Project Management and Coordination</b>	12.00	6.00	0.00	3.00	3.00	\$7,272.00	24	\$0.00	\$7,272.00				
	Project Management and Coordination	3					\$1,122.00	3						
	Prepare Monthly Progress Reports/Invoices	3			3	3	\$2,085.00	9						
	Facilitate Project Progress Meetings	1					\$374.00	1						
	Prepare/Distribute/File Project Correspondence	1					\$374.00	1						
	Prepare/Distribute Meeting Minutes	1					\$374.00	1						
	Document Phone/Conference Calls	1					\$374.00	1						
	Coordinate Various Team Member Work	1					\$374.00	1						
	Rail/Road Coordination	1	6				\$2,195.00	7						
<b>Task 2</b>	<b>Traffic Signal Design</b>	4.00	14.00	142.00	0.00	0.00	\$42,949.00	160	\$0.00	\$42,949.00				
	<b>Preliminary Investigation</b>						\$0.00	0						
	Review Existing Drawings / City Provided Information			2			\$524.00	2						
	Site Visit			8			\$2,096.00	8						
	Develop Base Map MicroStation Model From Survey			6			\$1,572.00	6						
	<b>60% Design</b>						\$0.00	0						
	Title Sheet / Index / General Notes			8			\$2,096.00							
	Existing Condition Sheet			8			\$2,096.00	8						
	Removal Sheets			8			\$2,096.00	8						
	Proposed Layout Sheets (TS, Striping, Schedules, Peds, Etc)		3	32			\$9,294.50	35						
	Preliminary Quantity Estimate			8			\$2,096.00	8						
	60% Review Meeting	1	1	1			\$939.50	3						
	0						\$0.00	0						
	<b>90% Design</b>						\$0.00	0						
	Title Sheet / Index / General Notes			2			\$524.00	2						
	Existing Conditions			2			\$524.00	2						
	Removal Sheets			2			\$524.00	2						
	Proposed Layout Sheets (TS, Striping, Schedules, Peds, Etc)		3	24			\$7,198.50	27						
	90% Quantity Estimate			4			\$1,048.00	4						
	90% Review Meeting	1	1	1			\$939.50	3						
	0						\$0.00	0						
	<b>100% Design</b>						\$0.00	0						
	Title Sheet / Index / General Notes			1			\$262.00	1						
	Existing Conditions			1			\$262.00	1						
	Removal Sheets			1			\$262.00	1						
	Proposed Layout Sheets (TS, Striping, Schedules, Peds, Etc)		3	8			\$3,006.50	11						
	Final Quantity Estimate	1		2			\$898.00	3						
	0						\$0.00	0						
	0						\$0.00	0						
	<b>Post 100% (TxDOT Division Review)</b>						\$0.00	0						
	Title Sheet / Index / General Notes			1			\$262.00	1						
	Existing Conditions			1			\$262.00	1						
	Removal Sheets			1			\$262.00	1						
	Proposed Layout Sheets (TS, Striping, Schedules, Peds, Etc)		3	8			\$3,006.50	11						
	Final Quantity Estimate	1		2			\$898.00	3						
	0						\$0.00	0						
<b>Task 3</b>	<b>Design Surveying Services</b>	2.00	2.00	0.00	0.00	0.00	\$1,355.00	4	\$0.00	\$1,355.00				
	Iteris Coordination w/LandTech	2	2				\$1,355.00	4						
	0						\$0.00	0						
<b>Task 99</b>	<b>ODE</b>	0	0	0	0		\$0.00	0	\$300.00	\$300.00				
	ODE						\$0.00	0	\$300.00					
<b>Task Sub WP</b>	<b>Sub: Landtech</b>	0	0	0	0	0	\$0.00	0	\$23,750.00	\$23,750.00				
	<i>Other Direct Expenses (Surveying + SUE)</i>						\$0.00	0	\$23,750.00					
	<b>Total Labor Hours</b>	18	22	142	3	3	\$51,576.00	188	\$24,050.00	\$75,626.00				
	<b>TOTAL</b>									\$75,626.00				

**Thank you!**



CITY OF CONROE

**Regular Council**

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Item Type: Presentation

Meeting Date: 03/26/2026  
Department: Community Development  
Contact: Nancy Mikeska, Deputy City Administrator and Community Development Director  
Submitted By: Shawn Davis, Asst. Director Community Services

**Item Type:** Presentation  
N. Mikeska  
**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider participation in FIFA World Cup 2026 Transit Shuttle Initiative.

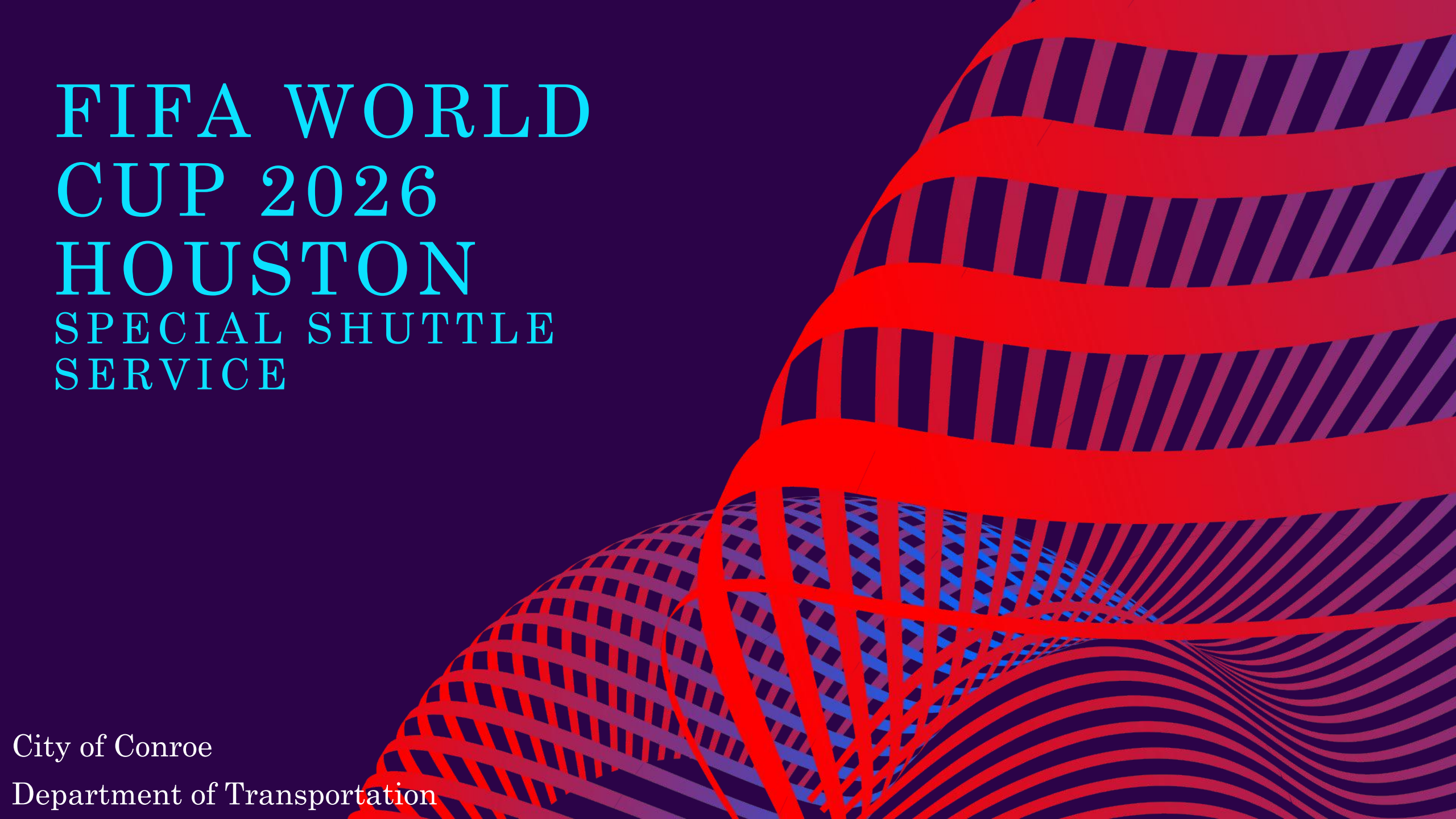
**Summary / Recommendation**

The FIFA World Cup 2026 will bring an estimated 500,000+ visitors to the Houston region, creating a significant opportunity for regional mobility coordination, tourism, and economic impact this summer. The Department of Transportation Services is proposing to explore a limited, game-day shuttle service that would utilize existing resources, operate only during select event days, and be structured to remain cost-neutral or revenue-supported. Participation may qualify the City for a portion of FTA-allocated funding distributed by METRO for eligible net operating costs (after farebox recovery). The Federal Transit Administration (FTA) has allocated approximately \$100.3 million in transit funding to the Houston Urbanized Area to support World Cup-related transit services. As stated, these funds will be administered through Metropolitan Transit Authority of Harris County (METRO), which is requesting participating agencies to submit proposed service plans and funding needs. The City of Conroe has the opportunity to participate in this regional effort through the provision of special event shuttle services connecting Conroe to Houston-area FIFA venues, including NRG Stadium and related fan events. This opportunity positions Conroe as a connected, event-ready city by boosting tourism and local economic activity, strengthening regional mobility and partnerships, leveraging federal funding, and demonstrating proactive leadership in large-scale regional event planning. Staff recommend that Council authorize support for planning and coordination efforts to participate in FIFA World Cup 2026 transit shuttle services.

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**Attachments**

FIFA World Cup 2026 Shuttle Service Presentation



FIFA WORLD  
CUP 2026  
HOUSTON  
SPECIAL SHUTTLE  
SERVICE

City of Conroe

Department of Transportation

# CONROE & THE WORLD STAGE

- 500,000+ people traveling to the Houston Region
- Paying tourists supporting local Hotels & Businesses
- Showcase Conroe as a connected, event-ready city



# SHUTTLE SERVICE PROPOSAL

## Resources

- 3-4 City owned transit buses.
- 20 Passengers each
- City Transit Vehicle Operators

## Planning

Coordinating with H-GAC & regional transit partners to create a convenient & successful service.

Including Road closures, parking, and commute drop-off locations.

## Cost

Premium tickets for the service could cover the shuttles at 100%

## Operation

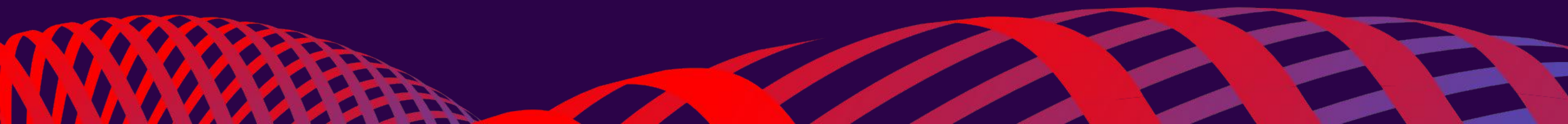
- Service would only Operate on game days.
- Pre-event departures to Houston & post-match return trips to Conroe

# FTA FUNDING FOR PUBLIC TRANSPORTATION SUPPORTING 2026 FIFA WORLD CUP

The Federal Transit Administration announced it is investing approximately \$100.3 million to public transportation supporting the 2026 FIFA World Cup

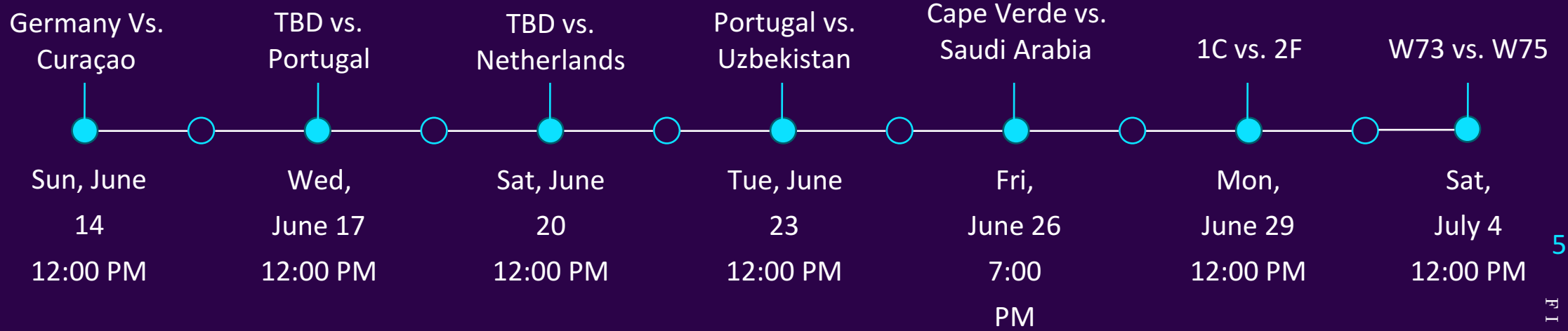
Ensuring local transit systems can supplement service and meet increased demands

Planning, capital, and operating expenses are eligible for funding. The federal share for these funds is up to 100 percent, and no local match is required.



# HOUSTON STADIUM GAME DAYS

2026





# CITY COUNCIL

We are looking to you to Provide direction and support for Transportation Services to proceed with planning and coordination of a cost-neutral FIFA 2026 shuttle service that promotes tourism and economic activity in the City of Conroe.

# THANK YOU

**Department of Transportation**

936-522-3532

[CityofConroeTransit.org](http://CityofConroeTransit.org)

[Transit@CityofConroe.org](mailto:Transit@CityofConroe.org)



Regular Council

Meeting Date: 03/26/2026  
 Department: Police  
 Contact: Jon Buckholtz, Police Chief  
 Submitted By: Courtney Earl, Administrative Specialist II PD

Item Type: Other

CITY OF CONROE

J. Buckholtz

Joint Meeting: No Joint Meeting

**Description**

Discuss and Consider the approval of an additional 50 Axon Tasers to the current service contract to equip remaining police officers without one.

**Summary/Recommendation**

Recommend the addition of 50 Axon Tasers to our existing termed service agreement. The first year installment is an additional \$71,586.66. The first year payment was previously budgeted and approved as a supplement in the amount of \$55,585. The current cost difference of \$16,001.66 of the \$71,586.66 for the first year, will be paid out of departmental savings from account 001-1200-7254. The remaining two-year payments will total \$71,586.67 each per year.

**1. Is the request necessary?**

Yes

**2. Why was the item not budgeted in the normal budget process?**

Original budget item was for a quote of \$55,585, that has since been updated.

**3. Why can a transfer not be made within the department?**

Original budget item was for a quote of \$55,585, that has since been updated.

**Source of Funds & Amount of Amendment Needed:**

Reserves: \$	Grants: \$
Bond Proceeds: \$	Additional Revenues: \$

**5-Year Budget Impact**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	\$	\$	\$	\$	\$	\$
Supplies						
Contractual						
Capital	\$71,586.66	\$71,586.67	\$71,586.67	\$0	\$0	\$214,760.00
<b>Total</b>	<b>\$71,586.66</b>	<b>\$71,586.67</b>	<b>\$71,586.67</b>	<b>\$0</b>	<b>\$0</b>	<b>\$214,760.00</b>
Net Impact	\$	\$	\$	\$	\$	\$

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

**Fiscal Impact**

**Expenditure Amount:** \$214,760.00  
**Revenue Amount:**  
**Account Number:** 001-1200-7254  
**Budget Amendment Required Y/N:** Y  
**Financial Review Complete:** MM  
**Financial Review Notes:**

Recommend the addition of 50 Axon Tasers at \$71,586.66 for the first year installment. The first year payment was previously budgeted at \$55,585. The current cost difference of \$16,001.66 of the \$71,586.66 for the first year, will be paid out of departmental savings from account 001-1200-7254. The remaining two-year payments will total \$71,586.67 each per year.

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**Attachments**

PD Axon Tasers

# Non-Binding Budgetary Estimate

Axon Enterprise, Inc.  
 17800 N 85th St  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737



Q-806517-46059MA

Issued: 02/06/2026

Quote Expiration: 03/31/2026

Estimated Contract Start Date: 06/01/2026

Account Number: 106723

Payment Terms:

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Conroe PD 2300 PLANTATION DR CONROE, TX 77303-1070 USA	Conroe Police Dept. - TX 300 W Davis St Conroe TX 77301-2803 USA Email:	Matt Appelbaum Phone: Email: mappelbaum@axon.com Fax:	Juan Saucedo Phone: 936-522-3200 Email: jsauceda@cityofconroe.org Fax: (936) 5223376

## Quote Summary

Program Length	35 Months
<b>TOTAL COST</b>	\$214,760.00
<b>ESTIMATED TOTAL W/ TAX</b>	\$214,760.00

## Discount Summary

Average Savings Per Year	\$39,641.04
<b>TOTAL SAVINGS</b>	\$115,619.71

Non-Binding Budgetary Estimate

Payment Summary

Date	Subtotal	Tax	Total
May 2026	\$71,586.66	\$0.00	\$71,586.66
May 2027	\$71,586.67	\$0.00	\$71,586.67
May 2028	\$71,586.67	\$0.00	\$71,586.67
<b>Total</b>	<b>\$214,760.00</b>	<b>\$0.00</b>	<b>\$214,760.00</b>

**Non-Binding Budgetary Estimate**

Quote Unbundled Price: \$330,382.50  
 Quote List Price: \$234,762.50  
 Quote Subtotal: \$214,760.00

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
100845	TRUE UP - TASER 10 CERTIFICATION	50	35		\$46.75	\$46.75	\$81,812.50	\$0.00	\$81,812.50
C00035	TASER 10 OFFICER ADD-ON PLAN	50	35	\$142.04	\$87.40	\$75.97	\$132,947.50	\$0.00	\$132,947.50
<b>Total</b>							<b>\$214,760.00</b>	<b>\$0.00</b>	<b>\$214,760.00</b>

**Delivery Schedule**

**Hardware**

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	50	2	05/01/2026
	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	05/01/2026
	100399	AXON TASER 10 - CARTRIDGE - LIVE	500	1	05/01/2026
	100400	AXON TASER 10 - CARTRIDGE - HALT	300	1	05/01/2026
	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	50	1	05/01/2026
	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	1	1	05/01/2026
	101755	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK V2	50	1	05/01/2026
	20018	AXON TASER - BATTERY PACK - TACTICAL	50	1	05/01/2026
	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	05/01/2026
	20018	AXON TASER - BATTERY PACK - TACTICAL	5	1	05/01/2026
	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	05/01/2026
	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	05/01/2026
	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	05/01/2026
	100399	AXON TASER 10 - CARTRIDGE - LIVE	150	1	05/01/2027
	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	05/01/2027
	100399	AXON TASER 10 - CARTRIDGE - LIVE	150	1	05/01/2028
	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	05/01/2028
	100399	AXON TASER 10 - CARTRIDGE - LIVE	150	1	04/30/2029
	100399	AXON TASER 10 - CARTRIDGE - LIVE	150	1	04/30/2029
	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	04/30/2029
	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	04/30/2029

**Software**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
	101180	AXON TASER - DATA SCIENCE PROGRAM	50	06/01/2026	04/30/2029
	20248	AXON TASER - EVIDENCE.COM LICENSE	50	06/01/2026	04/30/2029

Non-Binding Budgetary Estimate

Services

Bundle	Item	Description	QTY	Estimated End Date
TASER 10 OFFICER ADD-ON PLAN	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	50	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	101193	AXON TASER - ON DEMAND CERTIFICATION	50	04/30/2029

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 10 OFFICER ADD-ON PLAN	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	05/01/2027	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	50	05/01/2027	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	05/01/2027	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	5	05/01/2027	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	50	05/01/2027	04/30/2029
TASER 10 OFFICER ADD-ON PLAN	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	05/01/2027	04/30/2029

Non-Binding Budgetary Estimate

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	2300 PLANTATION DR	CONROE	TX	77303-1070	USA
2	2300 PLANTATION DR	CONROE	TX	77303-1070	USA

Payment Details

May 2026	Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	100845		TRUE UP - TASER 10 CERTIFICATION	50	\$27,270.83	\$0.00	\$27,270.83
Annual Payment 1	C00035		TASER 10 OFFICER ADD-ON PLAN	50	\$44,315.83	\$0.00	\$44,315.83
<b>Total</b>					<b>\$71,586.66</b>	<b>\$0.00</b>	<b>\$71,586.66</b>

May 2027	Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	100845		TRUE UP - TASER 10 CERTIFICATION	50	\$27,270.84	\$0.00	\$27,270.84
Annual Payment 2	C00035		TASER 10 OFFICER ADD-ON PLAN	50	\$44,315.83	\$0.00	\$44,315.83
<b>Total</b>					<b>\$71,586.67</b>	<b>\$0.00</b>	<b>\$71,586.67</b>

May 2028	Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	100845		TRUE UP - TASER 10 CERTIFICATION	50	\$27,270.84	\$0.00	\$27,270.84
Annual Payment 3	C00035		TASER 10 OFFICER ADD-ON PLAN	50	\$44,315.83	\$0.00	\$44,315.83
<b>Total</b>					<b>\$71,586.67</b>	<b>\$0.00</b>	<b>\$71,586.67</b>

### **Non-Binding Budgetary Estimate**

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

Contract BuyBoard Contract 743-24 is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

### **Exceptions to Standard Terms and Conditions**

#### **Rewrite Estimates**

**Estimated Amounts and Contract Terminations.** Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

#### **Refresh Shipment Timing**

**Technology Assurance Plan (TAP) Refresh Prior to Renewal.** For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

#### **Shipment Timing**

**Shipment Variance.** Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.



Regular Council

Item Type: Other

Meeting Date: 03/26/2026  
 Department: Police  
 Contact: Jon Buckholtz, Police Chief  
 Submitted By: Courtney Earl, Administrative Specialist II PD

J. Buckholtz

Joint Meeting: No Joint Meeting

**Description**

Discuss and Consider purchase of 37 Staccato P-4.5 HD 9mm handguns.

**Summary/Recommendation**

Recommend the purchase of 37 Staccato P-4.5 HD 9mm handguns, using Department of Justice seized funds that have been allocated for Law Enforcement purposes through the Federal Asset Forfeiture Program. These specialized weapons will be assigned to SWAT trained personnel. The total amount for the purchase is \$72,185.15 and would be charged to 001-1200-9050-D42

**1. Is the request necessary?**

Yes

**2. Why was the item not budgeted in the normal budget process?**

Federal Seized Asset Funds from the Federal Asset Forfeiture Program for Law Enforcement Purposes.

**3. Why can a transfer not be made within the department?**

Federal Seized Asset Funds from the Federal Asset Forfeiture Program for Law Enforcement Purposes.

**Source of Funds & Amount of Amendment Needed:**

Reserves: \$	Grants: \$
Bond Proceeds: \$	Additional Revenues: \$72,185.15

**5-Year Budget Impact**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Revenues						
Expenditures						
Personnel	\$	\$	\$	\$	\$	\$
Supplies						
Contractual						
Capital	\$72,185.15	0	0			\$72,185.15
<b>Total</b>	<b>\$72,185.15</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,185.15</b>
<b>Net Impact</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

City of Conroe Financial Management Policy, Section V.B. - The budget may be amended by using the following criteria for evaluation of requests. The following questions must be answered by the appropriate department head prior to submittal to the City Council for approval and shall be included as a part of the agenda packet:

The Director of Finance certifies that there are available revenues in excess of those estimated in the budget or that unreserved/unencumbered fund balance is available.

**Fiscal Impact**

Expenditure Amount: \$72,185.15

~~Expenditure Amount:~~ \$72,185.15  
**Revenue Amount:** \$72,185.15  
**Account Number:** 001-1200-7254-D42  
**Budget Amendment Required Y/N:** N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

Proposal to purchase 37 Staccato P-4.5 Pistols using Department of Justice Seized funds allocated for law enforcement use only in the amount of \$72,185.15.

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### Attachments

PD Staccato Purchase



# CITY OF CONROE

Est. 1904

TO: Brandy Taylor, Contractor Administrator/Engineering Manager

FROM: Stephanie Ramirez, Buyer II CTCD

CC: Gary Scott, City Administrator  
 Nancy Mikeska, Assistant City Administrator/Director of Community Development  
 Jon Buckholtz, Chief of Police

DATE: July 10, 2025

RE: Vendor Recommendation – Staccato Firearm Purchase

Council Approval:  Yes  No

Quotes were not solicited for this purchase as it a sole/single source. Dealers cannot sell to law enforcement per their contract with the manufacturer. The Purchasing team solicited responses from Dealers and State Contracts to confirm this information. Responses are below:

DEALER (Representative)	RESPONSE
Able's Sporting (James Gilhousen)	Can not quote or even sell you those guns. Staccato handles that with inside people for government sales.
Cajun Gun and Gear (Jon Cuevas)	Unfortunately Staccato does not allow their dealers to participate in the law enforcement bidding for agencies.
Saddle River Range (Steve King)	Staccato has an LE program. You would have to contact them. As a dealer we can not order LE firearms.
Spring Guns & Ammo (Alex Morris)	We are not allowed to respond to government bids, that has to go thru Staccato directly.
STATE CONTRACTS	RESPONSE
GT Distributors (Brent Russell)	Unfortunately we are not a dealer for Staccato.
TXAT (Robin Eaves)	We currently do not sell Staccato Pistols.
Safeware (Gilbert Valdez)	We do not work with Staccato.

After careful consideration, our recommendation for the best and lowest cost is to Staccato 2011 in the amount of **\$72,185.15**. This is a government rate solely provided from the manufacturer directly. Sole source letter attached.

July 7, 2025

Jon C. Buckholtz  
Chief of Police  
Conroe Police Department  
2300 Plantation Drive  
Conroe, Texas 77301  
936-522-3220  
[jbuckholtz@cityofconroe.org](mailto:jbuckholtz@cityofconroe.org)

RE: Sole Source Letter

To whom it my concern,

This letter is to confirm that Staccato 2011, LLC is the sole source manufacturer of all Staccato 2011 handguns. Our handguns feature a unique combination of specifications, such as our double stack removable polymer grip and trigger guard module and FlaTec™ technology, which is exclusive to Staccato 2011. This applies to and includes all models of Staccato 2011 handguns. Additionally, none of our handguns contain MIM (metal injection molding) parts.

Lastly, by contractual agreement with Staccato 2011, none of our dealers are allowed to bid or sell directly to government agencies. As a result, direct agency sales and purchases can only be done directly with Staccato 2011.

Should you have any questions or need any additional information regarding our line of handguns, please feel free to contact me at the number below.

Sincerely,

*Richard D. Evans, II*

**Richard D. Evans II**  
Director – Law Enforcement Division of Staccato 2011

**STACCATO 2011, LLC**  
1223 CR 233  
Florence, TX 78527  
Mobile : 512-508-7101  
2011 ® The World's Best Shooting Handguns  
[rick.evans@staccato2011.com](mailto:rick.evans@staccato2011.com)

# Sales Quotation



TO:	Chief Jon Buckholtz
DATE:	17 March 2026 (Quote good for 60 days)
FROM:	Rick Evans - Director - Law Enforcement Sales Division - Staccato 2011
RE:	Conroe, TX Police Department

Model:	MSRP:	\$/Unit:	Quantity:	Total:
STACCATO P-4.5 HD (Standard)	\$2,699.00	\$1,899.00	37.00	\$70,263.00
SKU: 20-1300-000106				\$0.00
MAGAZINE 18 ROUND 9MM	\$29.99	\$0.00	222.00	\$0.00
SKU: 702-MECGAR-18-9X19				\$0.00
OPTIC MOUNT SYSTEM (RMR)	\$74.99	\$0.00	37.00	\$0.00
SKU: 275-30300-00				\$0.00
AGENCY/SWAT TEAM LOGO	\$60.00	\$0.00	37.00	\$0.00
SKU: 10-03				\$0.00
				\$0.00
LIFETIME WARRANTY	\$2,699.00	\$0.00	37.00	\$0.00
SKU: 10-LEO1				
OIS LOANER PROGRAM	\$2,699.00	\$0.00	37.00	\$0.00
SKU: 10-LEO2				
ANNUAL INSPECTIONS (1 in 5 years)	\$2,700.00	\$0.00	1.00	\$0.00
SKU: 10-LEO3				
AGENCY ARMORER COURSE	\$2,400.00	\$0.00	1.00	\$0.00
SKU: 10-LEO4				
TRANSITION COURSE	\$3,400.00	\$0.00	1.00	\$0.00
SKU: 10-LEO6				

Payment Terms Net		
Payment #	Due Date	Amount
1	60 Days	\$72,185.15
2		\$0.00
3		\$0.00

Sub TOTAL	\$70,263.00
TAX EXEMPT	\$0.00
FREIGHT @ 51.95 per	\$1,922.15
Credits	\$0.00
<b>TOTAL</b>	<b>\$72,185.15</b>



# CITY OF CONROE

Est. 1904

## DEFINITION OF SOLE SOURCE VENDOR

A **sole source vendor** is a supplier or provider that is the only source available to meet a specific requirement or provide a particular product or service. In procurement, sole sourcing occurs when an organization has no viable alternatives and must procure goods or services from a single vendor without a competitive bidding process.

Reasons for choosing a sole source vendor include:

1. **Unique Capability or Technology:** The vendor may offer a product, technology, or service that no other supplier can provide.
2. **Proprietary Rights:** The vendor might hold exclusive rights to certain products, patents, or processes, making them the only option.
3. **Compatibility Requirements:** In some cases, the product or service must be compatible with existing systems, and only one vendor offers a solution that fits.
4. **Urgency or Emergency Situations:** Time-sensitive or emergency needs may require purchasing from a single vendor to avoid delays.
5. **Geographical Constraints:** Sometimes a vendor may be the only one in a specific location able to provide the needed goods or services.

Sole source procurements always require a justification and approval process, bypassing the competitive bidding process to ensure fairness and cost-effectiveness.

Does the vendor meet any of the reasons above?  Yes  No

If Yes, which number above. 2

Reason: This is A proprietary handgun (2011) that will be purchased directly from the manufacturer at law enforcement discount.

Contract Name: \_\_\_\_\_

Vendor: Staccato

Department: Police

City Personnel: \_\_\_\_\_

Dept. Head Approval: [Signature]

Date: 07/01/2025

**\*Sole Source letter from the vendor must be attached.**



**Regular Council**

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Item Type: Other

Meeting Date: 03/26/2026

Department: Finance

Contact: Ariel Gibbs, Chief Financial Officer

Submitted By: Eddie Tenorio, Accountant II

A. Gibbs

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider Montgomery County UD 3 -- Drainage True-Up for FY 2022, FY 2023, FY 2024, FY 2025, and FY 2026.

**Summary / Recommendation**

Vendor: Utility District #3 Amount: \$67,925.35

---

**Fiscal Impact**

**Expenditure Amount:** 67,925.35  
**Revenue Amount:** 67,925.35  
**Account Number:** 001-1800-8060

**Budget Amendment Required Y/N:**N

**Financial Review Complete:** MM

**Financial Review Notes:**

Montgomery County UD 3 completed a drainage true-up review for FY 2022 through FY 2026 to reconcile actual drainage costs with prior estimates.

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**Attachments**

Montgomery County UD#3 Utility District True Up Payment



Calendar Year	Adj Tax Value	/100	x0.05	Amount Needed to Pay	Amount Paid	Pay Day	Short-Pay
2021	\$ 304,273,250.00	\$ 3,042,732.50	\$ 152,136.63	\$ 212,136.63	\$ 203,420.49	February-202	\$ 8,716.14
2022	364,785,820.00	3,647,858.20	182,392.91	242,392.91	212,076.10	February-202	30,316.81
2023	391,522,847.00	3,915,228.47	195,761.42	255,761.42	242,405.41	February-202	13,356.01
2024	419,170,852.00	4,191,708.52	209,585.43	269,585.43	255,761.42	February-202	13,824.02
2025	421,329,053.00	4,213,290.53	210,664.53	270,664.53	268,952.15	February-202	1,712.38
<b><u>Amount Owed:</u></b>							<b><u>\$ 67,925.35</u></b>

***Reason for Short-Paid:*** There was a misunderstanding in the term "Preceding Tax Year" in the agreement, the years of Adj Tax Values that Finance Department used to calculate the payments were based on the years before the most recent calendar years ended, however, "preceding Tax Year" in the agreement means the year ends before the pay days.

<b>FROM:</b> Montgomery County Utility District No. 3 c/o L&S District Services, LLC 305 Peach St. Tomball, Texas 77375 Phone (281) 356-7542 Fax (281) 255-0351 Email tiffany.n.loggins@gmail.com	<b>Sent via:</b> ( <input checked="" type="checkbox"/> ) First Class Mail ( <input type="checkbox"/> ) First Class Mail, Certified, Tracking No:  ( <input type="checkbox"/> ) USPS Priority Mail, Tracking No:  ( <input type="checkbox"/> ) <u>telefax to (936) 522-3009</u>
---	---

Form UTL-567 rev2025-05

# INVOICE

<b>TO (addressee):</b>  City of Conroe ATTN: City Secretary P.O. Box 3066 Conroe, Texas 77305 Telefax address: (936) 522-3009	<b>Invoice Date:</b> February 16, 2026  <b>Due Date:</b> ( <input type="checkbox"/> ) Upon receipt ( <input type="checkbox"/> ) 30 <sup>th</sup> day following Invoice Date ( <input checked="" type="checkbox"/> ) <u>31<sup>st</sup> day following the date</u> <u>the City receives this invoice</u>
---	--

**SUBJECT:** Amount(s) owed by the City of Conroe, Texas ("City") to Montgomery County Utility District No.. 3 ("MCUD#3") under the STRATEGIC PARTNERSHIP AGREEMENT BETWEEN THE CITY OF CONROE, TEXAS AND MONTGOMERY COUNTY UTILITY DISTRICT NO. 3, signed by the Mayor of the City on 2-2-2023 ("SPA") for which payment is requested and formally demanded.

Description	Amount(s)
Item 1. Amount due February 15, 2022 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$304,273,250 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2021; see Attachment 1): <div style="text-align: right;">\$212,136.62</div> Less amount paid to date: \$203,420.49 Balance due (this item): \$8,716.13	\$8,716.13
Item 2. Amount due February 15, 2023 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$364,785,820 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2022; see Attachment 2): <div style="text-align: right;">\$242,392.91</div> Less amount paid to date: \$212,076.10 Balance due (this item): \$30,316.81	\$30,316.81
Item 3. Amount due February 15, 2024 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$391,522,847 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2023; see Attachment 3): <div style="text-align: right;">\$255,761.43</div> Less amount paid to date: \$242,405.41 Balance due (this item): \$13,356.02	\$13,356.02
Item 4. Amount due February 15, 2025 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$419,170,852 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2024; see Attachment 4): <div style="text-align: right;">\$269,585.43</div> Less amount paid to date: \$255,761.42 Balance due (this item): \$13,824.01	\$13,824.01
Item 5. Amount due February 15, 2026 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$421,329,053, (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2025; see Attachment 5): <div style="text-align: right;">\$270,664.53</div> Less amount paid to date: \$268,952.15 Balance due (this item): \$1,712.38	\$1,712.38
<b>NET AMOUNT DUE (principal):</b>	<b>\$67,925.35,</b> plus, if not paid by the Due Date, any interest that accrues after the Due Date*

<p><i>Make checks payable to "Montgomery County Utility District No. 3." Contact Tiffany Carden, phone (281)356-7542 for wiring instructions. Remit payment to the address for the District shown above.</i></p>	<p>* Under Sec. Sec. 2251.027, TEX. GOV'T CODE, a political subdivision shall: (i) "compute interest imposed on the political subdivision under this chapter," (ii) "pay the interest at the time payment is made on the principal;" and (iii) "submit the interest payment with the net amount due for the goods or service." Under Section 2251.001, et. seq., TEX. GOV'T CODE, interest on the indicated NET AMOUNT DUE (principal) begins to accrue on the first day following the Due Date shown above, at the rate prescribed by that statute, and interest on an overdue payment stops accruing "on the date the governmental entity mails or electronically transmits the payment."</p>
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## Regular Council

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Item Type: Presentation, Other

Meeting Date: 03/26/2026

Department: Finance

Contact: Ariel Gibbs, Chief Financial Officer

Submitted By: Hai Tran, Accountant II

**Item Type:** Presentation, Other

A. Gibbs

**Joint Meeting:** No Joint Meeting

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### Description

Discuss and Consider City of Conroe Annual Financial Audit including the Single Audit (Federal and State) for the fiscal year ending September 30, 2025.

### Summary / Recommendation

Discuss and Consider City of Conroe Annual Financial Audit including the Single Audit (Federal and State) for the Fiscal Year Ending September 30, 2025. The report will be publicly available on the City of Conroe website after the approval of the City Council. The City Charter requires an annual audit of the books of account, financial records, and transactions of all administrative departments of the City by an independent certified public accountant. The accounting firm of Pattillo, Brown & Hill, LLP, was selected by the City Council. This requirement has been fulfilled, and the auditors' opinion is included in this report. Pattillo, Brown & Hill, LLP, has issued an unmodified (â€œcleanâ€) opinion of the Cityâ€™s financial statements for the year ended September 30, 2025.

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### Attachments

Transmittal Letter FY2025



# CITY OF CONROE

Est. 1904

March 19<sup>nd</sup> , 2026

To the Honorable Mayor, Members of the City Council,  
and Citizens of the City of Conroe, Texas

The Annual Comprehensive Financial Report of the City of Conroe, Texas (the City) for the fiscal year ended September 30, 2025, is hereby submitted. Responsibility for both the accuracy of the data and the completeness and fairness of their presentation, including all disclosures, rests with the City. To the best of our knowledge and belief, the enclosed data are accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the City, as measured by the financial activity of its various funds. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included. This letter of transmittal is intended to compliment the Management Discussion and Analysis (MD&A), which begins on page 4.

## **I. PROFILE OF THE GOVERNMENT**

The City of Conroe is thirty-five miles north of downtown Houston, and is only twenty-five miles from Bush Intercontinental Airport. In addition, Conroe is the County Seat of Montgomery County, whose two most populous areas are Conroe and, to the south, The Woodlands.

The City was incorporated in 1904 and is a home rule city operating under the Mayor-Council form of government. The City Council is comprised of the Mayor and five Council members, who enact local legislation, adopt budgets, determine policies, execute the laws, and administer the government of the City. The City votes in even numbered years. Conroe voters elect the Mayor and two Council members and two years later the remaining three Council positions are filled. All council members are elected at large. Terms of office for all Council positions are for four consecutive years. Each Council member may run for two consecutive four year terms.

The Council, by adopted ordinance, has created a City Administrator position to act as the chief administrative officer of the City. The City Administrator is not appointed for a fixed time and may be removed by vote of City Council. One of the responsibilities of the City Administrator is to conduct the general affairs of the City in accordance with the policies of the City Council.

The City provides to its citizens a full range of municipal services as required by statute or charter. These services include police and fire protection, public improvements, city planning, street and drainage maintenance, recreation and parks, transportation/transit, and general administrative services. In addition to general government activities, the City provides water, sewer, and residential sanitation services.

Activities of City funds are included in the annually appropriated budget. The following governmental funds do not have an annual budget: Public Improvement District "PID" Assessments, Owen Theatre, Firearms Training Facility, and Woodlands Township Regional Participation. Capital project and grant funds adopt annual budgets. The City of Conroe Other Post-Employment Benefit Trust Fund also does not have an annually appropriated budget.

The Chief Finance Officer may, at any time with the consent of the City Administrator, transfer any unencumbered appropriation from one line-item to another line-item within the same department. Provided, however, that no unencumbered appropriation may be transferred from one department or fund to another, except upon the express approval of the City Council. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City's governing body. The legal level of budgetary control (that is, the level at which expenditures may not legally exceed appropriation) is the department level.

Departmental appropriations that have not been expended by the departments lapse at the end of the fiscal year. The City maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Encumbrances outstanding at year-end are voided. Remaining commitments must be re-appropriated and encumbered in the new fiscal year.

The City amends the budget on a quarterly basis in accordance with the Financial Management Policy. Such amendment may increase or decrease expenditures or revenues in the City's appropriated funds. Budget amendments are utilized to address unforeseen circumstances that arise outside of the normal budgeting process.

Management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles (GAAP). The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of controls should not exceed the benefits expected to be derived and (2) the evaluation of costs and benefits requires estimates and judgments by management.

We believe that the City's accounting controls provide reasonable assurance that errors or irregularities that could be material to the financial statements are prevented or would be detected within a timely period by employees in the normal course of performing their assigned functions.

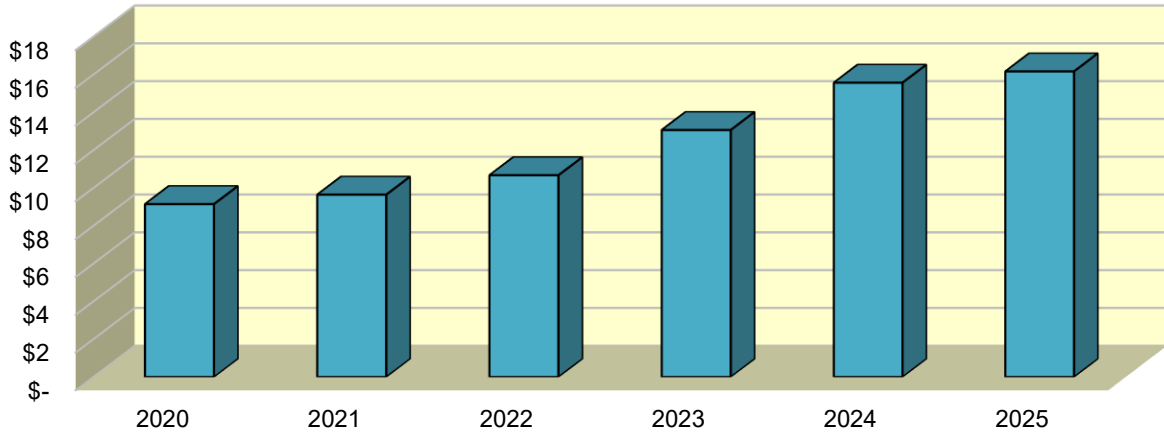
The Basic Financial Statements of the City include all government activities, organizations, and functions for which the City is financially accountable, as defined by the Governmental Accounting Standards Board (GASB).

## **LOCAL ECONOMY**

Because of the strength of the regional and local economy, Conroe continues to experience growth in residential, commercial, and light industrial development. Conroe's estimated population for 2025 is 120,417.

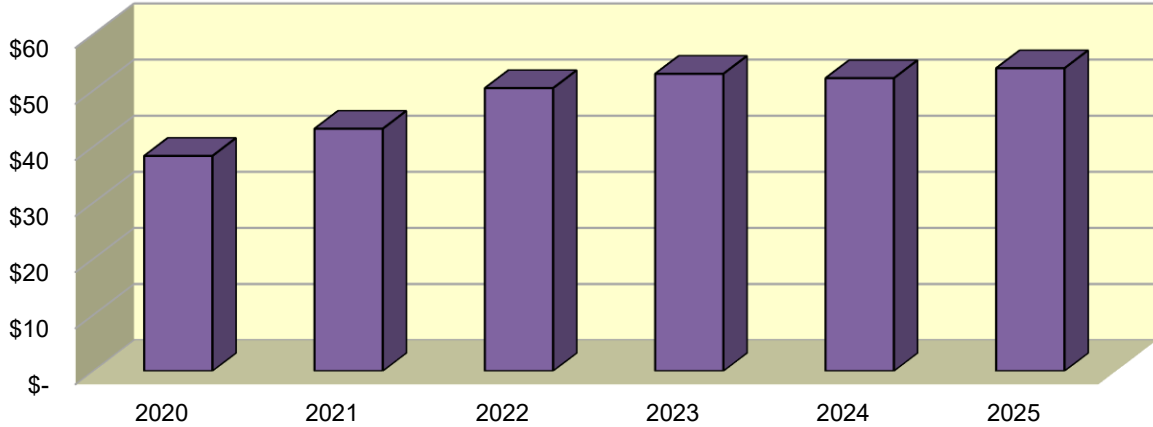
The tax roll certified by the Montgomery Central Appraisal District for 2025 (FY26) increased by \$597,072,359 or 3.8% to \$16,165,106,714. New improvements and personal property accounted for approximately \$692,909,211 of this amount. Newly annexed property did not add any value to the tax roll. This will affect revenues recorded in next year's Annual Comprehensive Financial Report (ACFR). The taxable value increase for the current fiscal year is \$1,209,867,399 or 8.4%.

**Assessed Property Valuation  
(in billions)**



Sales tax revenue is the largest revenue source for the City. Excluding the CIDC’s portion, the City’s sales tax revenue totaled \$54,128,699 for the fiscal year ended September 30, 2025. This amount represents an increase of \$1,921,746 or 3.7%, from the prior fiscal year.

**Sales Tax Revenues  
(in millions)**



The City issued 2,844 building permits for properties & improvements valued at \$1,016,966.913. This included 1,952 building permits for single family housing starts totaling \$538,030.634. The average single-family home value, exclusive of land, was \$275,630. The City reported a total labor force of 57,888 with an unemployment rate of 4.3% as of September 2025. These data are compiled by the Texas Labor Market Information (TexasLMI.com).

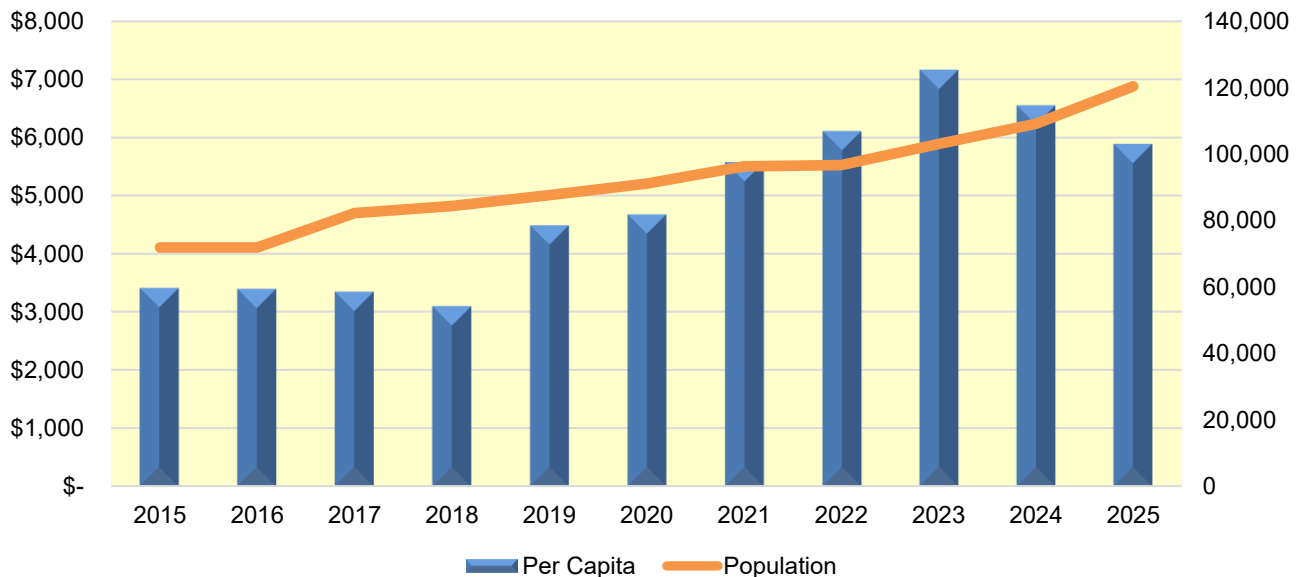
## LONG-TERM FINANCIAL PLANNING

The \$91,010,933 unassigned fund balance in the General Fund is the equivalent of 302 days of expenditures. This exceeds the financial policy guidelines set by Council of maintaining at least 90 days of fund balance. The purpose of this unassigned balance is to protect the City against short-term operating deficits in the General Fund. It will be available to defer short term tax increases, cover revenue shortfalls, or cover unanticipated expenditures.

The City also studies a multi-year plan for evaluating tax rates and utility rates as they relate to debt financing for capital needs and the operating costs of providing services to citizens. Projected revenues and expenditures are forecast through September 30, 2031, in the current budget. As a result of the multi-year review, the City has been able to maintain its property tax rate of \$0.4272 per \$100 of value for FY 25.

Outstanding debt per capita decreased from \$6,543 in 2024 to \$5,882 in 2025. The current ratio of net general bonded debt to assessed value of all taxable property is 1.60%. The City continues to maintain its current Moody's rating of Aa1 and Standard & Poor's rating of AA+ on its Certificates of Obligation and its current Moody's rating of Aa1 and Standard & Poor's rating of AA on its Water and Sewer Revenue Bonds.

**Population Growth to Outstanding Debt Per Capita**



In addition, the City has recognized the long-term financial implications of its pension and retiree health benefits. Regarding pensions, the City funds the full contribution rate to the Texas Municipal Retirement System to ensure the long-term sustainability of the plan. For retiree health care, the City funded 100% of the actuarially determined contribution (ADC).

## MAJOR INITIATIVES

The City has seen growth in the Conroe Park North Industrial Park, and major tenants have purchased land, constructed, and/or expanded facilities within the park in the past years. The CIDC is currently funding two Water Plant projects, which should be completed in FY 27, that are necessary to serve the increased demand in the industrial park.

Transportation services expanded transit operations to include a new Park and Ride commuter bus service to Houston, which began April 1, 2019 and has provided additional revenue in ticket sales. After a decrease in ridership due to COVID-19, operations have resumed a consistent ridership. In December 2022, a Downtown Circular route was added to enhance the patronage to the downtown businesses.

The city has numerous capital improvement projects slated to begin or be completed in FY 26 including street rehabilitation in the Glenwood Park subdivision, East Semands street area, South Pine Lake Road, and Tanglewood-Briarwood area; signal upgrades to SH 75 at Mill, Metcalf and Gladstell Avenue, SH 105 East at 6th and 10th street, and North Loop 336 at Plantation Drive; repairs for fire station #5 and the police training facility; construction of restroom building for Carl Barton, Jr. Park; water plant and well rehab at E. Walley Wilkerson Parkway and FM 1484; water plant #18 congressional earmark; water Plant #5, #7, and #13 senate house funded; water Plant #17 MCC panel and equipment; sewer upgrades for SSOI Program – section 10 and 12, Foster Oaks area, downtown area phase 1 – South of Highway 105, Shadow Lakes area; and lift station consolidation area No. 2 and No. 3.

The City also has capital improvement projects for its water and sewer utility, including water storage tank and water well improvements, water line rehabilitations and extensions, sanitary sewer line replacements and rehabilitations, sewer lift station replacements, and continuation of the sanitary sewer overflow initiative.

The City of Conroe is committed to providing well-maintained infrastructure and a variety of quality services to protect and enhance the living conditions of its citizens.

## AWARDS AND ACKNOWLEDGEMENTS

**Certificate of Achievement Program.** The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Conroe for its Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2024. This was the nineteenth consecutive year that the City has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized Annual Report. This report must satisfy both GAAP and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current Annual Report continues to meet the Certificate of Achievement Program's requirements, and it will be submitted for consideration.

The preparation of this report was accomplished with diligence and efficiency by the entire staff of the Finance & Administration Department. I express my appreciation to all members of the Department who assisted and contributed to its preparation. I also thank the Mayor, members of the City Council, and City Administrator for their interest and support in planning and conducting the financial operations of the City in a responsible and progressive manner.

**PAFR Certificate of Achievement.** The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for the Popular Annual Financial Reporting Award Program (PAFR) for the fiscal year ended September 30, 2024. This was the tenth year that the City has achieved this prestigious award. State and local governments must be able to extract information from their annual comprehensive financial report to produce a high quality popular annual financial report specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

**Independent Audit.** The City Charter requires an annual audit of the books of account, financial records, and transactions of all administrative departments of the City by an independent certified public accountant. The accounting firm of Pattillo, Brown & Hill, LLP, was selected by the City Council. This requirement has been fulfilled, and the auditors' opinion is included in this report. Pattillo, Brown & Hill, LLP, has issued an unmodified (“clean”) opinion of the City’s financial statements for the year ended September 30, 2025. Their report is located at the front of the financial section of this report.

Respectfully Submitted,

*Khanh Ariel Gibbs*

Khanh Ariel Gibbs  
Director of Finance/Chief Finance Officer



**Regular Council**

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Item Type: Other

Meeting Date: 03/26/2026  
Department: Finance  
Contact: Ariel Gibbs, Chief Financial Officer  
Submitted By: Michael Monteilh, Finance Manager

A. Gibbs

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider FY 26 Purchase Order and Payment to Stanley Lake M.U.D.

**Summary / Recommendation**

Pursuant to Section 5.02 of the Strategic Partnership Agreement between the City of Conroe and the Stanley Lake Municipal Utility District dated May 3, 2002, requires that the City remit an annual payment to the District in an amount "equal to the ad valorem taxes generated from the City's tax levy on that part of the Walmart tract located within the City but outside of the District." The amount due for the 2025 tax year is \$54,781.04. Staff recommends approval.

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**Fiscal Impact**

**Expenditure Amount:** \$54,781.04  
**Revenue Amount:**  
**Account Number:** 001-1800-8060  
**Budget Amendment Required Y/N:**N  
**Financial Review Complete:** MM  
**Financial Review Notes:**

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**Attachments**

2025 Stanley Lake MUD Packet



# CITY OF CONROE

Est. 1904

March 18, 2026

Stanley Lake M.U.D.  
875 Lake View Dr.  
Montgomery, TX 77356

To Whom It May Concern:

As you are aware, Section 5.02 of the Strategic Partnership Agreement between the City of Conroe and the Stanley Lake Municipal Utility District dated May 3, 2002, requires that the City remit an annual payment to the District in an amount “equal to the ad valorem taxes generated from the City’s tax levy on that part of the Wal-Mart tract located within the City but outside of the District.” Please find enclosed the payment for 2025, totaling \$54,781.04.

If you have questions or require additional information, please do not hesitate to call me at 936-522-3054 or email me at [agibbs@cityofconroe.org](mailto:agibbs@cityofconroe.org).

Sincerely,

A handwritten signature in black ink that reads "Ariel Gibbs". The signature is stylized and includes a horizontal line extending to the right.

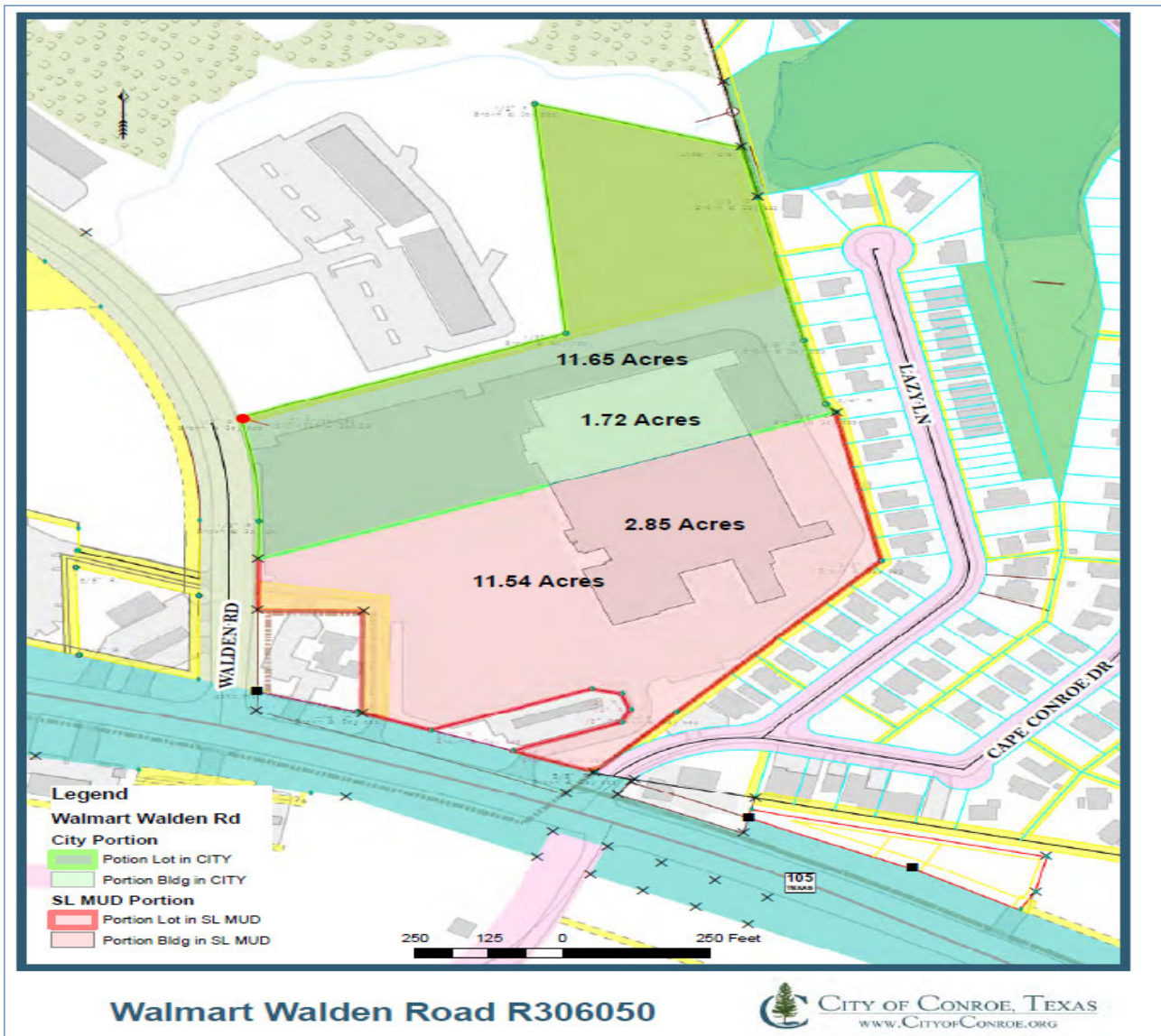
Ariel Gibbs

Director of Finance/Chief Financial Officer

ACCOUNT NUMBER	TAXABLE ASSESSED VALUE	2025 CITY TAX RATE	TAX LEVY	CAD NO.
19.3000.83.46810	\$ 5,788,557	0.4272	\$ 24,728.72	P315149
00.0008.00.00605	\$ 14,000,000	0.4272	\$ 30,052.33	R306050
<b>TOTAL REMITTANCE</b>			<b>\$ 54,781.04</b>	

**Total Acreage Breakout**

23.1850	Acres per Lot	Taxable Value	Tax Rate	Value per acre	TV City Portion	
					11.65 acres	Amt per portion
City Lot Portion	11.65	\$ 14,000,000	0.4272	\$ 603,838.69	\$ 7,034,720.72	\$ 30,052.33
SL MUD Lot Portion	11.54	\$ 14,000,000	0.4272	\$ 603,838.69	\$ 6,968,298.47	\$ 29,768.57
					<b>\$ 14,003,019.19</b>	<b>\$ 59,820.90</b>



2025 YEAR TAX STATEMENT



TAMMY J. MCRAE  
 MONTGOMERY COUNTY TAX ASSESSOR-COLLECTOR  
 400 N. SAN JACINTO  
 CONROE, TX 77301-2823  
 PHONE NO. (936) 539-7897

**Mail To:**

WAL-MART #3591-00  
 WAL-MART/SAMS CLUB-TAX DEPT  
 PO BOX 8050-MA 0555  
 BENTONVILLE, AR 72716-0555

**Legal Description:**

18700 HIGHWAY 105 W INV/FURN/FIXT/EQUIP

Legal Acres: .0000

Parcel Address: 18700 HIGHWAY 105-W

Account No: **1930008346810**

CAD No: P315149

As of Date: 03/18/2026

Print Date: 03/18/2026

Market Value		Appraised Value	Assessed Value	Capped Value	Homesite Value	AG/TIM Market Value	Non-Qualifying Value
Land	Improvement						
\$0	\$5,788,557	\$5,788,557	\$5,788,557	\$0	\$0	\$0	\$5,788,557

Taxing Unit	Assessed Value (100%)	Exemptions		Taxable Value	Tax Rate	Tax
		Code	Value			
MONTGOMERY COUNTY	\$5,788,557		\$0	\$5,788,557	0.377000	\$21,822.86
MONTGOMERY CO HOSPITAL DI	\$5,788,557		\$0	\$5,788,557	0.047300	\$2,737.99
MONTGOMERY ISD	\$5,788,557		\$0	\$5,788,557	1.091200	\$63,164.73
CITY OF CONROE	\$5,788,557		\$0	\$5,788,557	0.427200	\$24,728.72
<i>WITHOUT A CITY SALES TAX, YOUR CITY TAX WOULD INCREASE BY \$13,730.46</i>						
STANLEY LAKE MUD	\$5,788,557		\$0	\$3,878,333	0.397500	\$15,416.37

Total 2025 Tax: \$127,870.67  
 Total 2025 Levy Paid To Date: \$127,870.67  
 2025 Levy Due: \$0.00  
 Total 2025 Due: \$0.00

**Exemptions:**

AMOUNT DUE IF PAID BY THE END OF:						
03/31/2026 9%	04/30/2026 11 + 20%	06/01/2026 13 + 20%	06/30/2026 15 + 20%	07/31/2026 18 + 20%	08/31/2026 19 + 20%	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

**School Information :**

MONTGOMERY ISD 2025 M&O .71690000 I&S .37430000 Total 1.0912000 2024 M&O .71690000 I&S .37430000 Total 1.0912000

TO PAY BY CREDIT CARD PLEASE CALL 1-800-351-7929 AND USE BUREAU CODE 7898505 OR VISIT WWW.MCTOTX.ORG

PLEASE CUT AT THE DOTTED LINE AND RETURN THIS PORTION WITH YOUR PAYMENT. 7.1.61 ✂

AMOUNT DUE IF PAID BY THE END OF:							Print Date: 03/18/2026
03/31/2026 9%	04/30/2026 11 + 20%	06/01/2026 13 + 20%	06/30/2026 15 + 20%	07/31/2026 18 + 20%	08/31/2026 19 + 20%		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

**PLEASE NOTE YOUR ACCOUNT NUMBER ON YOUR CHECK AND MAKE CHECKS PAYABLE TO:**

MONTGOMERY COUNTY TAX OFFICE  
 TAMMY J. MCRAE  
 400 N San Jacinto  
 CONROE, TX 77301-2823



\* 1 9 3 0 0 0 8 3 4 6 8 1 0 \*

1930008346810  
 WAL-MART #3591-00  
 WAL-MART/SAMS CLUB-TAX DEPT  
 PO BOX 8050-MA 0555  
 BENTONVILLE, AR 72716-0555

<b>AMOUNT PAID:</b> \$ _____.
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000000P315149 000000000000 000000000000 0

**2025 YEAR TAX STATEMENT**



**TAMMY J. MCRAE**  
**MONTGOMERY COUNTY TAX ASSESSOR-COLLECTOR**  
**400 N. SAN JACINTO**  
**CONROE, TX 77301-2823**  
**PHONE NO. (936) 539-7897**

**Mail To:**

WAL-MART REAL ESTATE BUS TRST  
 PROPERTY TAX DEPT  
 PO BOX 8050, MS 0555  
 BENTONVILLE, AR 72716-0555  
 BENTONVILLE, AR 72716-0555

**Legal Description:**

A0008 - CORNER JOHN, TRACT 3A-2, 3A-5,  
 6-A (AKA WAL-MART AT WALDEN RD STORE #  
 01-3591, RES A-1, RES A-2 PLAT #  
 2002079825), ACRES 23.185

**Legal Acres:** 23.1850

**Parcel Address:** 18700 HIGHWAY 105-W

**Account No: 0000080000605**

**CAD No:** R306050

**As of Date:** 03/18/2026

**Print Date:** 03/18/2026

Market Value		Appraised Value	Assessed Value	Capped Value	Homesite Value	AG/TIM Market Value	Non-Qualifying Value
Land	Improvement						
\$4,362,863	\$9,637,137	\$14,000,000	\$14,000,000	\$0	\$0	\$0	\$14,000,000

Taxing Unit	Assessed Value (100%)	Exemptions		Taxable Value	Tax Rate	Tax
		Code	Value			
MONTGOMERY COUNTY	\$14,000,000		\$0	\$14,000,000	0.377000	\$52,780.00
MONTGOMERY CO HOSPITAL DI	\$14,000,000		\$0	\$14,000,000	0.047300	\$6,622.00
MONTGOMERY ISD	\$14,000,000		\$0	\$14,000,000	1.091200	\$152,768.00
CITY OF CONROE	\$14,000,000		\$0	\$14,000,000	0.427200	\$59,808.00
<i>WITHOUT A CITY SALES TAX, YOUR CITY TAX WOULD INCREASE BY \$33,208.00</i>						
STANLEY LAKE MUD	\$14,000,000		\$0	\$8,942,831	0.397500	\$35,547.75

**Total 2025 Tax:** \$307,525.75  
**Total 2025 Levy Paid To Date:** \$307,525.75  
**2025 Levy Due:** \$0.00  
**Total 2025 Due:** \$0.00

**Exemptions:**

AMOUNT DUE IF PAID BY THE END OF:					
03/31/2026 9%	04/30/2026 11%	06/01/2026 13%	06/30/2026 15%	07/31/2026 18 + 20%	08/31/2026 19 + 20%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

**School Information :**

MONTGOMERY ISD 2025 M&O .71690000 I&S .37430000 Total 1.0912000 2024 M&O .71690000 I&S .37430000 Total 1.0912000

**TO PAY BY CREDIT CARD PLEASE CALL 1-800-351-7929 AND USE BUREAU CODE 7898505 OR VISIT WWW.MCTOTX.ORG**

PLEASE CUT AT THE DOTTED LINE AND RETURN THIS PORTION WITH YOUR PAYMENT. 7.1.61 ✂

**AMOUNT DUE IF PAID BY THE END OF:**

**Print Date:** 03/18/2026

03/31/2026 9%	04/30/2026 11%	06/01/2026 13%	06/30/2026 15%	07/31/2026 18 + 20%	08/31/2026 19 + 20%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**PLEASE NOTE YOUR ACCOUNT NUMBER ON YOUR CHECK AND MAKE CHECKS PAYABLE TO:**

MONTGOMERY COUNTY TAX OFFICE  
 TAMMY J. MCRAE  
 400 N San Jacinto  
 CONROE, TX 77301-2823



\* 0 0 0 0 0 8 0 0 0 0 6 0 5 \*

**0000080000605**  
**WAL-MART REAL ESTATE BUS TRST**  
**PROPERTY TAX DEPT**  
**PO BOX 8050, MS 0555**  
**BENTONVILLE, AR 72716-0555**  
**BENTONVILLE, AR 72716-0555**

<b>AMOUNT PAID:</b> \$ _____
---------------------------------

000000R306050 000000000000 000000000000 ?



# CITY OF CONROE

Est. 1904

## Check Requisition Form

DATE: 3/18/2026

AMOUNT: \$ 54,781.04

VENDOR # 16833

If Vendor is not set up Attach W-9

TO: Stanley Lake MUD  
875 Lake View Dr.  
Montgomery, TX 77356


Phone: 936-582-1010

Fax: 936-448-2128

PURPOSE: Section 5.02, Strategic Partnership Agreement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NUMBER: 001-1800-8060

DEPARTMENT DIRECTOR:   
Signature



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Community Development  
Contact: Nancy Mikeska, Deputy City Administrator and Community Development Director  
Submitted By: Nancy Mikeska, Deputy City Administrator and Community Development Director

Item Type: Other

CITY OF CONROE

**Item Type:** Other

A. Houser

**Joint Meeting:** No Joint Meeting

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**Description**

Discuss and Consider an Exception to Chapter 4: Benefits Section - Payment for Unused Sick Leave and Sick Leave Incentive Program of the Employee Handbook.

**Summary / Recommendation**

Discuss and Consider an Exception to Chapter 4: Benefits Section - Payment for Unused Sick Leave and Sick Leave Incentive Program of the Employee Handbook.

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**Attachments**

Amendment to Sick Time Payout

## **Payment for unused sick leave and sick leave incentive program**

Upon termination for any reason, any employee having five years or more of continuous service shall be paid for each day of accumulated sick leave at the hourly or salary rate then applicable to said employee, up to a maximum of ninety days. An employee who retires from the City of Conroe in good standing shall be paid one-fourth (1/4th) of any additional accumulated sick time, over the ninety days, at the hourly or salary rate then applicable to said employee. Employees with 25 years of consecutive service and members of the Executive Staff, regardless of years of service, may sell back up to 80 hours of unused sick time annually that is in excess of the ninety days. Payment for the sick leave that is thus sold shall be requested each year as part of the budget process, and funding will be included in the budget. Members of the Executive Staff include the City Administrator, Deputy City Administrator, Assistant City Administrator, City Attorney, Chief Financial Officer, Police Chief, Fire Chief, and Department Directors. Non-Civil Service employees with less than five years of continuous service shall not be entitled to compensation for accumulated sick leave. Civil Service employees leaving employment without retirement, or with less than five years of service, shall be paid any accumulated sick time, up to 90 days, based upon the requirements of the Texas Government Code. No employee who shall have been compensated for accumulated sick leave pursuant to this section shall be eligible for re-employment by the City for a period of one year following termination, except upon the approval of the Department Director and City Administrator.

As an incentive to encourage the responsible use of sick leave, each employee having eight or more years of continuous service and accumulated sick leave in excess of ninety days shall receive an annual incentive payment equal to fifteen percent of the value of all sick leave accrued but not used by such employee in the prior fiscal year, not to exceed fifteen percent of the value of fifteen days per year. Sick leave used while on FMLA leave does not count for purposes of calculating this payment.

Additional sick leave incentives may be found in the vacation policies.

Compensatory time, accrued holiday leave and vacation leave may not be substituted for sick leave at any time for purposes that may affect sick leave incentive payment. Any military leave will be reviewed for sick leave incentive pay eligibility on an individual basis by the City Administrator.

**Civil Service** - Civil Service employees are eligible for payout of sick leave as provided by City Policy and/or Chapter 143 of the Texas Local Government Code. All policies contained herein which are not in conflict with Chapter 143 shall also apply.

### **Exceptions**

Non Civil Service employees hired or re-hired after March 26, 2026 will not be eligible for sick leave payout at the end of employment. Civil Service employees hired or re-hired after March 26, 2026 will be eligible for up to 90 days of accumulated sick leave as per Texas Municipal Code Section 143.116, with no additional sick leave payout at end of employment.



CITY OF CONROE

**Regular Council**

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Item Type: Executive Session

Meeting Date: 03/26/2026

Department: Legal

Contact: Gary Scott, City Administrator

Submitted By: Yanira Peres-Gutierrez, Adm. Assistant - Legal

**Item Type:** Executive Session

Mayor Coon

**Joint Meeting:** No Joint Meeting

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**Description**

\*Private consultation with Attorneys to seek advice concerning pending or contemplated litigation. (Sec.551.071).

\*Deliberation concerning the purchase, exchange, lease or value of real property, to include but not limited to MSEC, Inc. Water & Wastewater Assets. (Sec.551.072).

\*Personnel Matters. (Sec.551.074).

**Summary / Recommendation**

\*Private consultation with Attorneys to seek advice concerning pending or contemplated litigation. (Sec.551.071).

\*Deliberation concerning the purchase, exchange, lease or value of real property, to include but not limited to MSEC, Inc. Water & Wastewater Assets. (Sec.551.072). \*Personnel Matters. (Sec.551.074).

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CITY OF CONROE

**Regular Council**

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Item Type: Consent

Meeting Date: 03/26/2026

Department: Mayor & Council

Contact: Sami Quinlan, City Secretary

Submitted By: Sami Quinlan, City Secretary

**Item Type:** Consent

S. Quinlan

**Joint Meeting:** No Joint Meeting

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**Description**

Council Minutes held February 26, 2026.

**Summary / Recommendation**

Council Minutes held February 26, 2026.

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**Attachments**

02-26-26

**Mayor**  
Duke W. Coon

**Mayor Pro Tem**  
Howard Wood

**Council Member, Place 1**  
David Hairel

**Council Member, Place 2**  
Shana R. Arthur

**Council Member, Place 3**  
Harry Hardman

**Council Member, Place 5**  
Marsha Porter



**City Administrator**  
Gary A. Scott

**Deputy City Administrator**  
Nancy S. Mikeska

**Assistant City Administrator**  
Norman McGuire

**City Attorney**  
Michael T. Garner

**City Secretary**  
Sami H. Quinlan

**CITY OF CONROE  
COUNCIL MEETING MINUTES**

**FEBRUARY 26, 2026 – 9:30 A.M.**

**CALL TO ORDER  
ROLL CALL**

**PRESENT:**     ***Mayor Coon  
Mayor Pro Tem Wood  
Council Members Hairel, Hardman, Porter, and Arthur  
City Administrator Gary A. Scott  
City Secretary Sami H. Quinlan***

**ABSENT:**     ***City Attorney Michael T. Garner***

**After a roll call by the City Secretary establishing a quorum was present, the Council Meeting was called to order at 9:30 a.m. by Mayor Coon.**

**The meeting agenda, which was posted in accordance with the Texas Government Code, Chapter 551, was presented.**

**Agenda packets containing data relating to agenda items had been furnished to Council Members prior to the meeting of the Council.**

**Agenda items were considered by the Council. The action taken concerning such item is shown on the official Council Action Sheet attached hereto and made a part of these Minutes.**

**After all business was properly brought before the Council had been considered, City Council adjourned.**

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**Duke W. Coon, Mayor**

**ATTEST:**

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**Sami H. Quinlan, City Secretary**

## **OFFICIAL MINUTES OF THE CONROE CITY COUNCIL MEETING**

**Mayor Coon recognized the Conroe Police Officers in the room for their service to the community.**

**INVOCATION & PLEDGE: Pastor Lenard Allen Jr. – Jones Chapel Baptist Church**

### **CITIZEN INQUIRY**

Sandra Burke addressed Council regarding Agenda Item 2, Attorney General's opinion No. KP-0511 and Agenda Item 14, Acting City Attorney.

John Sellars addressed Council regarding Agenda Item 2, Attorney General's opinion No. KP-0511.

Ken Blevins addressed Council regarding Agenda Item 2, Attorney General's opinion No. KP-0511.

### **ADMINISTRATIVE UPDATE**

Deputy City Administrator/Director of Community Development Nancy Mikeska deferred her time to Dr. Tobin Redwine, Executive Director of the Montgomery County Fair Association. Dr. Redwine addressed Council and presented the Montgomery County Fair Association's 2025 Annual Report. Chief Jon Buckholtz presented Council an overview of the Lonestar Throwdown truck show event. Ms. Mikeska announced that the City of Conroe Bus service could transport citizens to the Houston Rodeo.

### **ATTORNEY GENERAL'S OPINION NO. KP-0511 - QUORUM**

Councilwoman Porter and Councilwoman Arthur presented Council for their review and consideration the Attorney General's opinion No. KP-0511 responding to Mayor Duke W. Coon's and John Sellar's misguided letter to the Attorney General regarding the interpretation and application of the definition of a quorum. There was a lengthy discussion held by Council.

### **STORMWATER UTILITY FEES**

Assistant City Administrator/Director of Public Works Norman McGuire presented Council the Stormwater Utility Fee study and update. Connor Turan, representative with Freese and Nichols, addressed Council with a presentation regarding the Stormwater System Program. There was a lengthy discussion held by Council.

### **REMOTE WELL NO. 18**

Assistant City Administrator/Director of Public Works Norman McGuire presented Council for their review and consideration professional services for survey for Remote Well No. 18, located on existing City property in Carl Barton Park. Staff recommended TNP in the amount of \$89,480.00.

**A motion was made by Councilman Hardman to approve professional services for survey for Remote Well No. 18, as discussed and presented. Councilwoman Porter seconded the motion. Motion carried unanimously.**

### **TDEM SUB-GRANT-HMGP (4705)-FEMA PROJECT – SEVERE WINTER STORM MARA**

Assistant City Administrator/Director of Public Works Norman McGuire presented Council for their review and consideration a proposed Resolution for designating authorized signatories for the Texas Division of Emergency Management (TDEM) sub-grant for the Hazard Mitigation Grant Program (HMGP)4705, Severe Winter Storm Mara FEMA Project 0034 and awarding grant administration to Grant Works, Inc. in the amount of \$24,900.00.

**A motion was made by Councilman Hairel to approve a Resolution for designating authorized signatories for the Texas Division of Emergency Management (TDEM) sub-grant for the Hazard Mitigation Grant Program (HMGP)4705, Severe Winter Storm Mara FEMA Project 0034 and awarding grant administration to Grant Works, Inc., as discussed and presented. Councilman Hardman seconded the motion. Motion carried unanimously.**

### **TRAP-NEUTER-RELEASE**

Chief Jon Buckholtz presented Council for their review and consideration approval of a proposed Resolution establishing the Trap-Neuter-Release feral feline program in the City of Conroe. Dr. Jennifer Money and Dr. Kira Ramdas presented Council a detailed overview of the program and request. City Administrator Gary Scott stated he needed to review the proposed Resolution.

**This item was deferred.**

### **ANNEXATION-4.860 AC. STANLEY LAKES MUD**

Deputy City Administrator/Director of Community Development Nancy Mikeska presented Council for their review and consideration a Petition consenting to the annexation of 4.860 acres of land, more or less, into the boundaries of the Stanley Lakes Municipal Utility District; and to be included into the Strategic Partnership Agreement between the City and the District.

**A motion was made by Councilman Hairel to approve a Petition consenting to the annexation of 4.860 acres of land, more or less, into the boundaries of the Stanley Lakes Municipal Utility District; and to be included into the Strategic Partnership Agreement between the City and the District, as discussed and presented. Councilwoman Arthur seconded the motion. Motion carried unanimously.**

## COMMUTER BUS OPERATIONS – PURCHASE ORDER

Deputy City Administrator/Director of Community Development Nancy Mikeska presented Council for their review and consideration approval of a 2026 Purchase Order for Commuter Bus Operations in the amount of \$539,000.00 with a revenue of \$122,797.00.

**A motion was made by Councilman Hardman to approve a 2026 Purchase Order for Commuter Bus Operations, as discussed and presented. Councilwoman Porter seconded the motion. Motion carried unanimously.**

## SAN JACINTO RIVER AUTHORITY (SJRA) PASS-THROUGH FEE

Finance Manager Michael Monteilh presented Council for their review and consideration reducing the City of Conroe's San Jacinto River Authority (SJRA) Pass-through Fee from \$3.12 to \$3.05 per 1,000 gallons.

**A motion was made by Councilwoman Porter to approve reducing the City of Conroe's San Jacinto River Authority (SJRA) Pass-through Fee from \$3.12 to \$3.05 per 1,000 gallons, as discussed and presented. Councilman Hairel seconded the motion. Motion carried unanimously.**

## JANUARY FINANCIAL SUMMARY REPORT

Chief Financial Officer Ariel Gibbs presented Council for their review and consideration the January 2026 Financial Summary Report.

**A motion was made by Councilwoman Porter to approve the January 2026 Financial Summary Report, as discussed and presented. Councilman Hardman seconded the motion. Motion carried unanimously.**

At 11:21 a.m., Mayor Coon along with Council, City Administrator Gary A. Scott, Deputy City Administrator/Director of Community Development Nancy Mikeska, and City Secretary Sami H. Quinlan, recessed into a Closed Executive Session for consultation with attorney to receive legal advice concerning the following threatened, contemplated or pending claims and litigation, and to deliberate other matters as authorized by Texas Government Code Chapter 551, relating to:

- Private consultation with Attorneys to seek advice concerning pending or contemplated litigation. (Sec.551.071).
- Deliberation concerning the purchase, exchange, lease or value of real property, to include but not limited to MSEC, Inc. Water & Wastewater Assets and the Methodist Hospital (Sec.551.072).
- Personnel Matters (Sec. 551.074).

**The Closed Executive Session was recessed at 12:12 p.m.**

## MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION

**A motion was made by Councilwoman Porter to approve a Resolution authorizing officials and consultants of the city to negotiate one or more term sheets with Mid-South Electric Cooperative Association or subsidiaries thereof concerning the acquisition of a water system and a wastewater system; and making other provisions regarding matters incident thereto, as discussed in Executive Session. Councilman Hardman seconded the motion. Motion carried unanimously.**

## AT 12:12 P.M., MAYOR COON CONVENEED THE CITY COUNCIL AND CLGC MEETING

**CALL OF ROLL by City Secretary Sami H. Quinlan for CLGC:**

**PRESENT:**     *President Hairel*  
                  *Vice President Arthur*  
                  *Mayor Coon*  
                  *Director Hardman*  
                  *Director Wood*  
                  *Director Porter*

## REFUND -CONTRACT REVENUE COVERAGE ACCOUNT TO CIDC

**A motion was made by Councilman Hardman to approve Authorizing Refund of the Contract Revenue Coverage Account to the CIDC, as discussed in Executive Session. Councilwoman Porter seconded the motion. Motion carried unanimously.**

## AT 12:13 P.M., MAYOR COON ADJOURNED CLGC MEETING AND RECONVENED THE CONROE CITY COUNCIL MEETING

**CONSENT AGENDA**

**A motion was made by Councilman Hardman to approve the Consent Agenda in its entirety, Items 14 through 18. Councilman Hairel seconded the motion. Mayor Pro Tem Wood voted against. Motion carried.**

- Approve appointing Gary A. Scott as Acting City Attorney, in the absence of Michael T. Garner, as discussed in Executive Session.
- **PAYMENT OF STATEMENTS:**

• Kinloch Equipment & Supply	Inv. No. U00218 – Street Sweeper	\$353,925.00
• National Equipment Dealer	Inv. No. 83957811 – Two Swenson sand spreaders	\$71,808.32
• Pattillo, Brown & Hill, LLP.	Inv. No. 513804 – External Audit Services	\$60,000.00
• San Jacinto River Authority/GRP/Division	Inv. No. 1126 – Surface Ground Water fee Payment	\$1,168,271.96

**CITIZEN PARTICIPATION**

Taryn McBride addressed Council regarding the Friends of Conroe and the Conroe Cajun Catfish Festival.

Tanya Maddux addressed Council regarding the Special Events application process.

Savannah Stroder addressed Council regarding the Special Events application process.

Travis Spencer addressed Council regarding the Special Events application process and the Crighton Theatre.

Sandra Burke addressed Council regarding the Tree Ordinance and Arbor Day.

**BRIEFING**

None

**COUNCIL MEMBER INQUIRY TIME**

Councilwoman Porter requested City Administrator Gary A. Scott to verify the comments made regarding public comment time from a previous Council Meeting.

*There being no further business to consider, a motion was made by Councilman Hardman, seconded by Councilwoman Arthur to adjourn the City Council meeting.*



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Mandy Hyman, Adm Specialist II PW

CITY OF CONROE

**Joint Meeting:** No Joint Meeting  
N. McGuire

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**Vendor Name**

Vendor: Caldwell Country Chevrolet

**Invoice Number**

TR269042  
TR265898

**Description**

PD 2026 Tahoes

**Amount**

\$114,270.00

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**Attachments**

Caldwell Country Chevrolet





**CITY OF CONROE**

300 W. Davis St.  
P.O. Box 3066  
Conroe, TX 77305-3066  
(936) 522-3000

**PURCHASE ORDER**

**PO Number:** 26-02286

**Date:** 01/12/2026

**Request #:** REQ16908

**Vendor #:** 12123

**ISSUED TO:** CALDWELL COUNTRY CHEVROLET II LLC  
800 STATE HIGHWAY 21 E  
CALDWELL, TX 77836-4512

**SHIP TO:** CITY OF CONROE - DEAN TOWERY SERVIC  
Attn: PURCHASING WAREHOUSE  
401 SGT ED HOLCOMB BLVD S.  
Conroe, TX 77304

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 2025-2026 PD Tahoe		003-3010-9060		0.00	672,000.00
	Replacing Unit #1815,1963,1982,2035,2040,2115,2118,2119,2120,2121,2122, and 2123					
2	0 2025-2026 PD Tahoe		001-1200-9050		0.00	13,620.00
	Replacing Unit #1815,1963,1982,2035,2040,2115,2118,2119,2120,2121,2122, and 2123					

This Purchase Order constitutes a legal contract to buy products or services. The seller agrees this purchase cannot exceed the total stated amount below.

**Authorized by:** Teri Lynn Hatch **Date:** 1-13-26

<b>SUBTOTAL:</b>	
<b>SHIPPING:</b>	0.00
<b>TOTAL TAX:</b>	0.00
<b>TOTAL</b>	685,620.00

- Original Invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received.
- Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- The City is exempt from federal excise and state tax - ID# 74-6000555



**CALDWELL COUNTRY  
CHEVROLET**

P. O. BOX 27  
CALDWELL, TEXAS 77836

Invoice No TR269042

**INVOICE**

**Customer**

Name CITY OF CONROE  
 Address 300 W DAVIS STREET  
 City CONROE State TX ZIP 77305  
 Phone (936)522-3000

Date 03/11/2026  
 Order No. \_\_\_\_\_  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	2026 CHEVROLET TAHOE 1GNS5UED4TR269042 PO #: 26-02286  TRADE: 0 N/A  <b>PLEASE MAIL PAYMENT TO:</b> CALDWELL COUNTRY CHEVROLET II LLC PO BOX 675111 DALLAS, TX 75267-5111  <b>TERMS: NET 30</b>	57,135.00	57,135.00
		N/A	N/A

**Payment**

- cash
- check
- credit card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Subtotal	57,135.00
Shipping & Handling	
Taxes State	N/A
FEES	N/A
<b>TOTAL</b>	<b>57,135.00</b>

Office use only

PLEASE REMIT PAYMENT TO CALDWELL COUNTRY CHEVROLET



**CALDWELL COUNTRY  
CHEVROLET**

P. O. BOX 27  
CALDWELL, TEXAS 77836

Invoice No TR265898

**INVOICE**

**Customer**

Name CITY OF CONROE  
 Address 300 W DAVIS STREET  
 City CONROE State TX ZIP 77305  
 Phone (936)522-3000

Date 03/13/2026  
 Order No. \_\_\_\_\_  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
1	2026 CHEVROLET TAHOE 1GNS5UEDXTR265898 PO #: 26-02280  TRADE: 0 N/A  <b>PLEASE MAIL PAYMENT TO:</b> CALDWELL COUNTRY CHEVROLET II LLC PO BOX 675111 DALLAS, TX 75267-5111  TERMS: NET 30	57,135.00	57,135.00
		N/A	N/A

**Payment**

- cash
- check
- credit card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

Subtotal	57,135.00
Shipping & Handling	
Taxes State	N/A
FEES	N/A
<b>TOTAL</b>	<b>57,135.00</b>

Office use only

PLEASE REMIT PAYMENT TO CALDWELL COUNTRY CHEVROLET



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

CITY OF CONROE

**Joint Meeting:** No Joint Meeting  
N. McGuire

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**Vendor Name**

Vendor: Centerpoint Energy

**Invoice Number**

BP#5000281096

**Description**

Water Plant No. 32 Gas Line Extension/Meter

**Amount**

\$185,515.33

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**Attachments**

CenterPoint Invoice





Please make payable to:

CenterPoint Energy

Attn: LAUREN BEAVERS C 500-10

211 NW Riverside Dr

Evansville IN 47708-1251

# INVOICE

Customer Info:

2/16/26

Payee Name: CITY OF CONROE WATERPLANT 32

BP# 5000281096

Payee Address: 700 METCALF ST

City: CONROE State TX

ZIP 77301

Phone: 936-522-3133

Fax/Email: Tgaha@cityofconroe.org

RE: FOR GAS SERVICE @ 12364 THOMPSON RD

DISTRICT: NORTH

Gas Coordinator: Harold Fellon

Phone: 713-945-2468

Email Address: [Harold.Fellon@centerpointenergy.com](mailto:Harold.Fellon@centerpointenergy.com)

Description	W/O #	Qty / Ftg	Charge	Total
GAS MAIN LINE FOR W/P #32		1	\$168,592.16	\$168,592
METER INSTALLATION		1	\$16,923.17	\$16,923
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0

TOTAL \$185,515.33

PLEASE INCLUDE THE INVOICE WITH THE PAYMENT OR PAYMENT WILL BE RETURNED AND WILL DELAY YOUR PROJECT

MAIL PAYMENT TO THE ABOVE ADDRESS.

Make all checks payable to: CenterPoint Energy - Please use the W/O # as the INVOICE #

Send a copy of this invoice along with the check. Charges good for 30 days from date of invoice.

Payment is required prior to release of construction work order

If you have any questions concerning this invoice, please contact coordinator at number above.

Thank you for using natural gas.



**CITY OF CONROE**

300 W. Davis St.  
P.O. Box 3066  
Conroe, TX 77305-3066  
(936) 522-3000

**PURCHASE ORDER**

**PO Number:** 26-02444      **Date:** 03/16/2026  
**Request #:** REQ17099      **Vendor #:** 00214

**ISSUED TO:** CENTERPOINT ENERGY  
P. O. BOX 4981  
HOUSTON, TX 77210-4981

**SHIP TO:** CITY OF CONROE - DEAN TOWERY SERVIC  
Attn: PURCHASING WAREHOUSE  
401 SGT ED HOLCOMB BLVD S.  
Conroe, TX 77304

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Gas Service Line and Meter Installation		508-8040-9030	J15-XP	0.00	185,515.33

This Purchase Order constitutes a legal contract to buy products or services.  
The seller agrees this purchase cannot exceed the total stated amount below.

**Authorized by:** Teri Lynn Hatch      **Date:** 3-16-26

<b>SUBTOTAL:</b>	
<b>SHIPPING:</b>	0.00
<b>TOTAL TAX:</b>	0.00
<b>TOTAL</b>	185,515.33

- Original invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received.
- Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- The City is exempt from federal excise and state tax - ID# 74-6000555



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Finance  
Contact: Ariel Gibbs, Chief Financial Officer  
Submitted By: Eddie Tenorio, Accountant II

**Joint Meeting:** No Joint Meeting  
A. Gibbs

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**Vendor Name**

Vendor: GCB Conroe 380, LLC - Regions Bank (Trustee for the PRF Bonds)

**Invoice Number**

Invoice: MMD1 - 04/01/26

**Description**

Annual Chapter 380 Developer Agreement Payment  
Property Tax Rebate

**Amount**

\$1,500,000.00

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**Attachments**

Annual CMMD#1 Property Tax Rebate - Agreement Payment





**CITY OF CONROE**  
 300 W. Davis St.  
 P.O. Box 3066  
 Conroe, TX 77305-3066  
 (936) 522-3000

# PURCHASE ORDER

**PO Number:** 26-02458      **Date:** 03/18/2026  
**Request #:** REQ17064      **Vendor #:** 10470

**ISSUED TO:** REGIONS BANK  
 3773 RICHMOND AVE, SUITE 1100  
 HOUSTON, TX 77046-

**SHIP TO:** CITY OF CONROE FINANCE  
 300 WEST DAVIS, 4th Floor  
 Conroe, TX 77301

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Annual Chapter 380 Developer Agreement Payment		001-1800-8060		0.00	1,500,000.00

This Purchase Order constitutes a legal contract to buy products or services.  
 The seller agrees this purchase cannot exceed the total stated amount below.

**Authorized by:** Teri Lynn Hatch      **Date:** 3-18-26

<b>SUBTOTAL:</b>	
<b>SHIPPING:</b>	0.00
<b>TOTAL TAX:</b>	0.00
<b>TOTAL</b>	1,500,000.00

1. Original invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received.
9. Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from federal excise and state tax - ID# 74-6000555

**Finance Department (936) 522-3000 FAX (936) 522-3039**



# CITY OF CONROE

Est. 1904

March 3, 2026

GCP Conroe 380, LLC  
Johnson Development Corporation  
5005 Riverway Drive, Suite 500  
Houston, Texas 77056  
Attn: Elizabeth York

RE: Conroe Municipal Management District No.1 Annual Developer Payment

Pursuant to the Amended and Restated Reimbursement Agreement entered into on 5<sup>th</sup> day of August, 2022 by and among the City of Conroe, Texas, Conroe CS Texas Holdings LP, GCP Conroe 380, LLC and Conroe Municipal Management District No. 1, the City is required to provide the developer a written report to support the City’s calculation of the Annual Developer Payment without regard to the \$1,500,000 limitation.

The Annual Developer Payment Calculation without regard to the \$1,500,000 limitation is as follow:

<b>Property Tax Rebate</b>	
<b>2025 Certified Value:</b>	<b>\$944,098,897</b>
2013 Base Value:	<u>(17,896,320)</u>
Increment Value:	\$926,202,577
Rebate Percentage:	<b>75.00%</b>
Adjusted Increment Value:	\$694,651,933
2025 Tax Rate per \$100:	<u><b>\$0.4272</b></u>
<b>Calculated Tax Rebate:</b>	<b>\$2,967,553</b>
<b>Tax Rebate Limit</b>	<b>\$1,500,000.00</b>

Sincerely,

Ariel Gibbs  
Chief Financial Officer

cc: Muller Law Group, PLLC  
202 Century Square Blvd.  
Sugar Land, Texas 77478  
Attn: Nancy Carter

	CERTIFIED	UNDER REVIEW	TOTAL
<b>REAL PROPERTY &amp; MFT HOMES</b>	(Count) (1,872)	(Count) (0)	(Count) (1,872)
Land HS Value	97,782,730	0	97,782,730
Land NHS Value	74,071,512	0	74,071,512
Land Ag Market Value	0	0	0
Land Timber Market Value	2,928,072	0	2,928,072
Total Land Value	<b>174,782,314</b>	<b>0</b>	<b>174,782,314</b>
Improvement HS Value	583,395,895	0	583,395,895
Improvement NHS Value	290,447,610	0	290,447,610
Total Improvement	<b>873,843,505</b>	<b>0</b>	<b>873,843,505</b>
Market Value	<b>1,048,625,819</b> GT	<b>0</b>	<b>1,048,625,819</b>
<b>BUSINESS PERSONAL PROPERTY</b>	(143)	(0)	(143)
Market Value	<b>30,761,386</b>	<b>0</b>	<b>30,761,386</b>
<b>OIL &amp; GAS / MINERALS</b>	(0)	(0)	(0)
Market Value	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER (Intangibles)</b>	(0)	(0)	(0)
Market Value	<b>0</b>	<b>0</b>	<b>0</b>
	(Total Count) (2,015)	(Total Count) (0)	(Total Count) (2,015)
<b>TOTAL MARKET</b>	<b>1,079,387,205</b>	<b>0</b>	<b>1,079,387,205</b>
Ag Productivity	0	0	0
Ag Loss (-)	0	0	0
Timber Productivity	83,955	0	83,955
Timber Loss (-)	2,844,117	0	2,844,117
<b>APPRAISED VALUE</b>	<b>1,076,543,088</b>	<b>0</b>	<b>1,076,543,088</b>
	100.0%	0.0%	100.0%
HS CAP Limitation Value (-)	3,262,338	0	3,262,338
CB CAP Limitation Value (-)	3,602,803	0	3,602,803
<b>NET APPRAISED VALUE</b>	<b>1,069,677,947</b>	<b>0</b>	<b>1,069,677,947</b>
Total Exemption Amount	125,579,050	0	125,579,050
<b>NET TAXABLE</b>	<b>944,098,897</b>	<b>0</b>	<b>944,098,897</b>
<b>TAX LIMIT/FREEZE ADJUSTMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIMIT ADJ TAXABLE (I&amp;S)</b>	<b>944,098,897</b>	<b>0</b>	<b>944,098,897</b>
<b>CHAPTER 312 ADJUSTMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHAPTER 313 ADJUSTMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIMIT ADJ TAXABLE (M&amp;O)</b>	<b>944,098,897</b>	<b>0</b>	<b>944,098,897</b>

APPROX TOTAL LEVY = NET TAXABLE \* (TAX RATE / 100)  
 \$8,072,045.57 = 944,098,897 \* (0.855000 / 100)

be determined at the time the PFA Bonds are issued and shall be equal to the interest payable on the PFA Bonds (plus the annual costs associated with the PFA Bonds as described in the definition of "Interest Costs" herein). The Developer agrees to require the Trustee for the PFA Bonds to inform the City in writing of the interest rate applicable to the PFA Bonds (plus the annual costs associated with the PFA Bonds as described in the definition of "Interest Costs" herein) within three business days of the pricing of the PFA Bonds. In the event the City fails to make the Annual Developer Payments described herein, Interest Costs shall be deemed to include interest on the unpaid balance of the Developer Reimbursement owed to the Developer pursuant to this Agreement at a Default Rate of eight percent (8%) per annum (calculated on the basis of a 360-day year consisting of twelve thirty-day months) which shall accrue until such delinquent Annual Developer Payment is paid by the City.

In connection with the Conduit Financing, the Developer agrees to require the Trustee for the PFA Bonds to (i) annually within 10 business days after each annual payment of the Annual Developer Payment report to the City the remaining balance of the unpaid Developer Reimbursement and (ii) upon the issuance of the PFA Bonds and annually within 10 business days after each annual payment of the Annual Developer Payment provide the City with an estimated principal and interest repayment schedule for the remaining outstanding PFA Bonds (and which will equal the principal and interest requirements of the unpaid balance of the Developer Reimbursement) after such Annual Developer Payment. Attached hereto as Exhibit C is an estimated schedule of the annual principal and interest payments that will be made on the Developer Reimbursement (and the PFA Bonds) with each of the Annual Developer Payments. This schedule will be replaced at closing and annually thereafter with the estimated principal and interest repayment schedule to be provided by the Trustee for the PFA Bonds pursuant to the provisions of Section 3.06(ii) hereof. The Parties hereto understand and agree that Annual Developer Payments made by the City that are in excess of the required interest payments described in Exhibit C hereto (as supplemented at closing and annually thereafter) will be used annually to make additional principal payments on the Developer Reimbursement (and the PFA Bonds) pursuant to the provisions of the Conduit Financing.

The Parties hereto understand and agree that: (i) Interest Costs will be paid annually as a part of, and not in addition to, the Annual Developer Payment (i.e. the Annual Developer Payment in the maximum amount of \$1,500,000 consists of a payment of (a) interest on the unpaid balance of the Developer Reimbursement, (b) a portion of the principal amount of the Developer Reimbursement, and (c) the annual administrative fees and expenses of the PFA and the Trustee for the PFA Bonds as described in the definition of "Interest Costs" herein); and (ii) PFA Bond proceeds available in the Infrastructure Improvement Fund to the Developer for the payment of Improvements Costs, after the deduction of issuance costs associated with the Conduit Financing and the Cash Payment, will equal \$11,962,798. Developer agrees that, upon the receipt of the Cash Payment, the issuance of the PFA Bonds and the funding of the Infrastructure Improvement Fund described in Section 3.08 hereof, the total amount of funds available to the Developer for the payment of Improvements Costs will equal \$11,962,798 and that, upon the issuance of the PFA Bonds, the City will have no further

City of Conroe- Chapter 380 Agreement  
 Annual Payment for Trustee  
 Developer: GCB Conroe, LLC ("Conroe 380")  
 Property Tax Rebate per August 5, 2022 Agreement  
 Reimbursement of Conroe Municipal Management District #1

Annual Calculation due to Developer by March 1  
 Annual Payment Due by April 1st  
 Vendor # 10470  
 Regions Bank

Due by April 1	Certified Value for		2013 Base		Increment Value	Rebate %	Adjusted Increment Value	Current Tax Rate per \$100	Total Tax Rebate (\$1,500,000 Cap)	Amount to be Paid	Date Paid
	Tax Year	Year	Year Tax Value	Year Tax Value							
2023	\$ 478,639,286	\$17,896,320	\$17,896,320	\$17,896,320	460,742,966	75%	\$ 345,557,225	0.4272	\$ 1,476,220.46	\$1,476,220.46	3/13/2023
2024	\$ 698,803,221	\$17,896,320	\$17,896,320	\$17,896,320	680,906,901	75%	\$ 510,680,176	0.4272	\$ 2,181,625.71	\$ 1,500,000.00	3/25/2024
2025	\$ 830,780,391	\$17,896,320	\$17,896,320	\$17,896,320	812,884,071	75%	\$ 609,663,053	0.4272	\$ 2,604,480.56	\$ 1,500,000.00	3/28/2025
2026	\$ 944,098,897	\$17,896,320	\$17,896,320	\$17,896,320	926,202,577	75%	\$ 694,651,933	0.4272	\$ 2,967,553.06	\$ 1,500,000.00	

**Public Finance Authority Contract Revenue Bonds (Conroe MMD No.1 Projects), Taxable Series 2022  
Purchaser: NBH Bank**

Year Ending 9/30	Taxable Assessed Valuation	Less: 2013 Base Value	Total Increment Value	Rebate (%)	City Tax Rate per \$100	Property Tax Rebates	Cash Deposit 2021 Property Tax Rebates (\$1,009,706)	Less: Estimated Fees	Total Rebates Available for Debt Service	PFA Contract Revenue Bonds (Conroe MMD No. 1 Projects) Taxable Series 2022			Principal Balance	Excess Rebates (Transferred to City)
										Principal (a)	Interest (b)	Total		
2022	\$325,616,189	(\$17,896,320)	\$307,719,869	75%	\$0.4375	\$1,009,706	(\$1,009,706)		\$0	\$1,078,415	\$392,114	\$1,470,529	\$11,962,798	\$0
2023	467,581,346	(17,896,320)	449,685,026	75%	0.4375	1,475,529	0	(5,000)	1,470,529	950,781	544,219	1,495,000	10,884,383	0
2024	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	998,320	496,680	1,495,000	9,933,602	0
2025	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,048,236	446,764	1,495,000	8,935,282	0
2026	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,100,648	394,352	1,495,000	7,887,046	0
2027	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,155,680	339,320	1,495,000	6,786,399	0
2028	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,274,137	281,536	1,495,000	5,630,719	0
2029	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,337,844	157,156	1,495,000	4,417,254	0
2030	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	1,404,736	90,264	1,495,000	3,143,117	0
2031	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000	400,537	20,027	1,495,000	1,805,273	0
2032	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000			1,495,000	400,537	0
2033	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	(5,000)	1,495,000			1,495,000		0
2034	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,074,436	0
2035	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2036	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2037	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2038	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2039	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2040	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2041	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
2042	500,000,000	(17,896,320)	482,103,680	75%	0.4375	1,500,000	0	0	1,500,000			1,500,000	1,500,000	0
<b>Totals</b>						<b>\$30,985,235</b>	<b>(\$1,009,706)</b>	<b>(\$55,000)</b>	<b>\$29,920,529</b>	<b>\$11,962,798</b>	<b>\$3,383,295</b>	<b>\$15,346,093</b>		<b>\$ 14,574,436</b>

- (a) Generates \$11,156,200 in proceeds and includes \$556,598 in costs of issuance and \$250,000 for a Reserve Fund.
- (b) Interest calculated at 5.00%, pursuant to a "rate lock" agreed upon by the City and NBH Bank on July 7, 2022 and the Term Sheet dated July 7, 2022 from NBH Bank.
- (c) Property tax rebates calculated with 2022 Preliminary Taxable Values, which are subject to change based on value protests.
- (d) Property tax rebates will be capped at \$1,500,000 per year.



**Regular Council**

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Meeting Date: 03/26/2026

Department: Finance

Contact: Ariel Gibbs, Chief Financial Officer

Submitted By: Eddie Tenorio, Accountant II

**Joint Meeting:** No Joint Meeting

A. Gibbs

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**Vendor Name**

Vendor: Montgomery County UD#3 (Vendor#02757)

**Invoice Number**

Invoice: UD#3 Drainage True Up

**Description**

Montgomery County UD 3 drainage true up review for FY 2022 through FY 2026 to reconcile actual drainage costs with prior estimates.

**Amount**

\$ 67,925.35

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**Attachments**

Montgomery County UD#3 Utility District True Up Payment



Calendar Year	Adj Tax Value	/100	x0.05	Amount Needed to Pay	Amount Paid	Pay Day	Short-Pay
2021	\$ 304,273,250.00	\$ 3,042,732.50	\$ 152,136.63	\$ 212,136.63	\$ 203,420.49	February-202	\$ 8,716.14
2022	364,785,820.00	3,647,858.20	182,392.91	242,392.91	212,076.10	February-202	30,316.81
2023	391,522,847.00	3,915,228.47	195,761.42	255,761.42	242,405.41	February-202	13,356.01
2024	419,170,852.00	4,191,708.52	209,585.43	269,585.43	255,761.42	February-202	13,824.02
2025	421,329,053.00	4,213,290.53	210,664.53	270,664.53	268,952.15	February-202	1,712.38
<b><u>Amount Owed:</u></b>							<b><u>\$ 67,925.35</u></b>

***Reason for Short-Paid:*** There was a misunderstanding in the term "Preceding Tax Year" in the agreement, the years of Adj Tax Values that Finance Department used to calculate the payments were based on the years before the most recent calendar years ended, however, "preceding Tax Year" in the agreement means the year ends before the pay days.

<b>FROM:</b> Montgomery County Utility District No. 3 c/o L&S District Services, LLC 305 Peach St. Tomball, Texas 77375 Phone (281) 356-7542 Fax (281) 255-0351 Email tiffany.n.loggins@gmail.com	<b>Sent via:</b> ( <input checked="" type="checkbox"/> ) First Class Mail ( <input type="checkbox"/> ) First Class Mail, Certified, Tracking No:  ( <input type="checkbox"/> ) USPS Priority Mail, Tracking No:  ( <input type="checkbox"/> ) <u>telefax to (936) 522-3009</u>
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Form UTL-567 rev2025-05

# INVOICE

<b>TO (addressee):</b>  City of Conroe ATTN: City Secretary P.O. Box 3066 Conroe, Texas 77305 Telefax address: (936) 522-3009	<b>Invoice Date:</b> February 16, 2026  <b>Due Date:</b> ( <input type="checkbox"/> ) Upon receipt ( <input type="checkbox"/> ) 30 <sup>th</sup> day following Invoice Date ( <input checked="" type="checkbox"/> ) <u>31<sup>st</sup> day following the date</u> <u>the City receives this invoice</u>
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**SUBJECT:** Amount(s) owed by the City of Conroe, Texas ("City") to Montgomery County Utility District No.. 3 ("MCUD#3") under the STRATEGIC PARTNERSHIP AGREEMENT BETWEEN THE CITY OF CONROE, TEXAS AND MONTGOMERY COUNTY UTILITY DISTRICT NO. 3, signed by the Mayor of the City on 2-2-2023 ("SPA") for which payment is requested and formally demanded.

Description	Amount(s)
Item 1. Amount due February 15, 2022 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$304,273,250 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2021; see Attachment 1): <div style="text-align: right;">\$212,136.62</div> Less amount paid to date: \$203,420.49 Balance due (this item): \$8,716.13	\$8,716.13
Item 2. Amount due February 15, 2023 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$364,785,820 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2022; see Attachment 2): <div style="text-align: right;">\$242,392.91</div> Less amount paid to date: \$212,076.10 Balance due (this item): \$30,316.81	\$30,316.81
Item 3. Amount due February 15, 2024 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$391,522,847 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2023; see Attachment 3): <div style="text-align: right;">\$255,761.43</div> Less amount paid to date: \$242,405.41 Balance due (this item): \$13,356.02	\$13,356.02
Item 4. Amount due February 15, 2025 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$419,170,852 (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2024; see Attachment 4): <div style="text-align: right;">\$269,585.43</div> Less amount paid to date: \$255,761.42 Balance due (this item): \$13,824.01	\$13,824.01
Item 5. Amount due February 15, 2026 for drainage and other services under Section 5.02 of the SPA: \$60,000 plus \$0.05 per \$100 of \$421,329,053, (District AV, determined as of the preceding December 31, based on appraisals and estimates for TY 2025; see Attachment 5): <div style="text-align: right;">\$270,664.53</div> Less amount paid to date: \$268,952.15 Balance due (this item): \$1,712.38	\$1,712.38
<b>NET AMOUNT DUE (principal):</b>	<b>\$67,925.35,</b> plus, if not paid by the Due Date, any interest that accrues after the Due Date*

<p><i>Make checks payable to "Montgomery County Utility District No. 3." Contact Tiffany Carden, phone (281)356-7542 for wiring instructions. Remit payment to the address for the District shown above.</i></p>	<p>* Under Sec. Sec. 2251.027, TEX. GOV'T CODE, a political subdivision shall: (i) "compute interest imposed on the political subdivision under this chapter," (ii) "pay the interest at the time payment is made on the principal;" and (iii) "submit the interest payment with the net amount due for the goods or service." Under Section 2251.001, et. seq., TEX. GOV'T CODE, interest on the indicated NET AMOUNT DUE (principal) begins to accrue on the first day following the Due Date shown above, at the rate prescribed by that statute, and interest on an overdue payment stops accruing "on the date the governmental entity mails or electronically transmits the payment."</p>
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CITY OF CONROE

**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Nancy Mikeska, Deputy City Administrator and Community Development Director  
Submitted By: Jennifer Gilmore, Engineering Projects Coordinator

**Joint Meeting:** No Joint Meeting  
N. Mikeska

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**Vendor Name**  
Vendor: Raftelis Financial Consultants

**Invoice Number**  
44913

**Description**  
Professional Services for Asset Evaluation

**Amount**  
\$135,000.00

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**Attachments**

Raftelis Invoice 44913



**RAFTELIS**  
 PO Box 96261  
 Charlotte, NC 28296-6261



March 13, 2026  
 Invoice No: 44913

Conroe, City of (TX)  
 300 West Davis St.  
 Conroe, TX 77301

Project R-00657TX25.01 Conroe - Infrastructure Water and Sewer System Asset Evaluation  
Professional Services from February 01, 2026 to February 28, 2026

<b>Fee</b>				
Total Fee	135,000.00			
Percent Complete	100.00	Total Earned	135,000.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	135,000.00	
		<b>Total Fee</b>		<b>135,000.00</b>

<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		135,000.00	0.00	135,000.00	
Limit				135,000.00	
			<b>Total this Invoice</b>		<b>\$135,000.00</b>

<b>Billings to Date</b>					
	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>A/R Balance</b>
Fee	135,000.00	0.00	135,000.00		
<b>Totals</b>	<b>135,000.00</b>	<b>0.00</b>	<b>135,000.00</b>	<b>0.00</b>	<b>135,000.00</b>

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To sign up for ACH Payments or with billing inquiries, please contact us at [billing@raftelis.com](mailto:billing@raftelis.com)



**CITY OF CONROE**  
 300 W. Davis St.  
 P.O. Box 3066  
 Conroe, TX 77305-3066  
 (936) 522-3000

# PURCHASE ORDER

**PO Number:** 26-02263      **Date:** 01/07/2026  
**Request #:** REQ16868      **Vendor #:** 12188

**ISSUED TO:** RAFFELIS FINANCIAL CONSULTANTS INC  
 227 W TRADE ST STE 1400  
 CHARLOTTE, NC 28202-1632

**SHIP TO:** CITY OF CONROE - DEAN TOWERY SERVIC  
 Attn: PURCHASING WAREHOUSE  
 401 SGT ED HOLCOMB BLVD S.  
 Conroe, TX 77304

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 PROFESSIONAL SERVICES FOR ASSET EVALUATION		002-2900-8060		0.00	135,000.00

This Purchase Order constitutes a legal contract to buy products or services.  
 The seller agrees this purchase cannot exceed the total stated amount below.

Authorized by: Stephanie Ramirez Date: 01-07-2026

SUBTOTAL:	
SHIPPING:	0.00
TOTAL TAX:	0.00
<b>TOTAL</b>	<b>135,000.00</b>

- Original invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received.
- Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- The City is exempt from federal excise and state tax - ID# 74-6000555



CITY OF CONROE

**Regular Council**

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Meeting Date: 03/26/2026

Department: Finance

Contact: Ariel Gibbs, Chief Financial Officer

Submitted By: Karl Brosch, Utility Billing Mgr

**Joint Meeting:** No Joint Meeting

A. Gibbs

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**Vendor Name**

Vendor: San Jacinto River Authority/GRP Division

**Invoice Number**

2126

**Description**

Surface/Ground Water Fee Payment

**Amount**

\$964,519.14

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**Attachments**

SJRA February 2026 Invoice

SJRA P.O. Info



**SJRA to City of Conroe February 2026**

	Mth	Y/M	WT	Regulated Groundwater	Surface Water	Start Read	End Read	Usage in Thousands	SJRA Rate	SJRA Total Due
2026	2	2026-2	RG	1020011-05	N/A	2	34	32	\$2.51	\$80.32
2026	2	2026-2	RG	2004071919-03	N/A	3	1,319	1,316	\$2.51	\$3,303.16
2026	2	2026-2	RG	2004071920-02	N/A	1,658,425	1,658,425	0	\$2.51	\$0.00
2026	2	2026-2	RG	2024071921-02	N/A	3,082	4,556	1,474	\$2.51	\$3,699.74
2026	2	2026-2	RG	2004071924-05	N/A	14,117	34,021	19,904	\$2.51	\$49,959.04
2026	2	2026-2	RG	2004071925-03	N/A	561,168	561,168	0	\$2.51	\$0.00
2026	2	2026-2	RG	2004071926-03	N/A	248	394	146	\$2.51	\$366.46
2026	2	2026-2	RG	2004071927	N/A	541,266	551,578	10,312	\$2.51	\$25,883.12
2026	2	2026-2	RG	2006121909-03	N/A	923	1,004	81	\$2.51	\$203.31
2026	2	2026-2	RG	2007011704-07	N/A	3	300	297	\$2.51	\$745.47
2026	2	2026-2	RG	2008110501-05	N/A	4	75	71	\$2.51	\$178.21
2026	2	2026-2	RG	2008110502-06	N/A	3	313	310	\$2.51	\$778.10
2026	2	2026-2	RG	2009020301-01	N/A	9,558	9,558	0	\$2.51	\$0.00
2026	2	2026-2	RG	2011111602-01	N/A	0	6,108	6,108	\$2.51	\$15,331.08
2026	2	2026-2	RG	2018051501-00	N/A	28,906	60,094	31,188	\$2.51	\$78,281.88
2026	2	2026-2	RG	2019042905-00	N/A	20,259	42,365	22,106	\$2.51	\$55,486.06
2026	2	2026-2	RG	2019052302-01	N/A	5,085	8,974	3,889	\$2.51	\$9,761.39
2026	2	2026-2	RG	2019082301-01	N/A	22,011	47,359	25,348	\$2.51	\$63,623.48
2026	2	2026-2	RG	2023092102-00	N/A	395	1,121	726	\$2.51	\$1,822.26
2026	2	2026-2	RG	2022092603-00	N/A	8,351	33,947	25,596	\$2.51	\$64,245.96
2026	2	2026-2	SW	N/A	SW- COC- WP14	1,369,448	1,391,247	21,799	\$3.10	\$67,576.90
2026	2	2026-2	SW	N/A	SW- COC- WP15	1,827,625	1,834,518	6,893	\$3.10	\$21,368.30
2026	2	2026-2	SW	N/A	SW- COC- WP20	2,697,100	2,755,804	58,704	\$3.10	\$181,982.40
2026	2	2026-2	SW	N/A	SW- COC- WP21	2,341,660	2,381,544	39,884	\$3.10	\$123,640.40
2026	2	2026-2	SW	N/A	SW- COC- WP22	3,207,844	3,234,199	26,355	\$3.10	\$81,700.50
2026	2	2026-2	SW	N/A	SW- COC- WP6	3,722,597	3,759,533	36,936	\$3.10	\$114,501.60
								339,475		\$964,519.14

190,571  
 1000  
 190,571,000 Surface water  
  
 339,475  
 1000  
 339,475,000.00  
  
 339,475,000.00  
 190,571,000.00  
 148,904,000 Pumpage fee

# San Jacinto River Authority - GRP Division

GRP Pumpage Payment Coupon  
February 2026

CITY OF CONROE

Payments should be made payable to:  
SJRA GRP Division

And mailed to:  
SJRA GRP Division  
Attn: Accounts Receivable  
P.O. Box 329  
Conroe, Texas 77305

If you have any questions or need further information, please contact Accounts Receivable at (936)  
588-3111.

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Description	Readings	Usage	Rate	Total
GRP2008110501-05	75,000 gal	71,000 gal	\$2.51	\$178.21
GRP1020011-05	34,000 gal	32,000 gal	\$2.51	\$80.32
GRP2019082301-01	47,359,000 gal	25,348,000 gal	\$2.51	\$63,623.48
GRP2023092102-00	1,121,000 gal	726,000 gal	\$2.51	\$1,822.26
GRP2007011704-07	300,000 gal	297,000 gal	\$2.51	\$745.47
GRP2004071927-01	551,578,000 gal	10,312,000 gal	\$2.51	\$25,883.12

Description	Readings	Usage	Rate	Total
GRP2006121909-03	1,004,000 gal	81,000 gal	\$2.51	\$203.31
GRP2018051501-00	60,094,000 gal	31,188,000 gal	\$2.51	\$78,281.88
GRP2022092603-00	33,947,000 gal	25,596,000 gal	\$2.51	\$64,245.96
GRP2004071919-03	1,319,000 gal	1,316,000 gal	\$2.51	\$3,303.16
GRP2004071924-05	34,021,000 gal	19,904,000 gal	\$2.51	\$49,959.04
GRP2011111602-01	6,108,000 gal	6,108,000 gal	\$2.51	\$15,331.08
GRPSWCOCWP22-00	3,234,199,000 gal	26,355,000 gal	\$3.10	\$81,700.50
GRP2008110502-06	313,000 gal	310,000 gal	\$2.51	\$778.10
GRP2019042905-00	42,365,000 gal	22,106,000 gal	\$2.51	\$55,486.06
GRPSWCOCWP20-00	2,755,804,000 gal	58,704,000 gal	\$3.10	\$181,982.40
GRPSWCOCWP21-00	2,381,544,000 gal	39,884,000 gal	\$3.10	\$123,640.40
GRP2019052302-01	8,974,000 gal	3,889,000 gal	\$2.51	\$9,761.39
GRP2004071921-02	4,556,000 gal	1,474,000 gal	\$2.51	\$3,699.74
GRPSWCOCWP14-00	1,391,247,000 gal	21,799,000 gal	\$3.10	\$67,576.90
GRPSWCOCWP15-00	1,834,518,000 gal	6,893,000 gal	\$3.10	\$21,368.30
GRPSWCOCWP6-00	3,759,533,000 gal	36,936,000 gal	\$3.10	\$114,501.60
GRP2004071926-03	394,000 gal	146,000 gal	\$2.51	\$366.46
<b>Total Usage</b>		<b>339,475,000 gal</b>	<b>Invoice Total</b>	<b>\$964,519.14</b>

Signature:  \_\_\_\_\_



**CITY OF CONROE**

300 W. Davis St.  
P.O. Box 3066  
Conroe, TX 77305-3066  
(936) 522-3000

**PURCHASE ORDER**

**PO Number:** 26-01864

**Date:** 10/14/2025

**Request #:** REQ16369

**Vendor #:** 21011

**ISSUED TO:** SAN JACINTO RIVER AUTHORITY-GRP DIVISION  
1577 DAM SITE RD  
CONROE, TX 77304-4107

**SHIP TO:** CITY OF CONROE - DEAN TOWERY SERVIC  
Attn: PURCHASING WAREHOUSE  
401 SGT ED HOLCOMB BLVD S.  
Conroe, TX 77304

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Surface/Ground Water Billing		002-2821-8060		0.00	18,198,946.00

This Purchase Order constitutes a legal contract to buy products or services.  
The seller agrees this purchase cannot exceed the total stated amount below.

**Authorized by:** Teri Lynn Hatch **Date:** 10-14-25

<b>SUBTOTAL:</b>	
<b>SHIPPING:</b>	0.00
<b>TOTAL TAX:</b>	0.00
<b>TOTAL</b>	18,198,946.00

- Original invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received.
- Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- The City is exempt from federal excise and state tax - ID# 74-6000555



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Finance  
Contact: Ariel Gibbs, Chief Financial Officer  
Submitted By: Michael Monteilh, Finance Manager

**Joint Meeting:** No Joint Meeting  
A. Gibbs

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**Vendor Name**  
Vendor: Stanley Lake Municipal Utility District

**Invoice Number**  
2025 Stanley Lake MUD Payment

**Description**  
2025 Stanley Lake MUD Payment pursuant to Section 5.02 of Strategic Partnership Agreement

**Amount**  
\$54,781.04

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**Attachments**

Stanley Lake MUD Payment Packet



# CITY OF CONROE

Est. 1904

March 18, 2026

Stanley Lake M.U.D.  
875 Lake View Dr.  
Montgomery, TX 77356

To Whom It May Concern:

As you are aware, Section 5.02 of the Strategic Partnership Agreement between the City of Conroe and the Stanley Lake Municipal Utility District dated May 3, 2002, requires that the City remit an annual payment to the District in an amount “equal to the ad valorem taxes generated from the City’s tax levy on that part of the Wal-Mart tract located within the City but outside of the District.” Please find enclosed the payment for 2025, totaling \$54,781.04.

If you have questions or require additional information, please do not hesitate to call me at 936-522-3054 or email me at [agibbs@cityofconroe.org](mailto:agibbs@cityofconroe.org).

Sincerely,



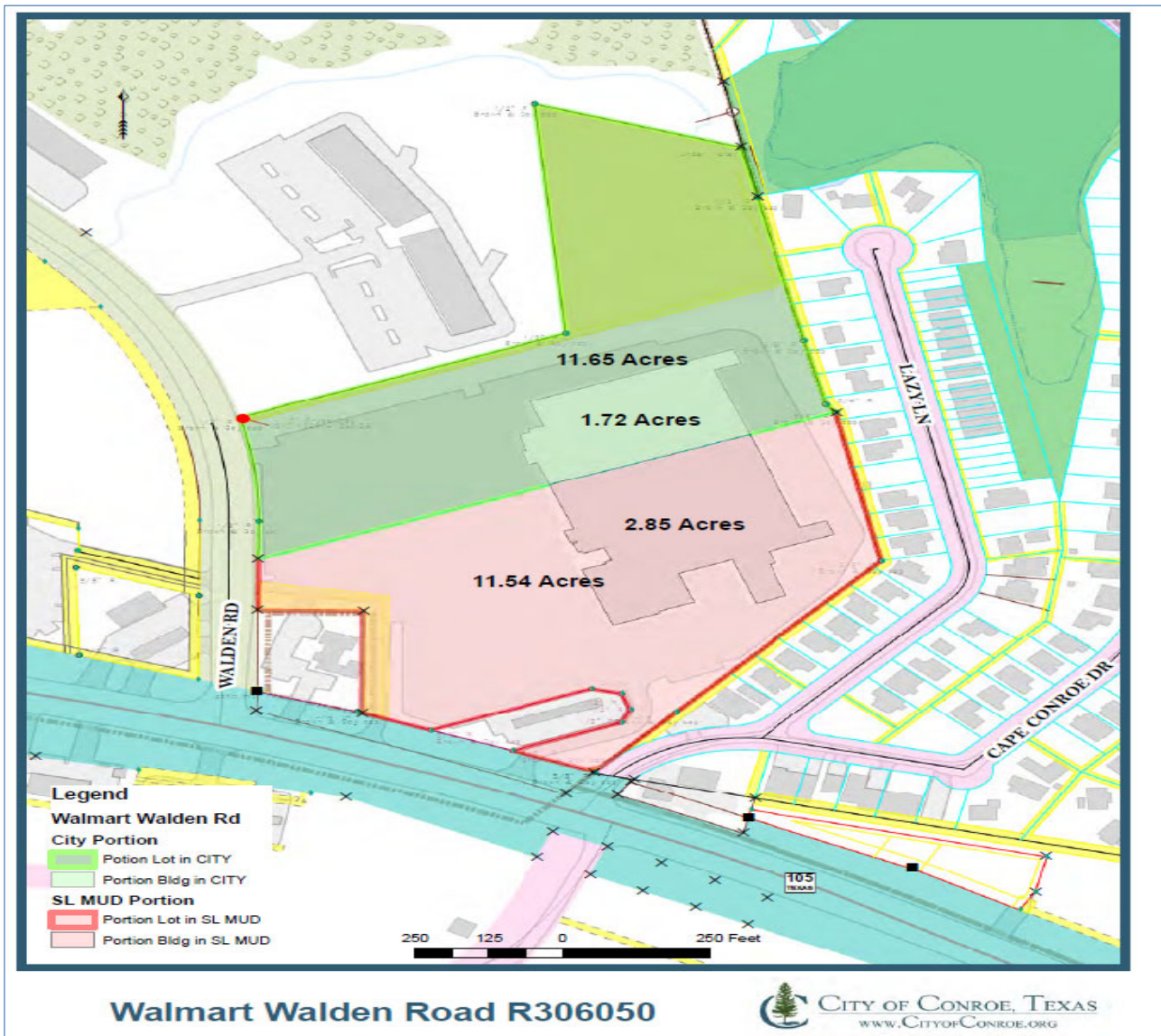
Ariel Gibbs

Director of Finance/Chief Financial Officer

ACCOUNT NUMBER	TAXABLE ASSESSED VALUE	2025 CITY TAX RATE	TAX LEVY	CAD NO.
19.3000.83.46810	\$ 5,788,557	0.4272	\$ 24,728.72	P315149
00.0008.00.00605	\$ 14,000,000	0.4272	\$ 30,052.33	R306050
<b>TOTAL REMITTANCE</b>			<b>\$ 54,781.04</b>	

**Total Acreage Breakout**

23.1850	Acres per Lot	Taxable Value	Tax Rate	Value per acre	TV City Portion	
					11.65 acres	Amt per portion
City Lot Portion	11.65	\$ 14,000,000	0.4272	\$ 603,838.69	\$ 7,034,720.72	\$ 30,052.33
SL MUD Lot Portion	11.54	\$ 14,000,000	0.4272	\$ 603,838.69	\$ 6,968,298.47	\$ 29,768.57
					<b>\$ 14,003,019.19</b>	<b>\$ 59,820.90</b>



2025 YEAR TAX STATEMENT



TAMMY J. MCRAE  
 MONTGOMERY COUNTY TAX ASSESSOR-COLLECTOR  
 400 N. SAN JACINTO  
 CONROE, TX 77301-2823  
 PHONE NO. (936) 539-7897

**Mail To:**

WAL-MART #3591-00  
 WAL-MART/SAMS CLUB-TAX DEPT  
 PO BOX 8050-MA 0555  
 BENTONVILLE, AR 72716-0555

**Legal Description:**

18700 HIGHWAY 105 W INV/FURN/FIXT/EQUIP

Legal Acres: .0000

Parcel Address: 18700 HIGHWAY 105-W

Account No: **1930008346810**

CAD No: P315149

As of Date: 03/18/2026

Print Date: 03/18/2026

Market Value		Appraised Value	Assessed Value	Capped Value	Homesite Value	AG/TIM Market Value	Non-Qualifying Value
Land	Improvement						
\$0	\$5,788,557	\$5,788,557	\$5,788,557	\$0	\$0	\$0	\$5,788,557

Taxing Unit	Assessed Value (100%)	Exemptions		Taxable Value	Tax Rate	Tax
		Code	Value			
MONTGOMERY COUNTY	\$5,788,557		\$0	\$5,788,557	0.377000	\$21,822.86
MONTGOMERY CO HOSPITAL DI	\$5,788,557		\$0	\$5,788,557	0.047300	\$2,737.99
MONTGOMERY ISD	\$5,788,557		\$0	\$5,788,557	1.091200	\$63,164.73
CITY OF CONROE	\$5,788,557		\$0	\$5,788,557	0.427200	\$24,728.72
<i>WITHOUT A CITY SALES TAX, YOUR CITY TAX WOULD INCREASE BY \$13,730.46</i>						
STANLEY LAKE MUD	\$5,788,557		\$0	\$3,878,333	0.397500	\$15,416.37

Total 2025 Tax: \$127,870.67  
 Total 2025 Levy Paid To Date: \$127,870.67  
 2025 Levy Due: \$0.00  
 Total 2025 Due: \$0.00

**Exemptions:**

AMOUNT DUE IF PAID BY THE END OF:						
03/31/2026 9%	04/30/2026 11 + 20%	06/01/2026 13 + 20%	06/30/2026 15 + 20%	07/31/2026 18 + 20%	08/31/2026 19 + 20%	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

**School Information :**

MONTGOMERY ISD 2025 M&O .71690000 I&S .37430000 Total 1.0912000 2024 M&O .71690000 I&S .37430000 Total 1.0912000

TO PAY BY CREDIT CARD PLEASE CALL 1-800-351-7929 AND USE BUREAU CODE 7898505 OR VISIT WWW.MCTOTX.ORG

PLEASE CUT AT THE DOTTED LINE AND RETURN THIS PORTION WITH YOUR PAYMENT. 7.1.61 ✂

AMOUNT DUE IF PAID BY THE END OF:							Print Date: 03/18/2026
03/31/2026 9%	04/30/2026 11 + 20%	06/01/2026 13 + 20%	06/30/2026 15 + 20%	07/31/2026 18 + 20%	08/31/2026 19 + 20%		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

**PLEASE NOTE YOUR ACCOUNT NUMBER ON YOUR CHECK AND MAKE CHECKS PAYABLE TO:**

MONTGOMERY COUNTY TAX OFFICE  
 TAMMY J. MCRAE  
 400 N San Jacinto  
 CONROE, TX 77301-2823



\* 1 9 3 0 0 0 8 3 4 6 8 1 0 \*

1930008346810  
 WAL-MART #3591-00  
 WAL-MART/SAMS CLUB-TAX DEPT  
 PO BOX 8050-MA 0555  
 BENTONVILLE, AR 72716-0555

<b>AMOUNT PAID:</b> \$ _____.
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000000P315149 000000000000 000000000000 0

**2025 YEAR TAX STATEMENT**



**TAMMY J. MCRAE**  
**MONTGOMERY COUNTY TAX ASSESSOR-COLLECTOR**  
**400 N. SAN JACINTO**  
**CONROE, TX 77301-2823**  
**PHONE NO. (936) 539-7897**

**Mail To:**

WAL-MART REAL ESTATE BUS TRST  
 PROPERTY TAX DEPT  
 PO BOX 8050, MS 0555  
 BENTONVILLE, AR 72716-0555  
 BENTONVILLE, AR 72716-0555

**Legal Description:**

A0008 - CORNER JOHN, TRACT 3A-2, 3A-5,  
 6-A (AKA WAL-MART AT WALDEN RD STORE #  
 01-3591, RES A-1, RES A-2 PLAT #  
 2002079825), ACRES 23.185

**Legal Acres:** 23.1850

**Parcel Address:** 18700 HIGHWAY 105-W

**Account No: 0000080000605**

**CAD No:** R306050

**As of Date:** 03/18/2026

**Print Date:** 03/18/2026

Market Value		Appraised Value	Assessed Value	Capped Value	Homesite Value	AG/TIM Market Value	Non-Qualifying Value
Land	Improvement						
\$4,362,863	\$9,637,137	\$14,000,000	\$14,000,000	\$0	\$0	\$0	\$14,000,000

Taxing Unit	Assessed Value (100%)	Exemptions		Taxable Value	Tax Rate	Tax
		Code	Value			
MONTGOMERY COUNTY	\$14,000,000		\$0	\$14,000,000	0.377000	\$52,780.00
MONTGOMERY CO HOSPITAL DI	\$14,000,000		\$0	\$14,000,000	0.047300	\$6,622.00
MONTGOMERY ISD	\$14,000,000		\$0	\$14,000,000	1.091200	\$152,768.00
CITY OF CONROE	\$14,000,000		\$0	\$14,000,000	0.427200	\$59,808.00
<i>WITHOUT A CITY SALES TAX, YOUR CITY TAX WOULD INCREASE BY \$33,208.00</i>						
STANLEY LAKE MUD	\$14,000,000		\$0	\$8,942,831	0.397500	\$35,547.75

**Total 2025 Tax:** \$307,525.75  
**Total 2025 Levy Paid To Date:** \$307,525.75  
**2025 Levy Due:** \$0.00  
**Total 2025 Due:** \$0.00

**Exemptions:**

AMOUNT DUE IF PAID BY THE END OF:						
03/31/2026 9%	04/30/2026 11%	06/01/2026 13%	06/30/2026 15%	07/31/2026 18 + 20%	08/31/2026 19 + 20%	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

**School Information :**

MONTGOMERY ISD 2025 M&O .71690000 I&S .37430000 Total 1.0912000 2024 M&O .71690000 I&S .37430000 Total 1.0912000

**TO PAY BY CREDIT CARD PLEASE CALL 1-800-351-7929 AND USE BUREAU CODE 7898505 OR VISIT WWW.MCTOTX.ORG**

PLEASE CUT AT THE DOTTED LINE AND RETURN THIS PORTION WITH YOUR PAYMENT. 7.1.61 ✂

**AMOUNT DUE IF PAID BY THE END OF:**

**Print Date:** 03/18/2026

03/31/2026 9%	04/30/2026 11%	06/01/2026 13%	06/30/2026 15%	07/31/2026 18 + 20%	08/31/2026 19 + 20%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**PLEASE NOTE YOUR ACCOUNT NUMBER ON YOUR CHECK AND MAKE CHECKS PAYABLE TO:**

MONTGOMERY COUNTY TAX OFFICE  
 TAMMY J. MCRAE  
 400 N San Jacinto  
 CONROE, TX 77301-2823



\* 0 0 0 0 0 8 0 0 0 0 6 0 5 \*

**0000080000605**  
**WAL-MART REAL ESTATE BUS TRST**  
**PROPERTY TAX DEPT**  
**PO BOX 8050, MS 0555**  
**BENTONVILLE, AR 72716-0555**  
**BENTONVILLE, AR 72716-0555**

<b>AMOUNT PAID:</b> \$ _____
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000000R306050 000000000000 000000000000 ?



# CITY OF CONROE

Est. 1904

## Check Requisition Form

DATE: 3/18/2026

AMOUNT: \$ 54,781.04

VENDOR # 16833

If Vendor is not set up Attach W-9

TO: Stanley Lake MUD  
875 Lake View Dr.  
Montgomery, TX 77356


Phone: 936-582-1010

Fax: 936-448-2128

PURPOSE: Section 5.02, Strategic Partnership Agreement

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NUMBER: 001-1800-8060

DEPARTMENT DIRECTOR:   
Signature



**Regular Council**

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Meeting Date: 03/26/2026  
Department: Public Works  
Contact: Norman McGuire, Asst. City Administrator and Public Works Director  
Submitted By: Mandy Hyman, Adm Specialist II PW

CITY OF CONROE

**Joint Meeting:** No Joint Meeting  
N. McGuire

---

**Vendor Name**  
Vendor: Weisinger Incorporated

**Invoice Number**  
37175

**Description**  
Water Well # 23 Rehab

**Amount**  
\$559,118.00

---

**Attachments**

Weisinger Incorporated





**CITY OF CONROE**  
 300 W. Davis St.  
 P.O. Box 3066  
 Conroe, TX 77305-3066  
 (936) 522-3000

# PURCHASE ORDER

**PO Number:** 26-02099      **Date:** 10/28/2025  
**Request #:** REQ16677      **Vendor #:** 00447

**ISSUED TO:** WEISINGER INCORPORATED  
 18150 I-45 NORTH  
 WILLIS, TX 77318-

**SHIP TO:** CITY OF CONROE - DEAN TOWERY SERVIC  
 Attn: PURCHASING WAREHOUSE  
 401 SGT ED HOLCOMB BLVD S.  
 Conroe, TX 77304

ITEM	UNITS DESCRIPTION	INV PART #	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 WATER WELL # 23 REHAB		002-2820-9030		0.00	559,161.00

This Purchase Order constitutes a legal contract to buy products or services.  
 The seller agrees this purchase cannot exceed the total stated amount below.

<b>SUBTOTAL:</b>	
<b>SHIPPING:</b>	0.00
<b>TOTAL TAX:</b>	0.00
<b>TOTAL</b>	559,161.00

**Authorized by:** Teri Lynn Hatch      **Date:** 10-28-25

- Original invoice plus one copy must be sent to: City of Conroe, 300 W Davis St, PO Box 3066, Conroe, TX 77305-3066.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase order numbers must appear on all shipping containers, packaging slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without written approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- All goods and equipment must meet or exceed all necessary city, state, and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received.
- Seller acknowledges that buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- The City is exempt from federal excise and state tax - ID# 74-6000555



# Invoice

PO Box 909  
Willis, Tx 77378

Date	Invoice #
3/4/2026	37175

Bill To
CITY OF CONROE ATTH: PUBLIC WORKS P.O. BOX 3066 CONROE , TX 77305

Ship To
WATER WELL 23 CITY OF CONROE - DEAN TOWERY SERVICE CENT Attn: PURCHASING WAREHOUSE 401 SGT ED HOLCOMB BLVD S. Conroe, TX 77304

P.O. No.	Terms
26-02099	Due on receipt

Quantity	Description	Rate	Amount
	Weisinger Job # 3796		
1	Scope of Services and Materials 1. Remove the existing Well No. 23 pumping equipment. 2. Bonds & Insurance 3. Provide rig, labor, and all related equipment to install the following new equipment: - 1,800 GPM @ 865' TDH oil lubricated pump, stainless steel collets, bronze bowl wear rings, dynamically balanced impellers with. - 680' of 10" x 3 1/2" x 2-3/16" schedule 40 column, tube and shaft assemblies complete with top special column. - 10" x 10' suction pipe with S.S. cone strainer - 3-1/2" x 2-3/16" tension bearing and tension plate assembly - New Zink anode ribbons installed the full length of the column assembly - New 3-gallon epoxy coated oil reservoir complete with immersion heater and lubrication kit - 680' of PVC solution tube - 690' of 1/4" stainless steel, PVC coated airline with water level detector kit  Continued on Next Page 1 of 3	383,255.00	383,255.00

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Payments/Credits</b>
<b>Balance Due</b>

Phone #	Fax #	E-mail	Web Site
(936)756-7721	(936)756-7723	info@weisingerinc.com	www.weisingerinc.com



PO Box 909  
Willis, Tx 77378

# Invoice

Date	Invoice #
3/4/2026	37175

Bill To
CITY OF CONROE ATTH: PUBLIC WORKS P.O. BOX 3066 CONROE , TX 77305

Ship To
WATER WELL 23 CITY OF CONROE - DEAN TOWERY SERVICE CENT Attn: PURCHASING WAREHOUSE 401 SGT ED HOLCOMB BLVD S. Conroe, TX 77304

P.O. No.	Terms
26-02099	Due on receipt

Quantity	Description	Rate	Amount
1	- 2-3/16" motor drive shaft with adjusting nut, key, coupling, and lock bolt - Miscellaneous items to install pump and make operational 4. Clean, paint discharge head and associated piping, and reconnect pump motor checking alignment. Demobilize rig. 5. Install pumping equipment. 6. Perform complete wire to water production and vibration test on well after repairs. Minimum 2-hour test. 7. Perform bacteriological water samples per Chapter 290.41 (C) (3) (F) (i). 8. New Micarta package for the discharge head and electric motor. Scope of Service Well Rehabilitation - Haul work pipe, air compressor, and ancillary equipment necessary for wire brush, jetting and disinfection operations - Service rig and crew to mechanically wire brush liner between screens - Service rig and crew to jet fill/debris from the well - Service rig and crew to perform a downhole sodium hypochlorite disinfection utilizing a double-disc surge block	70,965.00	70,965.00
1	Adder for SK 134 on Pump OD Continued on Next Page 2 of 3	5,280.00	5,280.00

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Payments/Credits</b>
<b>Balance Due</b>

Phone #	Fax #	E-mail	Web Site
(936)756-7721	(936)756-7723	info@weisingerinc.com	www.weisingerinc.com



# Invoice

PO Box 909  
Willis, Tx 77378

Date	Invoice #
3/4/2026	37175

Bill To
CITY OF CONROE ATTH: PUBLIC WORKS P.O. BOX 3066 CONROE , TX 77305

Ship To
WATER WELL 23 CITY OF CONROE - DEAN TOWERY SERVICE CENT Attn: PURCHASING WAREHOUSE 401 SGT ED HOLCOMB BLVD S. Conroe, TX 77304

P.O. No.	Terms
26-02099	Due on receipt

Quantity	Description	Rate	Amount
1	Adder for SK134 ID/OD lower 60' of column pipe and OD of the oil tubes	15,508.00	15,508.00
1	Adder for zink ribbon anode to run the length of column pipe	11,600.00	11,600.00
1	Recommended Scope of Services to Clear Top of Lap Pipe - Haul work pipe, air compressor, and ancillary equipment necessary for jetting operations - Service rig and crew to perform jetting operations on top of obstruction. (Pricing is based on 20 hours of jetting. Any additional jetting, if needed, will be billed at current market rates) - Re-televis the well and present report of findings	25,095.00	25,095.00
1	Fishing Pumping Equipment - Haul work pipe and ancillary equipment necessary for fishing operations - Service rig and crew to attempt to remove the strainer from the well - Perform a TV Survey and present report of findings	25,815.00	25,815.00
30	Listed below are our cost for one attempt to remove the strainer. Any additional attempts will be charged hourly \$720.00/hr and in accordance with our well service rates.	720.00	21,600.00

Page 3 of 3

<b>Subtotal</b>	\$559,118.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$559,118.00

*David [Signature]* 26-02099 002-7520-9030

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