

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-09-046-03-03**

THIS CONTRACT is made and entered into this 3rd day of **March, 2009** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Maximus, Inc. dba Asset Work Appraisal Of Dallas Texas** ("Corporation").

WHEREAS, Company responded to advertised notices for bids for "**Structure Valuation And Insurance Appraisals of Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs)**" (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as proposed, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" ("Vendor's Bid") respectively, and incorporated herein for all purposes (the "RFB"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to Hidalgo County. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within Hidalgo County following a request for Services by the Elected Official or Department Head or his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period beginning **March 3, 2009** and ending on **March 2, 2010** and may be extended at the sole discretion of County for an additional two (2)-one (1) year periods, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term, under the same rates, terms and conditions.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and

shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
 Attn: County Judge
 100 E. Cano
 Edinburg, Texas 78539

If to Company: **Maximus, Inc. dba Asset Works Appraisal**
 Attn: Eric Scapillato, Regional Director
 13601 Preston Road, Suite 201E
 Dallas, Texas 75240

13. In case 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 provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

Commitment of Current Revenues Only. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon

ninety (90) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

WITNESS our hands in duplicate originals this ____ day of _____, 2009.

COUNTY OF HIDALGO

By: [Signature]
Juan D. Salinas, III, County Judge

ATTEST:

[Signature]
Arturo Guajardo, Jr., County Clerk

COMPANY: Asset Works, Inc.

By: [Signature]

Printed Name: Michael Borello

Title: VP, APPRAISAL DIV.

Date: 3/27/09

Approved on Commissioners Court: _____

APPROVED AS TO FORM:

By: [Signature]
Antonio Mendoza, Assistant District Attorney

Date: 2/23/09

RFB PACKET



PURCHASING DEPARTMENT
County Of Hidalgo

February 2, 2009

RE: HIDALGO COUNTY

RFB NO: 2009-046-02-18-VYG

RFB-Structure Valuation And Insurance
Appraisals For Hidalgo County Owned Real
Estate Properties/Buildings (i.e. replacement
cost)

Dear Prospective Bidder:

Enclosed please find a Request for Bid (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/vyg

Enclosures



PURCHASING DEPARTMENT

County Of Hidalgo

REQUEST FOR BIDS (RFB) CHECKLIST

HIDALGO COUNTY
"STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS
(i.e. replacement costs)

RFB NO: 2009-046-02-18-VYG

1. Request For Bid Letter, consisting of 1 page.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications & "B" Bid Page, consisting of 7 pages.
4. Exhibit "C" Insurance Requirements, consisting of 4 pages.
5. Exhibit "D" Conflict of Interest Questionnaire (CIQ), consisting of 1 pages.
6. Exhibit "E" Bidder's Affidavit, consisting of 1 page.
7. Vendor/Bidder Application and W-9 form(s) consisting of 6 pages.
8. Certification Regarding Debarment, consisting of 1 pages.
9. Draft Contract Agreement, consisting of 5 pages.
10. Hidalgo County Property Listing Exhibit, consisting of 10 pages.

The above mentioned items shall be found in this Request for Bids-Goods/Products-RFB packet that is attached herewith. Should you find that any of the listed items are not attached in its entirety, please contact Purchasing by calling (956) 318-2626 or e-mail, to advise us of the missing documentation, and Purchasing will forward information either through facsimile, e-mail or by U.S. Mail.

Thank you.

Martha L. Salazar ^{PL}

Martha L. Salazar, CPPB, Purchasing Agent

02/02/09

Date

BID NO: 2009-046-02-18	VANGIE Y. GARCIA	TEL. NO: (956) 318-2626-EXTENSION 4856
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REQUEST FOR BIDS

HIDALGO COUNTY
“STRUCTURE VALUATION AND INSURANCE
APPRAISALS FOR HIDALGO COUNTY OWNED
REAL ESTATE PROPERTIES/BUILDINGS”
(i.e. replacement costs)

FEBRUARY 18, 2009

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. Hwy. 281 - Administration Building
Edinburg, Texas 78539

956 318-2626

Form HCPD-03

LEGAL NOTICE

BID NO: 2009-046-02-18-VYG

1. Sealed bids will be received for **HIDALGO COUNTY-STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS (i.e. replacement costs) and all Hidalgo County funding sources, programs, and entities** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **"BID-2009-046-02-18-VYG"-HIDALGO COUNTY -STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR HIDALGO COUNTY OWNED REAL ESTATE PROPERITES/BUILDINGS (i.e. replacement costs) and in County's Purchasing Department, Physical location: 2802 S. Business Highway 281 Postal/Mailing: 2812 S. Business Highway 281, New Administration Building, Edinburg, Texas, on or before 9:30 a.m., WEDNESDAY, FEBRUARY 18, 2009.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO "REQUEST FOR BIDS-2009-046-02-18-VYG-HIDALGOCOUNTY-STRUCTURE VALUATIONS AND INSURANCE APPRAISALS FOR HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS (i.e. replacement costs)."

3. Hidalgo County reserves the right to: **A.** separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; **B.** reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and **C.** award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject

all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS:
 - . No deliveries accepted after 3:00 P.M., Monday-Friday.
 - . At least seventy two (72) hours prior notice of delivery must be given to Martha

L. Salazar, Purchasing Agent before delivery will be accepted.

If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
2802 S. Business Hwy. 281, New Administration Building
Edinburg, Texas 78539 - (956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- . Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation **-HIDALGO COUNTY-STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS (i.e. replacement costs)**
Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- . Discount payments will be considered when offered.
- . Contact person for Billing and Payment questions:

**Hidalgo County Auditor's Office
Ray Eufrazio, County Auditor
2808 S. Business Hwy. 281
Edinburg, Texas 78539**

17. Schedule of Events

Bid Opening, 9:30 AM	<u>FEBRUARY 18, 2009</u>
Award of Contract	_____, 2009
Commence Work or Deliver Products	_____, 2009

18. Bid or Performance Bond and Debarment Certification; Payment Under Contract:

. If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

. Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of

the contract, if that contract exceeds \$50,000.

. If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

. If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.

. For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. Ethical Standards:

. It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

. It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

. No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. Disclosure of Conflict of Interest

. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a

conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in

any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

- A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the specifications.
27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgement with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.
28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

REQUEST FOR BID FOR
“HIDALGO COUNTY – STRUCTURE VALUATION AND INSURANCE APPRAISALS
FOR HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS”
(i.e. replacement costs)

BID NO.: 2009-046-02-18-VYG

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Business Highway 281– New Administration Building
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder:

Address:

By:

Printed Name:

Title:

EXHIBIT "A"
**STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS
(i.e. replacement costs)**

BID NO: 2009-046-02-18-VYG

Specifications, Requirements and Other Terms and Conditions

OVERVIEW:

Hidalgo County (hereinafter referred to as "COUNTY") and all Hidalgo County funding sources, programs, and entities is soliciting bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" as listed in specifications that are one (1) year and older on an "As Needed Basis" for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable real estate appraiser(s). The initial term of this contract **shall commence upon award and fully executed contract** for one (1) year with Hidalgo County's Commissioners Court sole discretion to extend for two (2) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions. The scope of the work/services will encompass all aspects of Hidalgo County and requires extensive knowledge, experienced appraiser(s) for the valuation and insurance appraisals for "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" The information provided in the Request For Bids (hereinafter referred to as "RFB") is only to be used for the purpose of preparing a bid for "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)". Request For Bids will be accepted until **9:30 A.M., Wednesday, February 18, 2009**. **ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

1. DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

2. BIDDER'S AFFIDAVIT:

Prior Contract award, respondents to this RFB must submit a signed Bidder's Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Bidder's Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Bidder's Affidavit.

3. **NON-DISCRIMINATION:**

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

4. **PROCESSING TIME FOR PAYMENT:**

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

5. **ELECTRONIC TRANSMISSION OF BIDS:**

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

6. **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

7. **SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

8. **RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Bid (RFB) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

9. **HAND DELIVERED BIDS:**

Hidalgo County requires submitters, when hand delivering bids, to make sure that it is stamped with date and time by the County Purchasing Staff.

10. **SIGNING OF BIDS:**

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

11. **WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

12. **SUBCONTRACTING:**

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

13. **TERM OF CONTRACT:**

The initial term of this contract shall commence upon award for one (1) year, with Hidalgo County Commissioners Court sole discretion to extend for two (2) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions, subject to approval by the Commissioners Court under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term, under the same rates, terms and conditions.

14. **DAVIS BACON ACT (if applicable):**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

15. **REQUEST FOR BIDS:**

The required contents and limitations for the preparation of the RFB are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFB. A total of **one (1) original and three (3) copies** of the RFB shall be submitted to the address on the cover letter.

16. **UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

17. **BIDDER'S QUALIFICATIONS:**

Hidalgo County is soliciting bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" as listed in specifications for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable experienced real estate appraiser(s). Must submit any and all applicable credentials, qualifications with RFB. Photostat copies are acceptable.

18. **PERSONNEL AND STAFFING:**

The bidders should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the bidder's credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

19. **REQUIRED CERTIFICATES AND SUBMITTAL:**

This section will contain **any/all** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as qualified.

If bidder cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

20. **SCOPE OF SERVICES:**

Hidalgo County is seeking bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" that are one (1) year and older on "An Needed Basis" for use in its financial reporting, property control, insurance placement, and proof of loss. Proposer(s) shall provide prices for professional services as indicated on specifications and requirements of RFB.

- Bidder(s) submitting bids(s) do so entirely at their expense. There is no expressed or implied obligation by Hidalgo County to reimburse any firm or individual for any costs incurred in preparing or submitting bids, preparing or submitting any additional information requested by Hidalgo County, or for participating in any selection interviews (if applicable).
- To provide valuations and insurance appraisals of any/all properties/buildings that are one (1) year and older as listed on exhibits on an "As Needed Basis". Other and/or Additional properties/buildings not stated in exhibit may be added and/or included throughout the duration of the contract term.
- Provide Hidalgo County with a comprehensive real property/building record for each item as follows:
 - a. Property name, location, tax ID
 - b. Square footage
 - c. Condition
 - d. Status
 - e. Normal useful life
 - f. Actual cash value
 - g. Replacement value
 - h. Functional replacement value as defined in the Insurance Services Offices
- The services provided by the qualified experienced appraiser(s) shall include, but are not limited to:
 1. Inspecting property/building, property/building records and interviewing key personnel to ensure a complete valuation.
 2. Preparing a comprehensive narrative report describing the scope, procedures, and definitions used in the services performed.
 3. Provide three (3) complete final reports in hard copy including all specified requirements and a corresponding computer file in MS Excel or Access Format.
- All contract work, including final reports, shall be completed within ninety (90) days of the contract execution date.
- The successful proposer(s) and any assigned staff shall qualified and experienced to perform the work being requested in the RFB.

- The successful bidder(s) shall have a minimum of ten (10) current years of experience in the valuation and appraisals of commercial and/or governmental real property.
- The successful bidder(s) shall have successfully completed a minimum of five (5) projects of similar size and scope as the work described in RFB.
- The successful bidder(s) shall be financially solvent and have the means to complete all required contract work without pre-payments.
- The successful bidder(s) shall have adequate qualified experienced staff to perform all contract work within the contract time.
- Provide a brief history of your firm, including all names and business addresses under which your firm has operated as requested under #16-RFB- Requirements-Understanding Of Project.
- Identify the professional staff members who would be performing the work, listing their qualifications, experiences, as requested under #17-RFB- Requirements-Personnel and Staffing.
- Provide references from the five (5) latest projects of similar size and scope to this project, including the contract manager name, address, telephone, and fax numbers.
- Provide your firm's latest financial statements.
- In addition Hidalgo County may make such investigations it deems necessary to determine the ability of the bidder(s) to perform the work. The bidder(s) shall furnish to Hidalgo County, within five (5) days of request, all such information and data for this bid as may be requested. Hidalgo County reserves the right to reject any bids if the evidence submitted by or investigation of, such bidder(s) fails to satisfy Hidalgo County that such bid(s) is properly qualified to carry out the obligations of the RFB and to complete the work therein.
- Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs).

Option #1-Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings yearly up-date: Provide prices to update property valuations and insurance appraisals after one (1) years of completion and County acceptance of the base bid work. Up-date work shall be completed and acceptance date. Payment shall be made for Option #1 upon completion of work and County acceptance of the up-dated real property valuation and insurance appraisals reports.

Option #2 -Bidder(s) may provide a price for (Structure Valuation and Insurance Appraisals of all county owned property/buildings (i.e. replacement costs) contained within the real property/building. The price for Option #2 shall reflect a five thousand (\$5,000.00) dollar per item threshold, above which will entail a specific appraisal calculation, and below which will be assigned a grouped value of all items below the threshold within the property.

Hidalgo County in its sole discretion, may elect to award the Base Bid only, or the Base Bid plus Option #1 and/or Option #2. Hidalgo County also reserves the right to award a separate award/contract for Option #2.

21. **BIDDER(S) ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Bidder(s) are to provide a bid on bid page based on the scope of services/work requested.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

22. **NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires one (1) original submittal and three (3) copies.

HIDALGO COUNTY
RFB NO: 2009-046-02-18-VYG
“STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR HIDALGO
COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS”
(i.e. replacement costs)

BID PAGE

Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County in its sole discretion, may elect to award the Base Bid only, or the Base Bid plus Option 1 and/or Option #2. Hidalgo County also reserves the right to award a separate award/contract for Option #2.

All backup documentation required to comply with the bid as stated herein will be attached to this bid page.

OPTION I: \$ _____

Structure Valuation And Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs) yearly up-date. Provide prices to update property/buildings valuations and insurance appraisals after one (1) years of completion and County acceptance of the base bid work. Up-date work shall be completed and acceptance date. Payment shall be made for Option I upon completion of work and County acceptance of the up-date real property/buildings valuation and insurance appraisals reports.

OPTION II: \$ _____

Bidder(s) may provide a price for Structure Valuation And Insurance Appraisals of all county owned property/buildings (i.e. replacement costs) contained within the real property/building. The price for Option II shall reflect a five thousand (5,000.00) dollar per item threshold, above which will entail a specific appraisal calculation, and below which will be assigned a grouped value of all items below the threshold within the property.

VENDOR / COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

EXHIBIT "C"

Insurance Requirements Professional Services (i.e...Engineers, Architects, Appraisers & Surveyors)

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.
2. A Five Hundred Thousand Dollars (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars (\$500,000.00) arising out of the services provided to County hereunder.
4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD **CERTIFICATE OF INSURANCE** DATE (MM/DD/YYYY)

PRODUCER THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED INSURER A
INSURER B
INSURER C
INSURER D
INSURER E

COVERAGES

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 THEIR TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE	COVERAGE	LIMIT
A	GENERAL LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PER DAMAGE - ANY ONE YEAR	\$
	<input type="checkbox"/> CLAIMS MADE - OCCUR				PER CLAIM OR OCCUR	\$
	<input type="checkbox"/> OWNER'S & COM. PROP.				PER OCCUR - ANY INJURY	\$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				PER AGGREGATE	\$
	<input type="checkbox"/> PERIL AGGREGATE LIMIT APPLIES PER POLICY PROJECT <input type="checkbox"/> LOC.			PER PRODUCTS - COMPLETE	\$	
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (EA VEHICLE)	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY	Per person
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY	Per accident
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	Per accident
	<input type="checkbox"/> UNREGISTERED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO OWNED ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO OWNED	EA ACCIDENT
C	EXCESS LIABILITY				FACILITY EXCESS	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> CONTRACTOR RETENTION \$					\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				BY STATE <input type="checkbox"/> OTHER	\$
					WORKERS COMPENSATION	\$
					EA OCCURRENCE	\$
					EA CARE AND EA EMPLOYER'S LIABILITY	\$
	OTHER				EA DISEASE PER POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED, INSURER LETTER	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;
- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court; currently carry the following

Professional Liability (Errors & Omissions): \$ _____

Automobile Liability: \$ _____ General Liability: \$ _____

- have already been met, see attached copy of insurance certificate.

Authorized Representative

Date

Notice to Proposer:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a quarterly basis to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.

Authorized Signature

Date

Company

Address

City, State, Zip

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS
(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**Certification
Regarding Debarment, Suspension Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: _____

Print Name: _____

Title: _____

Telephone Number: _____

Date: _____

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the **Elected Official or Department Head** or his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period beginning _____, 2009 and ending on _____, and may be extended at the sole discretion of County for an additional two (2)-one (1) year periods, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term, under the same rates, terms and conditions.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and

shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano
Edinburg, Texas 78539

If to Company: _____

13. In case 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 provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by either party without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

Commitment of Current Revenues Only. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon ninety (90) days written notice to Seller. Buyer agrees, however, to use reasonable efforts

to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp. 1996).

WITNESS our hands in duplicate originals this ____ day of _____, 2009.

COUNTY OF HIDALGO

By: _____
Juan D. Salinas, III, County Judge

Date: _____

ATTEST:

Arturo Guajardo, Jr., County Clerk Date

COMPANY:

By: _____

Printed Name: _____

Title: _____

Date: _____

Approved on Commissioners' Court: _____

APPROVED AS TO FORM
Atlas & Hall, L.L.P.

By: _____
Stephen L. Crain

Date: _____

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	Bldg Coverage	Contents Coverage	Built	Constr'n
WAREHOUSE -- EAST BUILDING	E. 107 & 6TH STREET	78539	San Carlos	Owned	10,000	650,000	500,000		S
FENCE	E. 107 & 6TH STREET	78539	San Carlos	Owned	xxxxxx	10,000	0		
WAREHOUSE -- WEST BUILDING	E. 107 & 6TH STREET	78539	San Carlos	Owned	43,000	650,000	100,000		
ELECTIONS ANNEX/OFFICES	101 S. 10TH AVENUE	78539	Edinburg	Owned	4,176	240,000	104,427	1972	B
PHARR WHS -- ELECTIONS	1100 E. Hwy 83	78577	Pharr	Leased		0	2,385,514		
New Voting Machines (04/07/08)							235,000		
WAREHOUSE -- MESH CARTS-SECURITY	E. 107 & 6TH STREET	78539	San Carlos	Owned		0	67,086		
ADMINISTRATION OFFICES (K-Mart Bldg)	2802 S. BUSINESS HWY 281	78539	Edinburg	Owned	55,552	5,092,364	1,118,000	1980	
CHEVRON BLDG - Demolished on 4/08	201 N. CLOSNER	78539	Edinburg	Owned		703,684	land only		
NIETOS BLDG - Demolished 4/08	217 N. CLOSNER	78539	Edinburg	Owned		340,386	land only		
ROBERT CHEVROLET	317 N. CLOSNER	78539	Edinburg	Owned	22,306	5,700,000	0	1967	Brick
TAMARRON ESTATES - LOTS 50, 51, 52	3714 SO. EXPRESSWAY 281	78539	Edinburg	Donation		475,569	0		
TAMARRON ESTATES - LOTS 1, 2, 3	3714 SO. EXPRESSWAY 281	78539	Edinburg	Donation		369,955	0		
ADMINISTRATION BLDG	100 E. CANO	78539	Edinburg	Owned	105,280	3,500,000	1,118,000		NC-ICM
ANNEX #1-OFFICES/COUNTY CLERK /AUXILIARY COURT	100 N. CLOSNER	78539	Edinburg	Owned	8,360	459,800	100,000	1970	B
TAX OFFICE	503 E. Earling	78589	San Juan	Owned		0	620		
COUNTY CLERK SUBSTATION	419 Nolana, Suite B	78501	McAllen	Donation	900	0	1,090		
COURTHOUSE	100 S. CLOSNER	78539	Edinburg	Owned	58,520	9,619,772	3,000,000	1953	SFR
HIDTA (Portable Bldg) (G)	3100 S. Closner	78539	Edinburg	Owned	3,866	0	250,000	0	SFR
BUILDINGS & GROUNDS (Portable Bldgs)	3100 D & E F H, G CLOSNER (Offices (Main, Technicians), Storage, Garage)	78539	Edinburg	Owned	9,964	2,700,000	300,000	1977	Metal
BUILDINGS & GROUNDS - C	3100 S. Hwy 281	78539	Edinburg	Owned	26,818	667,000	500,000		BM
BUILDINGS & GROUNDS CARPENTRY SHOP	219 E LOEB	78539	Edinburg	Owned	3,552	350,000	5,000		B/F
BUILDINGS & GROUNDS CARPENTRY SHOP - E	3100 S. Hwy 281	78539	Edinburg	Owned	2,116		300,00		Metal

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Constr'n
						Bldg Coverage	Contents Coverage		
AUTO LICENSE - MCALLEN	300 E. HACKBERRY	78501	McAllen	Owned	3,522	193,710	78,000	1979	NC-B
AUTO SUBSTATION/LICENSE - WESLACO	615 SOUTH INTERNATIONAL	78596	Weslaco	Owned	1,944	0	75,000		
AUTO SUBSTATION/LICENSE - SAN JUAN	509 E. EARLING	78589	San Juan	Owned		0	25,000		
AUTO SUBSTATION/LICENSE - MULTI-PURPOSE CENTER P3	722 BREYFOGLE STE. 104	78572	Mission	Owned	2,600	0	110,400		
COMMUNITY SERVICE	2524 N. CLOSNER (contents)	78539	Edinburg	Leased	17,000	0	95,000		SFR
VACANT	2401 N. MOOREFIELD	78572	Mission		25,000	1,500,000	50,000		
TEXAS COOP EXTENSION	410 N. 13TH STREET	78539	Edinburg	Owned	9,952	800,000	125,000	1987	HTB
HOUSE SEIZED FOR TAXES/FUSOSO & DAVILA	LOT 73 RAMSEYER GARDENS SUB	78539	Edinburg	Owned	3,750	55,133	0		HT
Hidalgo County pays for the DPS/Weslaco lease, there are no H/Co employees or H/Co equipment/contents:									
DPS WESLACO	2812 S FM 1015	78536	Weslaco	Leased	2000	0	0		
DPS MISSION - MULTI-PURPOSE CENTER	722 Breyfogle Ste. 102	78572	Mission			0	0		
DPS EDINBURG II	410 N. 13th Avenue		Edinburg	Owned	1,600				
DPS EDINBURG II	1212 S. 25th St.		Edinburg	Owned	1,600				
ADULT PROB BLDG	3100 S. Bus. Hwy 281	78539	Edinburg	Owned	42,186	3,320,692	395,627	2007	Brick/Steel/Concr etc
BOOTCAMP -- BARRACKS #1/Edinburg	1000 M ROAD	78539	Edinburg	Owned/Lease	5,952	325,000		1993	ICM
BOOTCAMP -- BARRACKS #2/Edinburg	1000 M ROAD	78539	Edinburg	Owned/Lease	5,952	325,000		1993	ICMS
BOOTCAMP-CLASS/ADMIN/KITCHEN (Contents)	1000 M ROAD	78539	Edinburg	Owned/Lease	xxxxxx	0	300,000	1993	
BOOTCAMP (Barracks #1) (Contents Only)	1000 M ROAD	78539	Edinburg	Owned/Lease	xxxxxx	0	50,000	1993	
BOOTCAMP (Barracks #2) (Contents Only)	1000 M ROAD	78539	Edinburg	Owned/Lease	xxxxxx	0	50,000		
BOOTCAMP-CLASS/ADMIN/KITCHEN (Contents)	1000 M ROAD	78539	Edinburg	Owned/Lease	9,344	650,000	0	1993	ICMS
JUVENILE DETENTION CENTER	3100 S. CLOSNER	78539	Edinburg	Owned	15,416	993,485	105,000		
JUVENILE JUSTICE COURT	1001 N. DOOLITTLE	78539	Edinburg	Owned	140,000	17,259,483	596,159		

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Constr'n
						Bldg Coverage	Contents Coverage		
JUVENILE PROB BOOTCAMP/WESLACO	1703 N. Bridge	78596	Weslaco	Owned	4,800	1,300,000	66,000		
RESTITUTION CENTER -- NEW	1124 N M RD	78539	Edinburg	Owned	12,914	840,000	120,000		
RESTITUTION CENTER -- OLD	207 E. LOEB	78539	Edinburg	Owned	16,468	500,000	0		
YOUTH -- KITCHEN/STORAGE (Recommend Demolition)	1711 N. BRIDGE	78596	Weslaco	Owned	3,148	173,140	150,000	1951	
YOUTH -- DETENTION CENTER (Recommend Demolition)	1711 N. BRIDGE	78596	Weslaco	Owned	9,275	510,125	150,000	1951	
YOUTH -- After Care Program	1711 N. BRIDGE	78596	Weslaco	Owned	5,476	310,000	250,000	1993	
YOUTH -- WASHROOM	1711 N. BRIDGE	78596	Weslaco	Owned	528	29,040	10,000	1951	
SHERIFF -- ACADEMY	715 E. CIBOLO	78539	Edinburg	Owned	14,350	1,363,250	6,500,000		
SHERIFF -- DETENTION FACILITY	701 E. CIBOLO RD				273,000	25,935,000			
SHERIFF -- LAW ENFORCEMENT	711 E. CIBOLO				30,000	2,850,000			
SHERIFF -- MOTOR POOL	713 E. CIBOLO				8,700	826,500			
SHERIFF -- FIRING RANGE	715 E. CIBOLO				1,677	159,315			
SHERIFF -- PROPERTY VAULT	413 N. 14TH AVE				7,481	710,695			
SHERIFF -- DETENTION SUBSTATION	100 N. CLOSNER (COURTHOUSE)				4,127	0			
CONSTABLES									
PCT 1 -- Const	1902 JOE STEPHENS AVE (No Bldg)	78596	Weslaco	Owned	168	0	5,000		
PCT 2 -- Const	523 S. STANDARD	78589	San Juan	Owned	xxxxxx	0	10,000		HTB
PCT 3 -- Const (Multi-Purpose Center)	730 N. Breyfogle Ste. B	78572	Mission	Owned		0	45,981		
PCT 4 -- Const	1212 S 25TH AVENUE	78539	Edinburg	Owned	5,853	110,000	10,000		
PCT 5 -- Const (Elsa One-Stop)	708 E. EDINBURG	78543	Elsa	Owned	150	0	10,000		
JUSTICES OF THE PEACE									
PCT 1 - JP PL 1 (in Pct 1 Ofc) - Gilbert Saenz	1902 JOE STEPHENS AVE	78596	Weslaco	Owned	3,120	0	10,000		B
PCT 1 - JP PL 2 (in Pct 1 Ofc) - Jesus Morales	1902 JOE STEPHENS AVE	78596	Weslaco	Owned	3,120	0	10,000		HT
PCT 2 - JP PL 1 - Bobby Contreras	1510 N JACKSON RD	78577	Pharr	Leased	1,290	0	15,000		
PCT 2 - JP -PL 2 - Rosa Trevino	122 E. PARK (CONTENTS)	78577	Pharr	Leased	800	0	10,000		B
PCT 3 - JP PL 1 - Luis Garza (Multi-Purpose Center)	730 N. Breyfogle Ste. C	78572	Mission	Owned		0	15,000		
PCT 3 - JP PL 2 - Ismael Ochoa (Multi-Purpose Center)	730 N. Breyfogle Ste. A	78572	Mission	Owned		0	25,000		
PCT 4 - JP PL 1 - Charlia Espinoza	212 N. 12TH	78539	Edinburg	Owned	2,500	397,817	10,000	1971	Block/Stucco

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	Bldg Coverage	Contents Coverage	Built	Constr'n
PCT 4 - JP PL 2 - Mary Alice Palacios	224 N. 12th Ave	78539	Edinburg	Owned	3,236	243,313	10,000	1971	Block/Stucco
PCT 5 - JP (Elsa One-Stop) - Speedy Jackson	708 E. EDINBURG	78543	Elsa	Owned	xxxxxx	0	5,000		
HEADSTART -- Alamo	303 S. 7TH STREET	78516	Alamo	Interfocal	7,950	450,000	65,000	1996	CD
HEADSTART -- Alton (land only)	202 W. DAWES AVE	78572	Alton	Interfocal	7,265	315,000	55,000	1996	CD
HEADSTART -- Donna I	1402 SILVER AVE	78537	Donna	Lease/Own	11,661	650,000	85,000		HT
HEADSTART -- Donna II (land only)	1715 MILLER	78537	Donna	Lease/Own	3,488	135,000	35,000	1997	CD
HEADSTART -- Donna IV	202 W. SOUTH AVE	78537	Donna	Leased	1,670	0	25,000		
HEADSTART -- Elsa/Edcouch -- ESL	W HWY 107 & MI 4 N	78538	Edcouch/Elsa	Interfocal	17,709	0	120,000		B
HEADSTART -- Elsa/Edcouch Kitchen	W HWY 107 & MI 4 N	78538	Edcouch/Elsa	Interfocal		0	65,000		B
HEADSTART -- MAIN OFFICE	1901 WEST HWY 107	78540	McAllen	Owned	20,000	1,000,000	550,000		B
HEADSTART -- Edinburg I	225 S. 25TH	78539	Edinburg	Interfocal	3,808	0	45,000		SFR
HEADSTART -- Edinburg II	1200 N. 1ST STREET	78539	Edinburg	Interfocal	1,787	0	18,500		BV
HEADSTART -- Edinburg III	3817 SOUTH I Road	78539	Edinburg	Leased	1,703	0	45,000		
HEADSTART -- Edinburg IV	3215 RICHARDSON ROAD	78539	Edinburg	Owned	12,682	668,000	85,000	2001	Sht MI
HEADSTART -- Edinburg V	3500 E FM 2812	78539	Edinburg	Owned	10,225	700,000	65,000		
HEADSTART -- Elsa	700 NW HIDALGO	78543	Elsa	Leased	5,200	0	35,000		HT
HEADSTART -- Granjeno	6610 SOUTH FM 492		Mission		10,004	135,000	0	1995	Wood Frame
HEADSTART -- Hidalgo	621 S. 5TH STREET	78557	Hidalgo	Interfocal	3,488	116,000	35,000	1996	CD
HEADSTART -- La Joya	105 E. 5TH & LEO AVE	78569	La Joya	Lease/Own	5,363	232,000	60,000	1996	SFR
HEADSTART -- Las Milpas/Pharr	714 ZAPATA	78577	Las Milpas	Interfocal	6,384	250,000	65,000	1995	CD
HEADSTART -- Las Milpas II	901 E. THOMAS ROAD	78577	Las Milpas	Leased	3,168	0	35,000		
HEADSTART -- McAllen (Vine Terrace)	2220 B NORTH 27TH ST	78501	McAllen	Leased	2,208	0	25,000		HT
HEADSTART -- McAllen II	1001 S. 16TH STREET (STCC)	78501	McAllen	Supt Agmt	1,950	0	35,000		CD
HEADSTART -- McAllen IV	3900 S. WARE RD	78501	McAllen	Leased	1,800	0	45,000		
HEADSTART -- McAllen V	1200 N. 25TH ST	78501	McAllen	Leased	2,210	0	25,000		B
HEADSTART -- McAllen VI	2601 SARAH AVE	78501	McAllen	Leased	2,879	0	35,000		
HEADSTART -- Mercedes (land only)	1100 WEST EXPRESSWAY 83	78570	Mercedes	Interfocal	6,652	292,000	65,000	1994	CD
HEADSTART -- La Herencia	RR 3 BOX 3059	78570	Mercedes	Leased	2,879	0	35,000		BV
HEADSTART -- Mercedes II (LA ESTANCIA)	3601 E. MI 8 NORTH	78570	Weslaco	Leased	2,047	0	25,000		
HEADSTART -- Mission Kitchen	405 W. 13TH	78572	Mission	Owned	2,044	120,000	75,000		ICM
HEADSTART -- Mission I	115 S. MAYBERRY	78572	Mission	Leased	5,455	0	45,000		SFR

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Constr'n
						Bldg Coverage	Contents Coverage		
HEADSTART -- Mission II Kitchen (land only)	1105 E. 8TH STREET	78572	Mission	Owned	12,727	625,000	130,000	1990	B
HEADSTART -- Mission III-Pueblo de Paz	3401 N. MAYBERRY	78572	Mission	Leased		0	45,000		
HEADSTART -- Mission IV-Rto de Vida	301 S. INSPIRATION ROAD	78572	Mission	Leased	1,703	0	45,000		
HEADSTART -- Mission/Western (land only)	CORNER OF WESTERN RD & FM 2221	78572	Mission	Lease/Own	4,200	180,000	35,000	2000	D
HEADSTART -- Monte Alto	25249 & 1ST STREET	78538	Monte Alto	Interfocal	2,848	0	25,000		CD
HEADSTART -- Palmview I	1/4 MI NORTH OF 495 ON FM 2062	78572	Palmview	Lease/Own	5,712	650,000	55,000	1994	CD
HEADSTART -- Palmview Annex	1/4 MI NORTH OF 495 ON FM 2062	78572	Palmview	Leased	2,500	0	35,000		
HEADSTART -- Palmview II	618 BREYFOGLE RD	78572	Mission	Owned	12,860	650,000	85,000	2001	Succo
HEADSTART -- Palmview III	2401 N. MOOREFIELD	78572	Mission	Owned	6,384	300,000	65,000	1995	CD
HEADSTART -- Pentlas	FM 1427 1 MI S. OF HWY 83	78576	Pentlas	Leased	3,369	0	35,000		HT
HEADSTART -- Pharr (land only)	415 E. CLARK	78577	Pharr	Inter/Own	6,288	247,000	60,000	1996	SFR
HEADSTART -- Progresso (land only) -- ESL	CORNER OF SOUTH 1015 & PALM	78579	Progresso	Inter/Own	3,488	116,000	35,000		
HEADSTART -- San Carlos -- ESL	134 N. 86TH STREET	78539	San Carlos	Interfocal	6,000	387,000	45,000		
HEADSTART -- San Juan II (w/ kitchen)	200 N. COUGAR	78589	San Juan	Lease/Own	3,488	135,000	35,000	1996	CD
HEADSTART -- San Juan II (w/ kitchen)	601 EARLING ROAD	78589	San Juan	Owned	12,860	700,000	115,000		
HEADSTART -- Sullivan City	WEST HWY 83	78595	Sullivan City	Leased	7,106	291,000	55,000	1996	CD
HEADSTART -- Weslaco I	310 N. KANSAS	78596	Weslaco	Leased	6,092	0	32,000		D
HEADSTART -- Weslaco II	3030 N. TEXAS BLVD	78596	Weslaco	Leased	3,500	0	45,000		SFR
HEADSTART -- Weslaco III	6.5 MILE WEST & EXPWY 83	78596	Weslaco	Leased	4,632	0	55,000	1997	CD
HEADSTART -- Main Office	1304 S. 25TH AVENUE	78539	Edinburg	Owned	36,540	2,009,700	1,000,000	1971	SFR
HEADSTART -- McAllen	300 E. HACKBERRY	78501	McAllen	Owned	6,212	341,660	250,000	1978	NC-B
HEADSTART -- Mission-Multi-Purpose Center	722 BREYFOGLE	78572	Mission	Owned		P3	20,000		
HEADSTART -- WIC -- Edinburg	3105 E. SCHUNIOR	78539	Edinburg	Owned	8,075	500,000	200,000	1997	SFR
HEADSTART -- WIC -- Elsa One-Stop	708 E. EDINBURG	78543	Elsa	Owned	10,777	1,010,000	130,000	2000	
HEADSTART -- WIC -- Hidalgo	702 E. TEJANO (contents)	78557	Hidalgo	Leased	xxxxxx	0	130,000		B
HEADSTART -- WIC -- Mission	211 S. SCHUERBACH	78572	Mission	Owned	3,840	600,000	300,000	1965	NC-B
HEADSTART -- WIC -- Pharr	1903 N. FIR	78577	Pharr	Owned	5,478	301,290	150,000	1980	SFR
HEADSTART -- WIC -- Weslaco	1901 N. BRIDGE AVENUE	78596	Weslaco	Owned	8,090	400,000	200,000	1993	HT
HEADSTART -- P1 -- Weslaco	1902 JOE STEPHENS	78596	Weslaco	Owned		P1	8,000		
PLANNING DEPT-MULTI-PURPOSE CENTER	722 Breyfogle Ste 108	78572	Mission	Owned		0	7,749		

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		
						Bldg Coverage	Contents Coverage	Built
RIGHT-A-WAY (San Juan Resource Center)		78589	San Juan			0	\$\$\$	
URBAN COUNTY	1916 Tesoro Blvd	78577	Pharr	Leased	8,400	0	250,000	
WIC -- ALAMO	313 E. BUSINESS 83, SUITE #113	78516	Alamo	Leased	2,800	0	20,000	
WIC -- ALTON	3513 E. MAIN AVE.	78572	Alton	Leased	5,000	0	50,000	
WIC -- ALTON II	3519 W. Main, Suite B	78574	Alton	Leased	3,750	0	30,000	
WIC -- DONNA	301 S. 8TH	78537	Donna	Leased	3,000	0	30,000	
WIC -- EDINBURG	113 EAST DAWSON	78539	Edinburg	Leased	3,000	0	25,000	
WIC -- ADMINISTRATIVE OFFICE	3105 W UNIVERSITY	78539	Edinburg	Leased	6,000	0	500,000	1996
WIC -- EDINBURG II	3105 E. RICHARDSON	78539	Edinburg	Owned	xxxxxx	Health	30,000	
WIC -- STORAGE/TRAINING CENTER	3109 W UNIVERSITY	78539	Edinburg	Leased	4,770	0	500,000	
WIC -- ELSA ONE-STOP (w/Health)	708 E. EDINBURG	78543	Elsa	Owned	xxxxxx	Health	30,000	
WIC -- HIDALGO (w/Health Clinic)	702 E. TEJANO	78557	Hidalgo	Owned	xxxxxx	Health	25,000	
WIC -- LA JOYA	204 W 2nd ST	78560	La Joya	Leased	3,000	0	60,000	
WIC -- LAS MILPAS	7013 S. Cage	78577	Pharr	Leased	3,200	0	25,000	
WIC -- MCALLEN	300 E HACKBERRY (MODULAR)	78501	McAllen	Owned	1,850	82,500	50,000	
WIC -- MCALLEN III	3001 N. 23rd - Suite B	78502	McAllen	Leased	2,546	0	30,000	
WIC -- MCALLEN II	220 S. Bicentennial-Suite D	78501	McAllen	Leased	3,000	0	50,000	
WIC -- MERCEDES	540 S. TEXAS	78570	Mercedes	Leased	5,080	0	30,000	
WIC -- MISSION II w/P3	722 N. Breyfogle Suite 106 C	78572	Mission	Owned	2,085	P3	30,000	
WIC -- MISSION (with Health)	211 S SCHUERBACH	78572	Mission	Owned	xxxxxx	Health	40,000	
WIC -- PHARR II	926 W. Sam Houston Suite 3	78577	Pharr	Leased	2,832	0	30,000	
WIC -- PHARR (behind fire station)	1903 N. FIR	78577	Pharr	Owned	xxxxxx	Health	20,000	
WIC -- PROGRESSO (MODULAR)	5 MILE S BUSINESS 83 ON FM 1015	78579	Progresso	Owned	xxxxxx	68,000	50,000	
WIC -- RIO GRANDE CITY	604 N. Garza Street	78585	RG CITY	Leased	3,425	0	40,000	
WIC -- ROMA	1505 N. Grant	78584	ROMA	Leased	2,500	0	25,000	
WIC -- SAN CARLOS (CRC P4)	230 N. 86TH STREET	78539	San Carlos	Owned	xxxxxx	0	40,000	
WIC -- SAN JUAN (CRC P2)	509 E. Earling	78589	San Juan	Owned	2,578	260,000	38,000	
WIC -- SULLIVAN CITY	HWY 83 1/4 MI W OF Town Light	78595	Sullivan City	Owned	xxxxxx	0	15,000	
WIC -- WESLACO (w/Health)	1901 NORTH BRIDGE	78596	Weslaco	Owned	xxxxxx	Health	30,000	
WIC -- WESLACO	417 S Oregon	78596	Weslaco	Leased	3,266	0	30,000	

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	Bldg Coverage	Contents Coverage	Built	Constr'n
PCT 1 -- ADMINISTRATIVE (West Building)	1902 JOE STEPHENS (West Building)	78596	Weslaco	Owned	6,000	494,685	81,850	2000	
PCT 1 -- MECHANIC'S SHOP	1902 JOE STEPHENS	78596	Weslaco	Owned	4,000	75,000	5,000	0	NC-ICM
PCT 1 -- PROGRESSO COMM CENTER	New Highway 1015-5 MI. S. BUS 83	78579	Progresso	Owned	6,000	360,000	5,000	1994	B
PCT 1 -- 14' X 40' PORTABLE BLDG	New Highway 1015-5 MI. S. BUS 83	78579	Progresso	Owned	560	5,300	0	2001	CD
PCT 1 -- 24' X 48' PORTABLE BLDG	1902 JOE STEPHENS AVE	78596	Weslaco	Owned	1,152	8,700	0	2001	CD
PCT 1 -- JP/CONSTABLE (North Building)	1902 JOE STEPHENS (North Building)	78596	Weslaco	Owned	6,000	482,685	0	2000	ICM
PCT 1 -- 30' X 32' PORTABLE BLDG (SW)	Mile 11 No/Mile 1.5 West	78596	Weslaco	Owned	960	7,900	2,500	2001	CD
PCT 1 -- DELTA LAKE PARK TOLLBOOTH	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	12	800	0	1956	CD
PCT 1 -- DELTA LAKE PARK STORAGE ROOM #2	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	1,000	0		HT
PCT 1 -- DELTA LAKE PARK STORAGE ROOM #1	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	1,000	2,500		HT
PCT 1 -- DELTA LAKE 45 SIGNS (TOTAL VALUE)	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	2,500	0		CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #4	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	1,680	3,000	0	2000	CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #6	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	3,000	0		CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #5	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	5,000	0		CD
PCT 1 -- DELTA LAKE PARK RESTROOMS (4 @ \$1500 EA)	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	2,500	6,000	0		HT
PCT 1 -- DELTA LAKE PARK PLAYGROUND #2	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	7,000	0		CD
PCT 1 -- DELTA LAKE PARK OPEN PAVILION	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	8,000	0		CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #1	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	9,000	0		CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #7	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	9,000	0		CD
PCT 1 -- DELTA LAKE PARK PLAYGROUND #3	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	10,000	0		CD
PCT 1 -- DELTA LAKE PARK LIFT STATION W/FENCE	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	xxxxxx	11,000	0		HT
PCT 1 -- DELTA LAKE PARK SHOP	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	1,920	20,000	0	2000	HT
PCT 1 -- DELTA LAKE PARK OFFICE W/FENCE	1.5 MI N OF MONTE ALTO, E SIDE OF FM88	78596	Monte Alto	Owned	1,344	38,000	20,540		CD
PCT 1 -- HIDELEBURG PARK PLAYGROUND EQUIP. DIAMOND & SIGN	EXP 83, MILE 2 EXIT, 2.5 MI	78570	Mercedes	Owned	xxxxxx	6,300	0		IC
PCT 1 -- SCHOERDER PARK PLAYGROUND EQUIP. FENCE & 1 SIGN	S ON 493 COLONIA SECA	78537	Donna	Owned	xxxxxx	5,500	0		IC
PCT 1 -- SUNRISE E Side PLAYGRND(3000) & FENCE 2500	N ON 1015, E ON MI 11, 2.5 MILES	78596	Weslaco	Owned	xxxxxx	5,500	0		CD
PCT 1 -- SUNRISE SHOP-BLDG II	MILE 11 N & MILE 1 1/4 WEST	78596	Weslaco	Owned	,400	10,000	20,000		B

Hidalgo County Property Listing

Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Const'n
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PCT 1 -- SUNSET FENCE, TRAIL WORKOUT STATIONS & SIGNS	N ON 1015, E ON MILE 11, 2.25 MI	78596	Westlaco	Owned	xxxxxx	10,800	0		CD
PCT 1 -- SUNRISE RESTROOM	SUNRISE HILL PARK	78596	Westlaco	Owned	648	12,000	0	1976	HT
PCT 1 -- SUNRISE W SIDE PLAYGRND @5000 & 15 SIGNS=1000	N ON 1015, E ON MI 11, 2.5 MILES	78596	Westlaco	Owned	xxxxxxx	6,000	0		CD
PCT 1 -- SUNRISE PAVILION	MILE 11 N & MILE 1 1/4 WEST	78596	Westlaco	Owned	7,000	171,750	5,000	1976	S
PCT 1 -- SUNRISE W SIDE CLOSED PAVILION W/FENCE	MILE 11 N & MILE 1 1/4 WEST	78596	Westlaco	Owned	12,800	35,000	1,000		ICM
PCT 1 -- SUNSET N & S PLAYGROUND EQUIPMENT	SUNSET HILL PARK	78596	Westlaco	Owned	xxxxxxx	4,000	0		IC
PCT 1 -- SUNSET CONCESSION BLDG & SOFTBALL DIAMOND	N ON 1015, E ON MILE 11, 2.25 MI	78596	Westlaco	Owned	xxxxxxx	23,500	1,000		C
PCT 1 -- SUNSET CONC STAND & RESTROOMS	SUNSET HILL PARK	78596	Westlaco	Owned	1,600	25,486	0	1989	HT
PCT 2 -- ADMINISTRATIVE	301 E. STATE STREET	78577	Pharr	Owned	4,851	121,275	50,000	1956	B
PCT 2 -- COUNTY WIDE SHOP	101 N. CYPRESS STREET	78577	Pharr	Owned	5,451	136,275	50,000	1956	B
PCT 2 -- MACHINE SHOP (MIDDLE)	309 E. STATE AVENUE	78577	Pharr	Owned	5,000	500,000	50,000	1941	B
PCT 2 -- MIDDLE PRECINCT SHOP	329 E. STATE STREET	78577	Pharr	Owned	5,750	300,000	25,000	1956	
PCT 2 -- COMMUNITY RESOURCE CENTER	509 E. EARLING	78589	San Juan	Owned	14,638	700,000	0		
PCT 2 -- BAR-B-QUE GILMORE KITCHEN	301 E. HACKBERRY	78501	McAllen	Owned	1,890	60,000	20,000	1966	ICM
PCT 2 -- PALMER PAVILION	301 E. HACKBERRY	78501	McAllen	Owned	16,128	293,050	35,000	1965	S
PCT 2 -- STORAGE BLDG	301 E. HACKBERRY	78501	McAllen	Owned	600	12,100	5,000	1980	HT
PCT 2 -- STORAGE SHED	301 E. HACKBERRY	78501	McAllen	Owned	800	7,625	5,000	1960	S
PCT 2 -- LAS MILPAS Park, w/Pool, Park, STG, Tennis Court	ANAYA RD - 1 MI 281S, SSIROAD	78577	Las Milpas	Owned	xxxxxx	215,000	28,000		
PCT 2 -- LAS MILPAS Park Swimming Pool	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxx	incl			
PCT 2 -- LAS MILPAS Park Pavilion	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxx	incl			
PCT 2 -- LAS MILPAS Park Storage Shed & Pool Room	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxxx	incl			
PCT 2 -- LAS MILPAS Park Bathrooms 22 x 19	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxxx	incl			
PCT 2 -- LAS MILPAS Park Showers	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxxx	incl			
PCT 2 -- LAS MILPAS Park Fence, chain link fence	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxxx	incl			
PCT 2 -- LAS MILPAS Park Tennis Courts	So Hwy 281 R on Anaya	78577	Las Milpas	Owned	xxxxxxx	incl			
PCT 2 -- LOPEZVILLE PARK (I Road)/(II)Minnesota/(r) Rodriguez)	MINNESOTA & RODRIGUEZ	78589	San Juan	Owned	1,296	8,300	4,507		
PCT 2 -- LJ PARK	OWASSA RD-TOWER RD-LOT #31	78516	Alamo	Owned		12,362			
PCT 2 -- SOUTH TOWER PARK	SOUTH TOWER RD	78517	Alamo	Owned		69,940			
PCT 2 -- EARLING PARK	601 E. EARLING RD	78589	San Juan	Owned	571,262	1,262,048	1,469,570	2007	

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Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Const'n
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PCT 3 - ADMINISTRATION	400 W. 13TH	78572	Mission	Owned	32,400	810,000	50,000	1930	ICM
PCT 3 -- MULTI-SERVICE CENTER	724 BREYFOGLE	78572	Mission	Owned	20,722	1,561,730	60,000	2004	Metal/Concrete
PCT 3 -- RECREATION HALL	5010 S. INSPIRATION ROAD	78572	Mission	Owned	10,548	157,700	5,000	1982	NC-ICM
PCT 3 -- STORAGE BLDG	5010 S. INSPIRATION ROAD	78572	Mission	Owned	1,000	12,160	5,000	1987	NC-ICM
PCT 3 -- BAR-B-QUE PAVILION	5010D S. INSPIRATION RD	78572	Mission	Owned	3,100	55,525	3,000	1982	HT
PCT 3 -- TICKET STATION/ENTRANCE HOUSE	ANSALDUAS PARK	78572	Mission	Owned	1,054	4,800	0	1981	HT
PCT 3 -- PAVILION	ANSALDUAS PARK	78572	Mission	Owned	6,912	73,400	0	1975	CD
PCT 3 -- RESTROOM #2	ANSALDUAS PARK	78572	Mission	Owned	684	12,000	0	1975	CD
PCT 3 -- RESTROOM #3	ANSALDUAS PARK	78572	Mission	Owned	684	12,000	0	1975	CD
PCT 3 -- RESTROOM #1/STORAGE	ANSALDUAS PARK	78572	Mission	Owned	552	18,000	17,000	1975	HT
PCT 3 -- CANOPY	ANSALDUAS PARK	78572	Mission	Owned	1,860	10,750	0	1975	IC
PCT 3 -- PARK OFFICE	ANSALDUAS PARK	78572	Mission	Owned	545	17,000	3,000	1981	
PCT 3 -- BAR-B-QUE PAVILION MESINA PARK	BRYAN RD. (MESINA PARK)	78572	Mission	Owned	2,016	27,600	3,000	1986	HT
PCT 3 -- RESTROOMS/PAVILION	LOS EBANOS PARK (RESTROOMS)	78572	Los Ebanos	Owned	336	6,400	5,000	1986	HT
PCT 3 -- PAVILION/SHelter HOUSE	LOS EBANOS PAVILLION	78572	Los Ebanos	Owned	1,100	21,950	5,000	1986	HT
PCT 3 -- PENITAS OFFICE	PENITAS LANDFILL OFFICE	78576	Penitas	Owned	545	17,000	3,000		
PCT 3 -- PAVILION/CONCESSION/RESTROOMS	SANTOS SALDANA PARK	78572	Mission	Owned	450	47,000	3,000	1989	HT
PCT 3 -- POOL PROPERTY 5.86 ACRES	N SIDE OF FM 2221, E OF IOWA RD	78572	La Joya	Owned		432,906	0	1972	
PCT 3 -- METAL BUILDING (On Pool Property)	N SIDE OF FM 2221, E OF IOWA RD	78572	La Joya	Owned		230,000	50,000	2007	Metal
PCT 3 -- RAINBOW PLAYGROUND EQUIPMENT	ANSALDUAS PARK	78572	Mission	Owned			1,200		
PCT 3 -- PLAYGROUND EQUIPMENT-PLAYSCAPE	ANSALDUAS PARK-BY RIVER	78572	Mission	Owned			24,229		
PCT 3 -- RESTROOM #4	ANSALDUAS PARK	78572	Mission	Owned	912		79,555	2005	
PCT 3 -- PLAYGROUND EQUIPMENT-PLAYSCAPE	ANSALDUAS PARK-BY PAVILION	78572	Mission	Owned			18,213		
PCT 3 -- OPEN METAL PAVILION #1	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	14X14	1,019			
PCT 3 -- OPEN METAL PAVILION #2	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	14X14	1,019			
PCT 3 -- OPEN METAL PAVILION #3	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	24X24	2,995			
PCT 3 -- OPEN METAL PAVILION #4	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	24X24	2,995			
PCT 3 -- OPEN METAL PAVILION #5	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	20X20	2,080			
PCT 3 -- RESTROOM/STORAGE FACILITY	KATARINA PARK-TOM GILL & HWY 107	78572	Mission	Owned	32 X 9	9,216			

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Occupancy	Address	Zip Code	Closest City	Status	Square Footage	INSURANCE COVERAGE		Built	Constr'n
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PCT 4 - MAIN OFFICE	1051 N. DOOLITTLE ROAD			Owned	5,060	815,000	0	2008	Block
PCT 4 - GUARD STATION	1102 N. DOOLITTLE ROAD	78539	Edinburg	Owned	64	2,500	0		CD
PCT 4 - LUBE GARAGE	1102 N. DOOLITTLE	78539	Edinburg	Owned	360	9,000	25,000	1970	IC
PCT 4 - PCT #4 RECORDS STORAGE	1102 N. DOOLITTLE ROAD	78539	Edinburg	Owned	1,206	30,150	18,000	1970	HT
PCT 4 - OFFICE/TRUCK STORAGE	1102 N. DOOLITTLE	78539	Edinburg	Owned	7,450	186,250	50,000	1972	B
PCT 4 - SIGN SHOP	1102 N. DOOLITTLE ROAD	78539	Edinburg	Owned	1,093	27,325	20,000	1972	IC
PCT 4 - SAN CARLOS RESOURCE CENTER	230 N. 86TH STREET	78539	Edinburg	Owned	5,250	507,440	7,500		
PCT 4 - GALVANIZED PAVILLION-PARKS	LOTS 2,3-HARDING AVE.	78549	Hargill	Owned	5,529	56,000			
PCT 4 - RECOVERY SHED	MCKINNEY & 5th ST	78549	Hargill	Owned	120	1,500	0		
PCT 4 - BASKETBALL COURT	WILSON & FRONTAGE RD	78541	Faysville	Owned			1,300		
PCT 4 - MILO PONCE PAVILLION w/Restrooms	JINGLE E. OF DOOLITTLE	78541	Edinburg	Owned		227,000	0		
PCT 4 - RECOVERY SHED	N. HWY 281 TURN EAST ON FM 186	78563	San Manuel	Owned	120'	2,000	0		
TOTALS						119,120,170	29,069,617		

EXHIBIT “A” SPECIFICATIONS

EXHIBIT "A"
**STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR
HIDALGO COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS
(i.e. replacement costs)**

BID NO: 2009-046-02-18-VYG

Specifications, Requirements and Other Terms and Conditions

OVERVIEW:

Hidalgo County (hereinafter referred to as "COUNTY") and all Hidalgo County funding sources, programs, and entities is soliciting bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" as listed in specifications that are one (1) year and older on an "As Needed Basis" for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable real estate appraiser(s). The initial term of this contract ***shall commence upon award and fully executed contract*** for one (1) year with Hidalgo County's Commissioners Court sole discretion to extend for two (2) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions. The scope of the work/services will encompass all aspects of Hidalgo County and requires extensive knowledge, experienced appraiser(s) for the valuation and insurance appraisals for "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs) The information provided in the Request For Bids (hereinafter referred to as "RFB") is only to be used for the purpose of preparing a bid for "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs). Request For Bids will be accepted until **9:30 A.M., Wednesday, February 18, 2009**. **ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

1. DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

2. BIDDER'S AFFIDAVIT:

Prior Contract award, respondents to this RFB must submit a signed Bidder's Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Bidder's Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Bidder's Affidavit.

3. **NON-DISCRIMINATION:**

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

4. **PROCESSING TIME FOR PAYMENT:**

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

5. **ELECTRONIC TRANSMISSION OF BIDS:**

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

6. **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

7. **SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

8. **RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Bid (RFB) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

9. **HAND DELIVERED BIDS:**

Hidalgo County requires submitters, when hand delivering bids, to make sure that it is stamped with date and time by the County Purchasing Staff.

10. **SIGNING OF BIDS:**

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

11. **WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

12. **SUBCONTRACTING:**

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

13. **TERM OF CONTRACT:**

The initial term of this contract shall commence upon award for one (1) year, with Hidalgo County Commissioners Court sole discretion to extend for two (2) additional-one year terms, subject to approval by the Commissioners Court under the same rates, terms and conditions, subject to approval by the Commissioners Court under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term, under the same rates, terms and conditions.

14. **DAVIS BACON ACT (if applicable):**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

15. **REQUEST FOR BIDS:**

The required contents and limitations for the preparation of the RFB are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFB. A total of **one (1) original and three (3) copies** of the RFB shall be submitted to the address on the cover letter.

16. **UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

17. **BIDDER'S QUALIFICATIONS:**

Hidalgo County is soliciting bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" as listed in specifications for use in its financial reporting, property control, insurance placement, and proof of loss from an applicable experienced real estate appraiser(s). Must submit any and all applicable credentials, qualifications with RFB. Photostat copies are acceptable.

18. **PERSONNEL AND STAFFING:**

The bidders should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the bidder's credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

19. **REQUIRED CERTIFICATES AND SUBMITTAL:**

This section will contain **any/all** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as qualified. **(if applicable)**

If bidder cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

20. **SCOPE OF SERVICES:**

Hidalgo County is seeking bids for the "Structure Valuation And Insurance Appraisals For Hidalgo County Real Estate Properties/Buildings (i.e. replacement costs)" that are one (1) year and older on "An Needed Basis" for use in its financial reporting, property control, insurance placement, and proof of loss. Proposer(s) shall provide prices for professional services as indicated on specifications and requirements of RFB.

- Bidder(s) submitting bids(s) do so entirely at their expense. There is no expressed or implied obligation by Hidalgo County to reimburse any firm or individual for any costs incurred in preparing or submitting bids, preparing or submitting any additional information requested by Hidalgo County, or for participating in any selection interviews (if applicable).
- To provide valuations and insurance appraisals of any/all properties/buildings that are one (1) year and older as listed on exhibits on an "As Needed Basis". Other and/or Additional properties/buildings not stated in exhibit may be added and/or included throughout the duration of the contract term.
- Provide Hidalgo County with a comprehensive real property/building record for each item as follows:
 - a. Property name, location, tax ID
 - b. Square footage
 - c. Condition
 - d. Status
 - e. Normal useful life
 - f. Actual cash value
 - g. Replacement value
 - h. Functional replacement value as defined in the Insurance Services Offices
- The services provided by the qualified experienced appraiser(s) shall include, but are not limited to:
 - 1. Inspecting property/building, property/building records and interviewing key personnel to ensure a complete valuation.
 - 2. Preparing a comprehensive narrative report describing the scope, procedures, and definitions used in the services performed.
 - 3. Provide three (3) complete final reports in hard copy including all specified requirements and a corresponding computer file in MS Excel or Access Format.
- All contract work, including final reports, shall be completed within ninety (90) days of the contract execution date.
- The successful proposer(s) and any assigned staff shall qualified and experienced to perform the work being requested in the RFB.

- The successful bidder(s) shall have a minimum of ten (10) current years of experience in the valuation and appraisals of commercial and/or governmental real property.
- The successful bidder(s) shall have successfully completed a minimum of five (5) projects of similar size and scope as the work described in RFB.
- The successful bidder(s) shall be financially solvent and have the means to complete all required contract work without pre-payments.
- The successful bidder(s) shall have adequate qualified experienced staff to perform all contract work within the contract time.
- Provide a brief history of your firm, including all names and business addresses under which your firm has operated as requested under #16-RFB- Requirements-Understanding Of Project.
- Identify the professional staff members who would be performing the work, listing their qualifications, experiences, as requested under #17-RFB- Requirements-Personnel and Staffing.
- Provide references from the five (5) latest projects of similar size and scope to this project, including the contract manager name, address, telephone, and fax numbers.
- Provide your firm's latest financial statements.
- In addition Hidalgo County may make such investigations it deems necessary to determine the ability of the bidder(s) to perform the work. The bidder(s) shall furnish to Hidalgo County, within five (5) days of request, all such information and data for this bid as may be requested. Hidalgo County reserves the right to reject any bids if the evidence submitted by or investigation of, such bidder(s) fails to satisfy Hidalgo County that such bid(s) is properly qualified to carry out the obligations of the RFB and to complete the work therein.
- Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs).

Option #1-Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings yearly up-date: Provide prices to update property valuations and insurance appraisals after one (1) years of completion and County acceptance of the base bid work. Up-date work shall be completed and acceptance date. Payment shall be made for Option #1 upon completion of work and County acceptance of the up-dated real property valuation and insurance appraisals reports.

Option #2 -Bidder(s) may provide a price for (Structure Valuation and Insurance Appraisals of all county owned property/buildings (i.e. replacement costs) contained within the real property/building. The price for Option #2 shall reflect a five thousand (\$5,000.00) dollar per item threshold, above which will entail a specific appraisal calculation, and below which will be assigned a grouped value of all items below the threshold within the property.

Hidalgo County in its sole discretion, may elect to award the Base Bid only, or the Base Bid plus Option #1 and/or Option #2. Hidalgo County also reserves the right to award a separate award/contract for Option #2.

21. **BIDDER(S) ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Bidder(s) are to provide a bid on bid page based on the scope of services/work requested.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

22. **NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires one (1) original submittal and three (3) copies.

EXHIBIT “B” VENDOR’S BID

HIDALGO COUNTY
RFB NO: 2009-046-02-18-VYG
"STRUCTURE VALUATION AND INSURANCE APPRAISALS FOR HIDALGO
COUNTY OWNED REAL ESTATE PROPERTIES/BUILDINGS"
(i.e. replacement costs)

BID PAGE

Bidder(s) shall provide prices for the base bid (Structure Valuation and Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs). Hidalgo County in its sole discretion, may elect to award the Base Bid only, or the Base Bid plus Option 1 and/or Option #2. Hidalgo County also reserves the right to award a separate award/contract for Option #2.

All backup documentation required to comply with the bid as stated herein will be attached to this bid page.

OPTION I: \$ \$1,200 or \$1,500 per year (2 options in proposal)

Structure Valuation And Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement costs) yearly up-date. Provide prices to update property/buildings valuations and insurance appraisals after one (1) years of completion and County acceptance of the base bid work. Up-date work shall be completed and acceptance date. Payment shall be made for Option I upon completion of work and County acceptance of the up-date real property/buildings valuation and insurance appraisals reports.

OPTION II: \$ 13,300

Bidder(s) may provide a price for Structure Valuation And Insurance Appraisals of all county owned property/buildings (i.e. replacement costs) contained within the real property/building. The price for Option II shall reflect a five thousand (5,000.00) dollar per item threshold, above which will entail a specific appraisal calculation, and below which will be assigned a grouped value of all items below the threshold within the property.

VENDOR / COMPANY NAME: Asset Works Appraisal

ADDRESS: 13601 Preston Rd., Suite 201E

CITY/STATE/ZIP CODE: Dallas, TX 75240

PHONE NUMBER: 518-598-4836

FAX NUMBER: 972-702-6240

AUTHORIZED SIGNATURE: [Signature]

PRINTED NAME: Eric Scapellato

TITLE: Regional Director

DATE: 2/13/09

AUTHORIZATION PAGE

Please return a copy of this executed agreement to the attention of the undersigned via fax at 972-702-6420 and the original project fees page mailed back to this office. All professional fees outlined below are in US Dollars and include out-of-pocket expenses. The TOTAL investment is as follows:

Option 1 - Building Appraisal Service Fees

\$ 14,580

Option 2- Physical Inventory and Tagging at a \$5,000 cutoff

\$ 13,300

AssetMAXX Web Based Perpetuation Option \$ 1,200

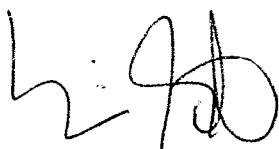
Excel File Annual Trend Update Service \$ 1,500

RESPECTFULLY OFFERED BY:

ACCEPTED BY:

AssetWORKS
APPRAISAL

Hidalgo County



Eric Scapillato
Regional Director

Signature

Date: February 13, 2009

Title

Date

EXHIBIT “C”
INSURANCE REQUIREMENTS

CERTIFICATE OF INSURANCE

NAMED INSURED

CONSTELLATION SOFTWARE INC.
O/A ASSETWORKS INC.
998 OLD EAGLE SCHOOL RD.
WAYNE, PA 19087 U.S.A.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURANCE COMPANIES AFFORDING COVERAGE

COMPANY	A Chubb Insurance Company of Canada
COMPANY	B Certain Lloyd's Underwriters as represented by Media Professional Insurance
COMPANY	C Federal Insurance Company
COMPANY	D

CERTIFICATE HOLDER

COUNTY OF HIDALGO
2812 S. BUSINESS HIGHWAY 281
EDINBURG, TX
78539 U.S.A.

COVERAGES

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 ARE IN CANADIAN DOLLARS UNLESS INDICATED OTHERWISE.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (YYYY/MM/DD)	POLICY EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> PRODUCTS AND COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> <input type="checkbox"/>	A	35780046	2008/09/27	2009/09/27	\$ 1,000,000	EACH OCCURRENCE
					\$ 10,000,000	GENERAL AGGREGATE
					\$ 2,000,000	GENERAL AGGREGATE - USA
					\$ 1,000,000	PRODUCTS - COMPLETED OPERATIONS AGGREGATE
					\$ 1,000,000	PERSONAL INJURY
					\$ 1,000,000	ADVERTISING LIABILITY
					\$ 1,000,000	TENANT'S LEGAL LIABILITY

ADDITIONAL INSURED: COUNTY OF HIDALGO, but only with respect to liability arising out of the operations of the Named Insured. Such insurance as is afforded by the Commercial General Liability coverage on this policy will be considered as primary insurance, not contributory and not excess of any other insurance.

NON-OWNED & HIRED AUTOMOBILE LIABILITY	A	35780046	2008/09/27	2009/09/27	\$ 1,000,000	EACH OCCURRENCE
EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA <input type="checkbox"/> OTHER	A	79219492	2008/09/27	2009/09/27	\$ 14,000,000	EACH OCCURRENCE
					\$ 14,000,000	AGGREGATE
OTHER LIABILITY (specify) PROFESSIONAL LIABILITY	B	L16502T085611	2008/09/27	2009/09/27	\$ 5,000,000 \$ 250,000	PER CLAIM & IN THE AGGREGATE DEDUCTIBLE
PROPERTY BROAD FORM <input type="checkbox"/> REPLACEMENT COST <input type="checkbox"/> ACTUAL CASH VALUE		Not Applicable				DEDUCTIBLE

LOSS PAYEE:

OTHER (specify) WORKERS COMPENSATION AND EMPLOYER'S LIABILITY LIMITS IN US FUNDS (WC STATUTORY LIMITS)	C	7173-57-61	2008/09/27	2009/09/27	\$ 1,000,000	E.L. - EACH ACCIDENT
					\$ 1,000,000	E.L. - EACH DISEASE / EACH EMPLOYEE
					\$ 1,000,000	E.L. - DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / SPECIAL PROVISIONS:

RE: AWARDED CONTRACT

BROKER The CG&B Group Inc. 120 South Town Centre Blvd. Markham, ON L6G 1C3	CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above. Failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
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SIGNATURE OF AUTHORIZED REPRESENTATIVE 	PRINT NAME RUTH SCHRAM	DATE (YYYY/MM/DD) 2009/03/11
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EXHIBIT “D”
CONFLICT OF INTEREST

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

None

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

None

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

[Signature]

Signature of person doing business with the governmental entity

2/13/09

Date

BIDDER/VENDOR APPLICATION

HIDALGO COUNTY PURCHASING DEPARTMENT Proposer/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629,
in person or regular mail to: 2802 South Business Hwy 281, Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us

Company Name: MAXIMUS	Telephone No. (888) 778-8250
dba Name:	
Legal Name:	
Mailing Address: 13601 Preston Rd Ste 201E Fax No. (972) 702-6420	
Physical Address:	
City, State, Zip Dallas, TX 75240 Tax I.D. No. 46-0521049	
Remit to Address: Same City, State, Zip	
E-Mail Address: eric.scapellato@maximus.com	
Representative(s) Name(s) & Title(s) Eric Scapellato Regional Manager	
Type of Organization (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other, Specify _____	
State Identification No. _____ (Please attached completed W-9 form with this application)	
Federal Identification No. or (if individual) SS No. _____	
State of Incorporation: Delaware Date: _____ Other: _____	
Type of Business (check one): <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input type="checkbox"/> Service Organization <input type="checkbox"/> Other, Specify _____	
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts: Eric Scapellato, Regional Mgr.	
Small and/or Disadvantaged Business Information (check application criteria)	
Small Business:	Disadvantaged Business (At Least 51% Ownership)
<input type="checkbox"/> Less than 125,000 annual gross receipt <input type="checkbox"/> Less than 250,000 annual gross receipt <input type="checkbox"/> Less than 499,000 annual gross receipt <input type="checkbox"/> More than 500,000 annual gross receipt	<input type="checkbox"/> Black American <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Other
Have you been certified as a HUB or an MBE/WBE source?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate Certification No.(s): _____ or are Certificate(s) attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of product(s) is/are solicited by your company?: _____	
Would you like to be provided with specifications for procurements of such products?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
To Be Completed by the County: Rec'd by (Purchasing): _____ Date Rec'd by (Purchasing): _____	
Date Forwarded Information to Auditor's Office: _____ Entry Date: _____ Vendor No.: _____	

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: () _____
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

W-9 FORM

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)
Asset Works

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other Exempt from backup withholding

Address (number, street, and apt. or suite no.)
836D East Via De Ventura Suite L-200

City, state, and ZIP code
Scottsdale, AZ 85258

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
 | | + | + | | | | |

or

Employer identification number
416-0152110419

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person **[Signature]** Date **2/23/09**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

AssetWORKS

APPRAISAL

FACSIMILE TRANSMITTAL SHEET

TO:

Vangie Garcia, Contract's Manager

COMPANY:

Hidalgo County Purchasing

FAX NUMBER:

956-318-2629

PHONE NUMBER:

FROM:

Eric Scapillato

DATE:

2/23/2009

TOTAL NO. OF PAGES, INCLUDING COVER:

2

SENDER'S REFERENCE NUMBER:

RE:

W-9 Form

YOUR REFERENCE NUMBER:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

DEBARMENT FORM

**Certification
Regarding Debarment, Suspension Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: Eric Scapillato
Print Name: Eric Scapillato
Title: Regional Director
Telephone Number: 518-598-4836
Date: 2/13/09

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

2. **Presentation for discussion, consideration and action**
Including, but not limited to, the following items in connection with New Adult Detention Center:
 - a) **Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage**
 - b) **Construction of additional pod(s)**
 - c) **Selection and engagement of an architect for the construction of additional pods**

NO ACTION taken on items #1 & 2 a thru c.

3. **Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:**
 - a) **Renovations of administration building**
 - b) **Other ongoing county owned building construction, renovation repair projects**
 - c) **Emergency situations occurring since last agenda meeting**

NO ACTION taken on items a thru c.

4. **A. Presentation for discussion, consideration, acceptance and approval of scoring grid (for the purposes of ranking by CC) of the firms graded and evaluated through the County's approved "pool" of Hidalgo County Professional Consultants To Seek Funding and Assistance through Federal, State, Private Sector(s) and Other Sources as available and permitted through "Stimulus Package Federal Funding Source for Sheriffs Office Project (s)" (approved for scoring by CC on 02/17/09);**

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval to rank Hollis, Rutledge & Assoc. as #1, Law Firm of TRTAS as #2, Vazaldua & Assoc. as #3 and Dos Logistic as #4.

B. Requesting authority for the Purchasing Department to negotiate a professional consulting services contract with the number one ranked firm for: Professional Consulting Services to Seek Funding and Assistance through Federal, State, Private Sector(s) and Other Sources as available and permitted through "Stimulus Package Federal Funding Source for Sheriffs Office Project(s)".

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval for Hollis, Rutledge & Assoc.

At this time Commissioner Palacios returns.

5. **Recommending award of bid (Options I and II) and approval of contract document (reviewed and approved as to form by asst. district attorney) to the lowest bidder meeting all specifications/requirements and/or terms and conditions as stated in RFB NO: 2009-046-02-18-VYG- Structure Valuation And Insurance Appraisals For Hidalgo County Owned Real Estate Properties/Buildings (i.e. replacement cost).**

On motion of Commissioner Handy, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

AI-14237

37.A.0.

Structure Valuation And Insurance Appraisals For Hidalgo County Owned Real Estate PropertiBuildings (i.e. replacment costs)

CC REGULAR

Date: 03/03/2009

Submitted By: Vangie Garcia, PURCHASING DEPT.

Submitted For: Marty Salazar

Department: PURCHASING DEPT.

Agenda Category: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Recommending award of bid (Options I and II) and approval of contract document (reviewed and approved as to form by Mr. Mendoza-District Attorney's Office) to the lowest bidder meeting all specifications/requirements and/or terms and conditions as stated in RFB NO: 2009-046-02-18-VYG-Structure Valuation And Insurance Appraisals For Hidalgo County Owned Real Estate Propertiers/Buildings (i.e. replacment cost).

BACKGROUND

Vendor will submit the insurance within ten (10) working days as requested in Exhibit C Insurance Documents of RFB, upon notification of award.

See department's recommendation letter.

Fiscal Impact

FISCAL YEAR: 2009

ACCT. #: 1100-415-00-115-002-0-334

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Attachments

Link: [PARTICIPATION AND TABULATION LOG](#)

Link: [CONTRACT DOCUMENTATION](#)

Link: [RECOMMENDATION LETTER](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Vangie Garcia	02/25/2009 01:18 PM	CREATED
1	Purchasing Department			NEW
2	Budget & Management			
3	Auditor's Office			
Form Started By: Vangie Garcia		Started On: 02/25/2009 01:18 PM		

2009

AssetWORKS

Appraisal

Proposal for Professional
Insurance Valuation Services

RFB# 2009-046-02-18-VYG (Copy)

February 13, 2009

AssetWORKS
APPRAISAL

*As successor in interest to MAXIMUS, Inc.
Innovative Solutions.... Accurate Valuations*

February 13, 2009

Ms. Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, TX 78539

Re: RFB# 2009-046-02-18-VYG Insurance Appraisal Services

Dear Ms. Salazar:

AssetWorks, formerly MAXIMUS is pleased to provide this proposal for professional Property Appraisal Services. These services are to be provided in order to develop an insurable values base for structures as well as risk assessment and proof-of-loss documentation in the event of a loss.

AssetWorks, formerly a division of MAXIMUS, Inc. is uniquely qualified to provide insurance appraisal services. Our innovative solutions and customized project plans have brought us to the forefront across the nation in terms of quality and customer satisfaction. We invite you to join us as a partner in implementing and maintaining proper stewardship of your real and personal property assets. We are also an approved vendor for The Interlocal Purchasing System (TIPS/TAPS).

I, Eric Scapillato, will be the primary point of contact for this project and if I can be of any assistance, please contact me directly at 518-598-4836, or Eric.Scapillato@assetworks.com.

Respectfully submitted,



Eric Scapillato
Regional Director

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1. EXECUTIVE SUMMARY

You can confidently select AssetWorks (formerly MAXIMUS) as your partner to conduct your Property Appraisal Service for the following reasons:

- We have been in the business of property appraisals for 19 years and have the reputation of being the “best of class” provider. We are already a trusted partner with thousands of entities across the United States having used our property appraisal services in years past.
- AssetWorks Appraisal is the technology pioneer in property valuation. We have the most advanced system in the business (AssetMAXX™) and offer a perpetuation capability that minimizes the cost of ongoing property valuations.
- We have successfully provided property valuation and appraisal services for more than 5,000 entities across the United States, Europe, and Puerto Rico.
- Quality, communication and resulting customer satisfaction are our hallmarks.



AssetWorks is a Constellation Software, Inc. company, an international provider of market-leading software and services to a variety of industries, across both public and private sectors.

The company was founded in 1995 and has a large, diverse customer base of 16,000 customers, operating in over 30 countries around the world. Constellation is an extremely healthy organization, with consolidated revenues exceeding US\$240 million.

AssetWORKS AssetWorks offers asset management solutions that embrace all aspects of capital asset and real property tracking, valuation and reporting. Our innovative solutions help organizations to vastly improve their property insurance and tracking programs, GASB34/35 accounting compliancy, generate detailed financial reports, carry out depreciation and capitalization modeling, and much more.

Leveraging the latest Internet, e-commerce, and mobile computing technologies, our software and industry leading expertise help our customers maximize resource utilization, improve service delivery, and achieve substantial and measurable cost savings. Whether you are doing more with fewer resources, or managing more assets with the same amount of resources, AssetWorks provides a complete turn-key solution.

AssetWorks is also an industry-leading provider of technology and consulting solutions for asset and infrastructure intensive organizations in government, education, utilities, telecommunications, transportation, healthcare and the commercial sector. Our suite of Enterprise Asset Management (EAM) software solutions and professional consulting services enable organizations to improve maintenance practices, streamline operations, and

improve accountability for mission-critical capital and infrastructure assets. Our Federal Tax ID is 46-0521049, incorporated in Delaware.

2. CONTACT INFORMATION

To ensure mutual success, AssetWorks designates an empowered contact person who also serves as your Partnership Manager.

CONTACT PERSON PROFILE

Mr. Eric Scapillato is the designated contact person who is authorized to contract for AssetWorks. He is also the designated AssetWorks Partnership Manager for this project.

The Partnership Manager is obligated to view the project from the client's perspective and make sure that AssetWorks always acts in the interest of the client, consistent with the terms of the contract. The Partnership Manager has the authority to make decisions and command resources beyond the project at hand. The goal is to establish loyalty and build a long-term, successful relationship.

Specific responsibilities of Mr. Scapillato, as the AssetWorks Partnership Manager, include the following:

- Works with the Project Manager to assess operational procedures, organizational structure, strategy, and budget issues.
- Provides direct corporate oversight and responsibility for the project. This ensures that the base and history of the corporate experiences are available to our clients and that the procedures and materials used, build on the best practices of AssetWorks.
- Ensures that the quality of the project deliverables meet company requirements and standards. Every deliverable is reviewed by the Partnership Manager prior to their release to the client.

The Partnership Manager ensures that true partnership develops between AssetWorks and our clients with the recognition that neither party can be successful if the other party is not successful.

Mr. Scapillato is well qualified to serve as the Partnership Manager. He is the current Texas Regional Manager and a former Lead Appraiser with AssetWorks. His tenure at AssetWorks has included regional project management, the planning, and execution of numerous property appraisals and capital asset accounting studies for municipalities, county governments, and various other public sector entities.

CONTACT DATA

**Eric Scapillato
13601 Preston Road, Suite 201E
Dallas, TX 75240**

518-598-4836 (cell)

972-702-6420 (fax)

Eric.Scapillato@AssetWorks.com

3. BENEFITS & FEATURES OF THE ASSETWORKS SOLUTION

Confidence in High Quality

AssetWorks has identified ‘quality’ as being the primary focus in all projects. Quality work results in a highly satisfied client and has been the basis of our success. Systems in place lead to shorter study periods, reliable data, minimized rework and a more useful reporting tool. The five stages of quality control include:

- ↓ Project Design & Implementation Plan – Project Director
- ↓ Daily Data Review – Project Manager
- ↓ Finalized Data Review – Regional Manager
- ↓ Preliminary Reports Review – Client
- ↓ Data Integrity Review – ISG Processor

Our aggressive quality control regime is led by a corporate philosophy of “Quality First, Profitability Second”. Annual client surveys along with the partnerships with long-term clients have taught that this is never to be overlooked.

Experienced Personnel

The core of our success is our dedicated and qualified personnel. Our asset services professional staff is comprised of consultants possessing backgrounds in a wide range of specialties, including architecture, engineering, construction estimating, accounting, real estate, finance, and business management. Members of our staff maintain affiliations with various professional associations focusing on the American Society of Appraisers (ASA). AssetWorks has a unique combination of highly skilled professionals and cutting edge technology that allows us to assess, execute, and support each client’s specific valuation requirements in a professional, timely, and cost effective manner.

*Professional
Profiles
attached as
Addendum A*

Value-Added Software & Technology

AssetWorks internally designed and built the AssetMaxx system, a web-based application enabling clients to track, access and maintain their asset/property data. Insurance and accounting reporting is made possible for the client through this system. Template reports and Ad-Hoc reports provide for flexibility and a customized aspect to AssetMaxx. Annual perpetuation of data saves time and money for our clients and makes the annual reporting process a much simpler task. The increased reliance on modern information technology (versus manual processes) was a core component of the reengineering of our practice.

Strong & Stable Financial Partner

It is important to have confidence in the commitments made to you and AssetWorks has the strength and stability to guarantee. Our group has been successful since 1989 performing the same services. This is a high integrity, public company. Open books and open disclosure along with strong finances provide for an environment of quality, honesty and commitment.

4. PROJECT SCOPE AND WORK PLAN

Project Scope

The scope of this project is focused on the inventory and valuation of owned-structures and contents. The resulting data will provide current insurable values, adequate proof-of-loss documentation and the basis for insurance premiums.

Project 'Kickoff' Meeting

Our project team will hold a comprehensive project-planning meeting with your representatives in advance to the start of the fieldwork. We advise that members of the administrative staff or other directly involved personnel attend this meeting.

Topics of discussion include confirmation of project scope and time frames, the physical appraisal schedule, accessibility to buildings, contact person at each building or location, and availability and use of original purchase records, assignment of database code numbers and associated descriptions for locations and buildings. This meeting lays the foundation for the methods and procedures used during the onsite fieldwork.

Client Staff Expectations

AssetWorks believes that clients retain our services with the expectation that AssetWorks staff, as paid professionals and consultants, will perform the necessary tasks in a high quality manner to successfully complete the project on time. We do, of course, view our clients as active participants and anticipate their assistance with the following:

- **Pre-Project Planning and Announcement** – AssetWorks will identify key items to have prepared for the project kickoff meeting. We ask that you prepare a memo for staff members to announce the project and give the general purpose and time frame.
- **Availability of Existing Building Records** – AssetWorks will utilize existing records, as provided by the Client. Blueprints, for example, can aid in the accuracy of calculating square foot area.

- **Access to All Sites** – AssetWorks appraisers will be granted access to all sites and buildings based on a mutually agreed upon appraisal schedule.

5. METHODOLOGY FOR ESTABLISHING VALUES

Our investigation of each property will follow generally accepted appraisal techniques and valuations in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). This includes the use of various research sources to develop the cost conclusions for each building. Sources include price lists, trade journals, industry publications, technical and pricing subscription services, engineering manuals and inquiries with local contractors as well as direct cost research.

It is an ongoing task to not only identify but continuously substantiate values. Multiple sources of value exist, but to rely on one can be dangerous as they all have positive points to pull from. Example sources of construction cost information include:

- Direct cost information from recent projects
- Inquiries with local contractors and architects
- US Department of Labor – Bureau of Labor Statistics
- Marshall and Swift / Boeckh
- RS Means Construction Cost Index
- Reed Construction Data
- Producer Price Index

The offsite valuation portion of the project entails the research and calculations necessary to formulate replacement costs, reproduction costs, and insurance exclusions, defined as follows:

Replacement Cost New is the amount required to reproduce property in like utility and function, in accordance with current market prices for materials, labor, equipment, contractor's overhead, profit and fees, but with no provisions for overtime or bonuses for labor and premiums for material or equipment, based upon replacing the entire property at one time.

Cost of Reproduction New (Historical Properties) may or may not be applicable for this project but if encountered, is the amount required to reproduce a duplicate or replica of the entire property at one time in like kind and materials, in accordance with current market prices for materials, labor and manufactured equipment, contractor's overhead, profit, and fees, but with no provisions for overtime, bonuses for labor, or premiums for material.

Insurance Exclusion is a provision in an insurance contract describing property, or types of property, that are not covered by an insurance policy. Based upon a review of

current District policy specifics, we can identify those items specifically excluded under terms of the policy. The insurance exclusion amount is deducted from replacement cost to arrive at an insurable value, specific to each structure.

Insurable Value is the Replacement Cost New less the Insurance Exclusions

Construction classes and ISO classes 1-6, as defined in the Commercial Fire Rating Schedule (CFRS) will be defined in terms of the Marshall and Swift construction classes as follows:

<u>ISO Class</u>	<u>ISO Description</u>	<u>M&S Class</u>
1	Frame/Combustible	D
2	Joisted Masonry	C
3	Noncombustible	S
4	Masonry Noncombustible	C
5	Modified Fire Resistive	A
6	Fire Resistive	B

6. ONSITE SERVICES & PROCEDURES

The basis for valuations of each building lie in the data recorded while onsite. Each building will be physically inspected and a description for each building will be developed, recorded, depicting primary Construction, Occupancy, Protection and Exposure (COPE) data, to include:

- | | |
|---------------------------------|----------------------------|
| a. ISO Construction Class | j. Ceiling |
| b. Building Condition/Quality | k. Floor Types |
| c. Frame Type | l. Heating/Cooling Systems |
| d. Exterior/Interior Walls | m. Electrical/Plumbing |
| e. Roof Covering | n. Occupancy Class |
| f. Exterior Dimensions | o. Fire Protection Systems |
| g. Foundation/Footing | p. Identify Alarm Systems |
| h. Number and Height of Stories | q. Additional Features |
| i. Year Built | r. Secondary COPE Data |

Digital photographs will be prepared for each building and integrated into the final reports. Each building will either be physically measured or square footage verified through a review of blueprints or 'as built' drawings. Upon all relevant data being recorded, the Appraiser will move on to look at the next building until all property has been accurately accounted for at each site.

Content values will be based on an optional fixed asset inventory and valuation at a \$5,000 cutoff. A field inspection of each building is conducted and the building's contents will be identified. Items that fall below the \$5,000 cutoff will be grouped by location.

7. SPECIALIZED STRUCTURES

Water/Sewer Treatment Facilities

AssetWorks approach to valuing water/sewer treatment facilities are performed on an itemized building and/or by process basis. The fieldwork should begin with a meeting between the project team and the plant manager or other delegate. The following is verified:

- Available blueprints/site map/processing summary info
- Plant accessibility and available working time
- Chaperone requirements and other safety requirements

Additional information on specific structures/equipment does not necessarily need to be discussed at the initial meeting but at minimum would be obtained prior to the conclusion of fieldwork. This would include:

- 1) Plant design capacity – measured in “million gallon capacity per day treated” MGD
- 2) Plant original construction date
- 3) Plant addition dates
- 4) Drawings for original and additional (architectural drawings”
- 5) Plant flow diagram (used to establish numbering scheme)
- 6) Any “contractors cost breakdowns” for construction – (original or additions)
- 7) Area to work from and be able to utilize drawings

Ideally, the plant walk-through will be done after the plan review since the availability of blueprints or other information will determine which structures need to be physically measured. The plans may also provide info on the construction classification and other building features and processing equipment.

Process Piping (underground) is typically excluded from property schedules for insurance purposes, however, should the Client elect to include these assets as an individual land improvement entry, we can comply.

Common processes and structures analyzed and included are:

- Headworks (Influent Pump Station)
- Clarifiers (Primary, Intermediate, Secondary)
- Aeration Tanks/Ponds/Basins
- Gravity Thickeners/Dewatering Buildings / Belt Presses
- Digesters
- Filters (Trickling, Biological, UV... etc.)
- Sludge Drying Beds/Lagoons/Incinerators
- Laboratories
- Ozone Structures
- Chlorine Contact Structures

- Blower Buildings
- Pump Stations / Equipment Galleries

Historical Properties & Reproduction Cost

Historical properties are addressed on two levels, starting with the identification of subject properties. This is to be completed by either obtaining a list of these properties from the Client or extracting buildings meeting a defined age requirement, with the Client subsequently identifying which of those are to be appraised with a reproduction cost as a historical property. The second level is the actual appraisal itself. In order to perform a historical property appraisal, components of the subject building must be identified and appraised individually, building a segregated cost approach to determine valuations on material that is like-kind as well as function. Specialty attributes are taken into consideration and valued in terms of reproduction as it relates to the subject building. The valuations for historical properties are often complex and may be performed by a senior valuations expert from data recorded onsite by our project team.

Swimming Pools

Outdoor swimming pools are included in our onsite inspections and typically all in-ground concrete structures with pumps, filters, and chlorination equipment. If pools are included for insurance purposes, costing breakdowns will be discussed in order to determine what percentage used is 80% (the other 20% representing equipment). The equipment may be included in the cost of the pool or included in the content value of the building they are located. Large slides should be listed separately as additional features. Other types of pools include wave, diving and wading pools.

***Key details are recorded for these specialty structures for valuations, as follows:**

Electrical Substation Equipment

- Substation Capacity
- Circuit Breaker Quantity, Type, Capacity
- Transformers, Quantity, Type, Capacity
- Structures (Control, Dead-Man, Other)
- Control Panel Details
- Accessory Equipment Details

Reservoirs & Water Containment Structures

- Type(concrete/steel/above-ground/in-ground)
- Capacity
- Construction Date & Cost

Pump Houses, Lift Stations, Wells, etc.

- Structure type, size/depth, services, & features
- Itemized equipment (type, capacity)

8. VALUE ADDED SERVICES / ADDITIONAL COPE DATA

AssetWorks believes in taking a pro-active approach to the appraisal services we offer to our clients. AssetWorks will provide the following “Value Added Services” at no additional cost:

- **Recording of G.P.S. Coordinates & Elevation Certifications (COPE Data)** – Since many locations have several buildings spread out across one general street address, the recording of G.P.S. coordinates identifies each structure individually. AssetWorks staff will record the G.P.S. coordinates at the front entrance for each building. The coordinates will be included in the data and final reports. We will also verify the correct street address for each structure appraised and assign the proper location number.
- **Classifications of Flood Zones (COPE Data)** – AssetWorks staff will research and identify the flood zone classification for each building appraised during our study based on FEMA flood maps and classifications. All data will be included in the final reports.
- **Additional Roof Information (COPE Data)** – AssetWorks will identify the following roof information for each structure appraised:
 - Roof Type (asphalt shingle, single membrane, tar and gravel, etc...)
 - Roof Shape (gable, shed, hip, pyramid, stepped, complex, etc...)
 - Roof Pitch (flat, low, medium, high)
 - Roof Straps (Y/N)
- **Value Comparison Reports** – AssetWorks will provide a final report that will compare the current values on the statement of values to the values established by AssetWorks as a result of the appraisal. Comparisons will be provided for both building and contents values.

9. OPTIONAL SERVICES

Along with our standard Insurance Appraisal Services, AssetWorks is please to introduce you to added optional services. Services that provide additional valuations, underwriting data, and methods of perpetuation to manage and update appraised values and data established as a result of our initial study. These services include:

Inventory & Valuation of Insurable Land Improvements / Property-in-the-Open (PITO)

AssetWorks will individually identify and value various insurable land improvements at each of your locations. These assets include, but are not limited to signs, exterior lighting, fencing, flag poles, benches, trash receptacles, etc... AssetWorks can provide an individual value for each asset or an aggregate value per site with a brief description of the assets included.

Annual Update Service (Trending of Insurable Values)

AssetWorks will apply detailed trend factors to the existing buildings, contents, and other related values for the purpose of updating each building's insurable values. The trend factors used are developed based on a variety of factors including the Producers Price Index, the Marshall & Swift Valuation Guide, the Handy-Whitman Index, and the increase/decrease in the cost of materials, technology equipment advancement, etc. After the trending is complete, AssetWorks will provide a complete set of updated insurance reports.

Secondary COPE Data / Building Characteristics

Due to the fact that data modeling continues to be a major influence on the pricing of retailer's property programs, basic COPE data is not enough to guarantee the best pricing. Many retailers are adding secondary data to their submissions in order to get favorable underwriting evaluations. AssetWorks appraisers can assist in gathering this secondary data and include it with your final reports and data. Examples of Secondary COPE data include, but are not limited to the following:

Wind Characteristics

- Roof Maintenance
- Roof Age
- Mechanical and Electrical System Upgrades
- External Ornamentation
- Cladding Rating
- Architectural Elements
- Wind Resistance Windows & Doors

Earthquake Characteristics

- Shape Configuration
- Setbacks & Overhangs
- Cladding
- Ornamentation
- Frame Bolted Down
- Tilt-Up Retrofit

Exposure

Distance to Water
Distance to Fire Station
Wind Tier

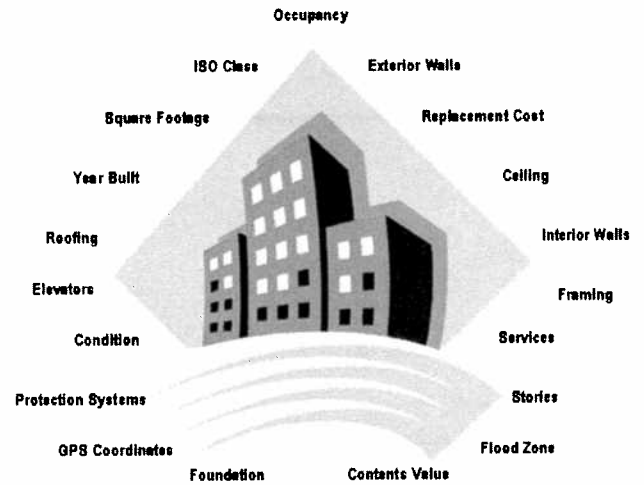
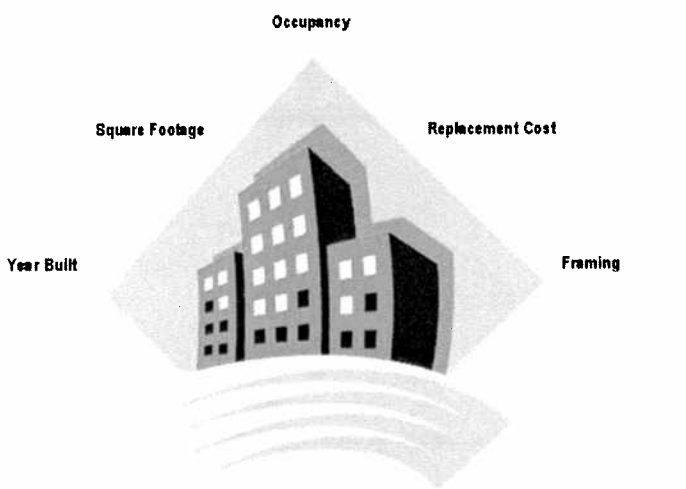
COPE Data Comparison

Which Building is Likely to Get a Better Underwriting Evaluation?

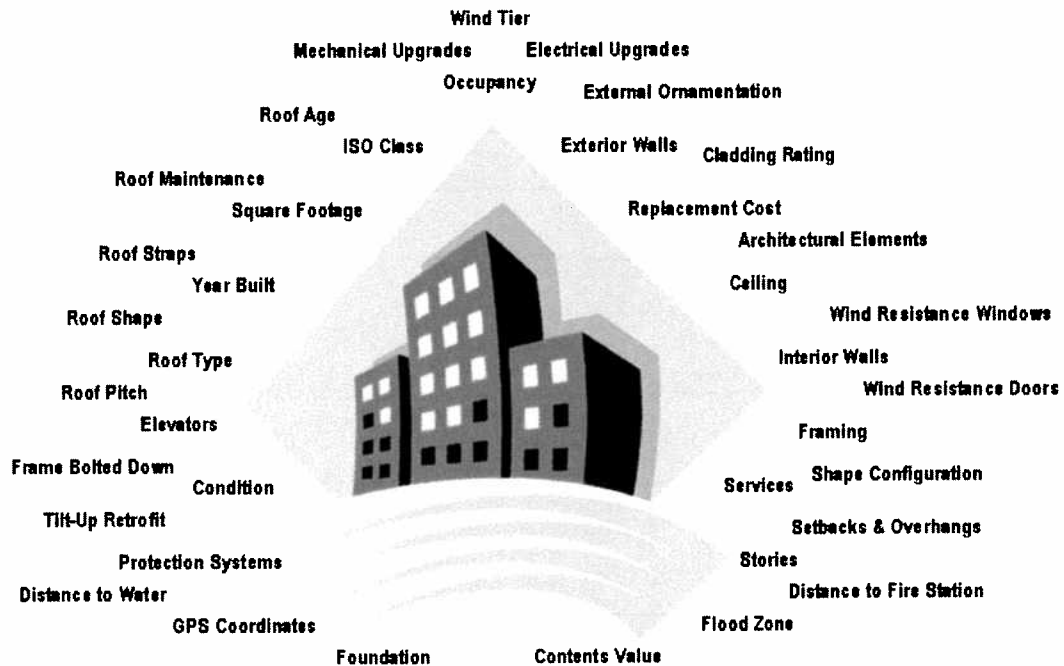
Basic Data

+ Primary COPE Data

Data Provided with a Standard AssetWORKS Appraisal

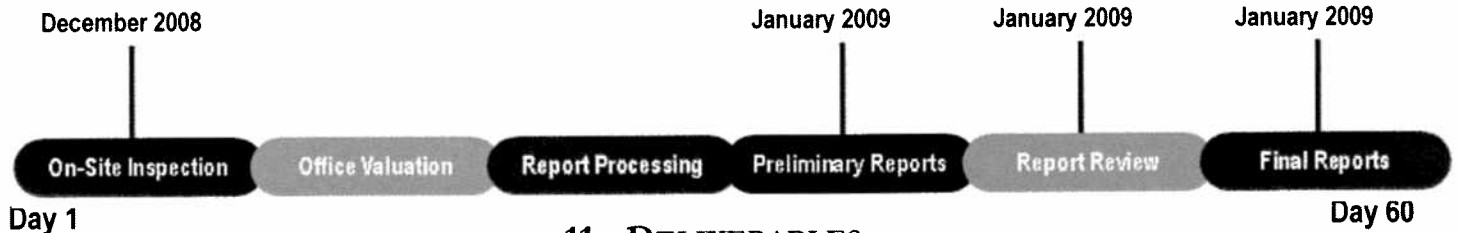


+ Primary & Secondary COPE Data



10. PROPOSED PROJECT TIMELINE

AssetWorks’ automated approach and depth of experienced staff qualify us to complete all phases of this project in a timely fashion based on your specific needs. Upon receipt of your authorization, AssetWorks will arrange a mutually agreeable schedule for the project planning meeting and our on-site inspection. Our proposed timeline is as follows:



11. DELIVERABLES

Preliminary electronic reports will be provided as well as electronic and hard-copy final reports (3 Copies).

CERTIFICATION LETTER

Certified appraisal reports are bound in an easy-to-read format. AssetWorks will provide a set of insurance summary and insurance detail reports. The certified appraisal report will include the Letter of Certification, which will:

- a) Identify the property appraised
- b) State the purpose of the appraisal
- c) Specify the appraisal date
- d) Define the level of value sought and the premise of value employed
- e) Describe the nature of the property included in and excluded from the appraisal
- f) Discuss the appraisal investigation
- g) Indicate the factual data considered
- h) Present the conclusions of value
- i) Outline the qualifying and limiting conditions
- j) Include the signature of an authorized officer of the company

Electronic Data File

AssetWorks will provide you with an electronic data file in Microsoft Excel format. This data file will include all building features, COPE data, and values that are displayed on our building detail report. The data will be provided to you in a format that can be sorted and edited by you to populate and update your current statement of values.

PRELIMINARY REPORTS

Draft Summary and detail reports will be sent via email in .pdf format for review. Our clients have two weeks from the point of issuance to determine acceptability of the final data. Upon acceptance, AssetWorks will then prepare and deliver final reports in electronic and hard-copy format.

FINAL REPORTS

Sample Summary Report

Insurance Summary Report

– Summary of values by location, this report is provided in spreadsheet format and includes the following detail for each site:

- 1) Construction Classification
- 2) Property Description
- 3) Property Address
- 4) Year Built
- 5) Gross Square Footage
- 6) Schedule Summarizing
- Replacement Costs
- 7) Exclusion Amounts
- 8) Content Values


04/20/2005 SB02C		SAMPLE CITY, WA INSURANCE SUMMARY BY BUILDING								As of 11/29/2000 Page: 1
Code	Building Description Address	City	Year BLT	ISO Class	Nbr. of Stories	Square Footage	Replacement Cost New	Exclusion Amount	Replacement Cost Less Exclusions	Contents Value
Entity: 00	SAMPLE CITY									
Site: 01	SAMPLE CITY HALL									
			1980	2		1,000	120,700	7,200	113,500	21,800
		ELK GROVE, CA 95624								
01	SAMPLE CITY HALL (PP27) 101 WEST DOWNTOWN AVENUE	HIDDEN CITY, OR 11111	1981	4	3	109,843	11,990,000	840,000	11,150,000	3,229,400
	Site total for 01:		Asset Count	2		110,843	12,110,700	847,200	11,263,500	3,251,000
Site: 03	SAMPLE CITY PUBLIC SAFETY BUILDING									
01	PUBLIC SAFETY BUILDING (PP31) 1234 PUBLIC SAFETY LANE	SAMPLE CITY, WA 99999	1988	5	3	133,003	18,621,000	931,000	17,690,000	4,958,400
	Site total for 03:		Asset Count	1		133,003	18,621,000	931,000	17,690,000	4,958,400
Site: 04	SAMPLE CONVENTION CENTER									
01	CONVENTION CENTER (PP44) 1234 CONVENTION CENTER WAY	SAMPLE CITY, MT 00000	1985	5	1	189,000	25,704,000	1,286,000	24,418,000	4,961,300
	Site total for 04:		Asset Count	1		189,000	25,704,000	1,286,000	24,418,000	4,961,300
Site: 12	SAMPLE FIRE ACADEMY TRAINING SITE									
02	SAMPLE BURN LAB AND DRILL TOWER (PP11) 2000 WEST DAMD DRIVE	SHERWOOD, WA 12345	1986	6	4	7,006	447,000	26,800	420,200	0
	Site total for 12:		Asset Count	1		7,006	447,000	26,800	420,200	0
Site: 39	SAMPLE CENTRAL LIBRARY									
01	SAMPLE LIBRARY (PP33) 94209 READ A BOOK BLVD	LIBRA, TX 54321	1973	6	3	59,422	7,131,000	499,000	6,632,000	5,630,800
	Site total for 39:		Asset Count	1		59,422	7,131,000	499,000	6,632,000	5,630,800

Sample Value Comparison Report

SB02XV		Insurance Summary by Building - SOV Comparison						Page: 37	
Code	Building Description Address	City	Replacement Cost Less Exclusions	Replacement Cost - SOV	Replacement Cost Difference	Contents Value	Contents Value - SOV	Contents Value Difference	
023	WELTY HOUSE HOUSE 1119 PINEHURST ST.	JACKSON, MS 39202	348,700	600,000	-251,300	49,500	0	49,500	
	Site total for 501:		Asset Count	11		8,775,900	12,153,500	-3,377,600	823,900
Site: 502	INDUSTRIES FOR THE BLIND								
021	INDUSTRIES FOR THE BLIND: 1 - SEWING DEPT. 2501 NORTHWEST ST.	JACKSON, MS 39216	2,291,280	1,515,000	776,280	777,300	0	777,300	
022	INDUSTRIES FOR THE BLIND: 2 - SEWING ADDITION 2501 NORTHWEST ST.	JACKSON, MS 39216	1,054,520	697,500	357,020	357,900	0	357,900	
023	INDUSTRIES FOR THE BLIND: 3 - MATTRESS DEPT. 2501 NORTHWEST ST.	JACKSON, MS 39216	2,937,540	1,942,500	995,040	996,600	0	996,600	
024	INDUSTRIES FOR THE BLIND: 4 - MOP DEPT. 2501 NORTHWEST ST.	JACKSON, MS 39216	861,510	570,000	291,510	292,400	0	292,400	
025	INDUSTRIES FOR THE BLIND: 5 - LOADING & WAREHOUSE 2501 NORTHWEST ST.	JACKSON, MS 39216	1,248,870	1,890,000	-641,130	554,100	0	554,100	
026	INDUSTRIES FOR THE BLIND: 6 - BROOM SHOP 2501 NORTHWEST ST.	JACKSON, MS 39216	1,928,360	1,275,000	653,360	654,200	0	654,200	
010	INDUSTRIES FOR THE BLIND: 8 - WAREHOUSE-FINISHED GO 2501 NORTHWEST ST.	JACKSON, MS 39216	708,540	1,072,500	-363,960	314,500	0	314,500	
012	INDUSTRIES FOR THE BLIND: 9 - MERIDIAN PLANT/WAREH 6603 LAUREL DR.	MERIDIAN, MS 39307	5,471,930	4,020,000	1,451,930	2,062,500	0	2,062,500	
	Site total for 502:		Asset Count	8		16,502,550	12,982,500	3,520,050	6,009,500

- 4) Occupancy and/or function of facility or building
- 5) Construction/ISO Classification
- 6) Year Built
- 7) Square Feet
- 8) Narrative Description
- 9) COPE Data (Primary & Secondary)
- 10) Replacement Cost New
- 11) Exclusion Amount
- 12) Content Value

Sample Insurance Detail Report

04/17/2005 DBD3X	Demonstration Risk Pool Building Detail Report	As of: 04/30/2008 Page: 1																																																
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Entity:</td> <td style="width: 15%;">001</td> <td style="width: 70%;">SAMPLE RISK POOL</td> </tr> <tr> <td>Site:</td> <td>002</td> <td>DEMONSTRATION ELEMENTARY SCHOOL</td> </tr> <tr> <td>Building:</td> <td>01</td> <td>ELEMENTARY SCHOOL</td> </tr> <tr> <td></td> <td></td> <td>200 ANY STREET</td> </tr> <tr> <td></td> <td></td> <td>ANY CITY, US 50005</td> </tr> <tr> <td>Department:</td> <td>2008</td> <td>2008 APPRAISAL</td> </tr> <tr> <td>Year Built:</td> <td>2000</td> <td>Year Acquired: 2000</td> </tr> <tr> <td>Nbr. of Stories:</td> <td>1</td> <td>Square Footage: 91,539</td> </tr> <tr> <td>Basement:</td> <td>NO</td> <td>Adds/Renovations: NO</td> </tr> <tr> <td>Occupancy:</td> <td>SES</td> <td>SCHOOL - ELEMENTARY</td> </tr> <tr> <td>Frame Type:</td> <td>ST</td> <td>STEEL</td> </tr> <tr> <td>ISO Class:</td> <td>4</td> <td>MASONRY NON COMBUSTIBLE</td> </tr> <tr> <td>GPS Latitude:</td> <td></td> <td>34°57.867N</td> </tr> <tr> <td>GPS Longitude:</td> <td></td> <td>081°14.340W</td> </tr> <tr> <td>Flood Zone:</td> <td></td> <td>X</td> </tr> <tr> <td>Fire Protection:</td> <td></td> <td>INTRUSION SYSTEM FIRE ALARM - MANUAL FIRE ALARM - AUTOMATIC SPRINKLER SYSTEM (100%)</td> </tr> </table>			Entity:	001	SAMPLE RISK POOL	Site:	002	DEMONSTRATION ELEMENTARY SCHOOL	Building:	01	ELEMENTARY SCHOOL			200 ANY STREET			ANY CITY, US 50005	Department:	2008	2008 APPRAISAL	Year Built:	2000	Year Acquired: 2000	Nbr. of Stories:	1	Square Footage: 91,539	Basement:	NO	Adds/Renovations: NO	Occupancy:	SES	SCHOOL - ELEMENTARY	Frame Type:	ST	STEEL	ISO Class:	4	MASONRY NON COMBUSTIBLE	GPS Latitude:		34°57.867N	GPS Longitude:		081°14.340W	Flood Zone:		X	Fire Protection:		INTRUSION SYSTEM FIRE ALARM - MANUAL FIRE ALARM - AUTOMATIC SPRINKLER SYSTEM (100%)
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GENERAL BUILDING CHARACTERISTICS																																																		
Exterior Walls:	DECORATIVE CONCRETE BLOCK, BRICK ON MASONRY																																																	
Roofing:	90% METAL - MEDIUM PITCH, 10% MEMBRANE - FLAT																																																	
Foundation:	CONCRETE SLAB ON GROUND, CONCRETE FOOTING FOUNDATION																																																	
Floor Finish:	CARPETING, VINYL																																																	
Ceiling Finish:	ACOUSTICAL, DRYWALL																																																	
Partitions:	CONCRETE BLOCK, DRYWALL/STUDS																																																	
Services:	Features:																																																	
ELECTRICAL	BUILT-INS (CABINETS, LOCKERS, BOOKCASES)																																																	
PLUMBING	COVERED ENTRANCE WAY																																																	
HEATING/AIR CONDITIONING (HEAT PUMP)	COVERED WALKWAY																																																	
UNIT HEATERS	BACKUP GENERATOR																																																	
AIR CONDITIONING - UNIT	EXTERIOR SECURITY LIGHTING																																																	
	SECURITY CAMERA SYSTEM																																																	
	ROOF REPLACED - 2004																																																	
	ROOF STRAPS - YES																																																	
Notes:																																																		
AVERAGE WALL HEIGHT = 14'																																																		
PERIMETER WALL LENGTH = 2,866 LF																																																		
	VALUATION CONCLUSIONS																																																	
	Replacement Cost New:	13,313,700																																																
	Exclusion Amount:	799,870																																																
	Replacement Cost Less Exclusions:	12,514,830																																																
	Contents Value:	1,688,900																																																
	Property In The Open:	120,000																																																
	Total Insurable Replacement Cost:	14,323,730																																																

AssetMAXX Web Based System

Easy asset maintenance and overall system navigation are the cornerstones of the AssetMAXX design. AssetMAXX has a general look and feel that users are accustomed to when using the web.

We are pleased to offer AssetMAXX, a web-based program allowing clients to securely maintain, collect, and retrieve property and asset data over the internet. AssetMAXX is the most comprehensive and flexible property management tool available in the industry. Because AssetMAXX is a web-based solution, it provides users with significant advantages over traditional client-server or stand-alone software:

- AssetMAXX avoids the need for the large capital outlay associated with software purchases.
- Users access the application over the world wide web, eliminating the added internal need for costly hardware and time consuming maintenance.
- Application and data are housed on MAXIMUS' hardware at the MAXIMUS data center. This ensures that the system is always optimally configured.

AssetMAXX encompasses all areas of capital asset and real property tracking and reporting to include:

- Fast, Reliable and Easy Access to Data
- Secure Server Location and Administration
- Secure Authentication, Data Encryption and User Log for Accountability
- Supports Unlimited Number of Users
- Multiple Levels of Security and Access Permissions
- Digital Photo Interface
- GASB 34 Compliant Features and Reports
- Both Standard and Ad Hoc Reporting Features
- Supports Multiple Depreciation Methods and Capitalization Levels
- Data Import and Export Capabilities

The AssetMAXX pricing schedule is subscription based. Users pay a fixed annual fee, which provides them with access to their database. The fee includes:

- 24 hour access to AssetMAXX
- All license and maintenance fees
- Unlimited help desk support
- Automated trending of values
- All system maintenance (database administration, network maintenance, etc...)

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13. TERMS & CONDITIONS

- 1) AssetWorks shall provide guidance to the County in determining the data required for purposes of the contemplated services. The County further agrees to provide all data specifically requested, including documentation and information to AssetWorks in a timely manner. AssetWorks shall assume without incurring liability therefore, that all data so provided is correct and complete.
- 2) In the event that the County provides additional an/or corrected data, documentation and information at a later date, AssetWorks' efforts with respect to such additional and/or corrected data, documentation and information shall be deemed additional services and compensated in addition to the fees set forth herein based on applicable hours, professional fees and expenses.
- 3) The County acknowledges project completion upon delivery of final reports. Final report delivery occurs only upon either acceptance of the preliminary reports data by the County or upon the passing of the two-week (10 business days) period of time after preliminary report delivery, whichever comes first.
- 4) The fees proposed in this contract are valid for a period of 90 days.
- 5) To the extent a claim is not covered by the required insurance, each party agrees that each party's total liability for any and all damages whatsoever arising out of or in any way related to this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the total amount of this Agreement. To the extent a claim is covered by the required insurance, each party's total liability will be limited to the amount of required insurance.
- 6) The County and AssetWorks shall each retain ownership of, and all right, title and interest in and to, their respective pre-existing Intellectual Property, and no license therein, whether express or implied, is granted by this Agreement or as a result of the Services performed hereunder. To the extent the parties wish to grant to the other rights or interests in pre-existing Intellectual Property, separate license agreements on mutually acceptable terms will be executed.
- 7) AssetWorks will invoice for 70% of fees during the fieldwork portion of the project with the final contract amount invoiced with our final reports. Invoices are due within 30 days of receipt, and past due amounts may be subject to late fees of 1 ½ percent per month.

Professional Profiles



Professional Affiliations
American Society of Appraisers
Associate Member

Michael Borello is a Vice President with AssetWorks and has been serving our clients since 1999. He is responsible for the overall management and oversight of the AssetWorks appraisal staff. These responsibilities include the training and development of appraisal staff, staff scheduling, project planning, report review, quality control, and the development of technical execution guidelines. His tenure at AssetWorks has included the planning, management, and execution of hundreds of property appraisal projects for public entities across the country.

Michael possesses significant technical expertise in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. He possesses practical, hands on experience in providing insurance placement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs.



Professional Affiliations
American Society of Appraisers
Associate Member

Michael Kretsch is a Regional Appraiser Manager with AssetWorks and has been serving our clients since 2000. His tenure at AssetWorks has included the planning, management, and execution of numerous insurance appraisal and capital asset cost accounting studies for public entities across the United States.

Michael possesses significant technical expertise in the procedures and methodologies used to value machinery & equipment, buildings & building services, infrastructure, land improvements, and land parcels. He possesses practical, hands on experience in providing insurance placement and proof-of-loss information to our clients to assist in addressing their insurance reporting needs.

Mr. Kretsch has served clients throughout the United States, frequently acting as the project manager on complex property insurance valuations and planning assignments.

In addition to Michael's responsibilities with AssetWorks, Michael serves in the reserves with the United States Marine Corps.

References

Our team has unparalleled experience with the implementation of property appraisal systems for insurance replacement cost purposes. Our staff has assisted over 5,000 individual clients. We regularly service the valuation needs of a diverse cross section of educational, municipal, institutions, risk pools, and non-for-profit organizations:

We are proud to introduce you to similar appraisal engagements our staff has successfully performed:

Jim Wells County

Contact: Mr. Eladio Gonzalez
Phone: (361) 668-5701

Galveston County

Contact: Mr. Jeff Modzelewski
Phone: (409) 770-5328

Kleberg County

Contact: Judge Garza
Phone: (361) 595-8585

State of Texas Auditor's Office

Contact: Mr. Lucien Hughes
Phone: (512) 936-9676

Association Insurance Management

Contact: Mr. Doug Dart
Phone: (800) 876-4044

Additional References Available Upon Request

RFP Documents