AI-19835 **6.D.**

Claim of Enterprise Rent-A-Car Company of Texas

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Closed Session

Information

CAPTION

Claim of Enterprise Rent-A-Car Company of Texas

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/09/2010 10:09 AM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:55 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/09/2010 10:03 AM

Final Approval Date: 02/12/2010

AI-19863 **6.E.**

Claim of Ezequiel Rios

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Closed Session

Information

CAPTION

Claim of Ezequiel Rios

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 10:54 AM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:55 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/10/2010 10:25 AM

Final Approval Date: 02/12/2010

AI-19880 **6.F.**

Claim of Martha De Leon

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Closed Session

Information

CAPTION

Claim of Martha De Leon

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 03:55 PM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:55 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:40 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/10/2010 02:41 PM

Final Approval Date: 02/12/2010

AI-19836 **7.D.**

Claim of Enterprise Rent-A-Car Company of Texas

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Open Session

Information

CAPTION

Claim of Enterprise Rent-A-Car Company of Texas

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/09/2010 10:09 AM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:56 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/09/2010 10:06 AM

Final Approval Date: 02/12/2010

AI-19864 **7.E.**

Claim of Ezequiel Rios

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Open Session

Information

CAPTION

Claim of Ezequiel Rios

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 10:54 AM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:56 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/10/2010 10:26 AM

Final Approval Date: 02/12/2010

AI-19882 **7.F.**

Claim of Martha De Leon

CC REGULAR

Date:	02/16/2010
Submitted By:	Aida Alvarez, SAFETY DIVISION
Submitted For:	Valde Guerra
Department:	SAFETY DIVISION
Agenda Category:	Open Session

Information

CAPTION

Claim of Martha De Leon

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 03:56 PM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:57 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:40 AM	APRV

Form Started By: Aida Alvarez — Started On: 02/10/2010 02:42 PM

Final Approval Date: 02/12/2010

AI-19911 **10.A.**

2010 Budget in Brief

CC REGULAR

Date:	02/16/2010
Submitted By:	Angela Garcia, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	Comm. Court Executive Office

Information

CAPTION

Budget Officer:
Presentation on the Hidalgo County 2010 Budget in Brief.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 02:48 PM	APRV
2	Auditor's Office	Linda Fong	02/11/2010 05:57 PM	APRV
3	Purchasing Department	Marty Salazar	02/12/2010 11:57 AM	APRV

Form Started By: Angela Garcia — Started On: 02/11/2010 01:05 PM

Final Approval Date: 02/12/2010

AI-19937 **11.A.**

Open Forum at Courthouse grounds

CC REGULAR

Date: 02/16/2010

Submitted By: Monica Badillo, COMMISSIONERS' COURT EXEC. OFFICE

Department: COMMISSIONERS' COURT EXEC. OFFICE

Information

CAPTION

Discussion, consideration and action on amending Hidalgo County Courthouse Grounds Open Forum Policy to include additional site(s)

BACKGROUND

Fiscal Impact

Attachments

Link: draft

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Monica Badillo	02/12/2010 05:15 PM	CREATED
1	Budget & Management			NEW
2	Auditor's Office			
3	Purchasing Department			

Form Started By: Monica Badillo Started On: 02/12/2010 05:15 PM

Current

HIDALGO COUNTY
COURTHOUSE GROUNDS OPEN FORUM POLICY

PURPOSE:

The purpose of this policy is to designate the use of a site within the Hidalgo County Courthouse grounds as a place of public speech, political discussion, press conferences, and as a place where an individual or an organization can express their views on various topics.

APPLICABILITY:

This policy applies to individuals, to groups, and to organizations, public or private. This policy shall be administered in compliance with the authority granted to the Hidalgo County Commissioners' Court under the Texas Constitution and applicable state and federal laws.

SITE:

The designated site is limited to the Hidalgo County Courthouse grounds, specifically on the east side of the Courthouse in front of the Veterans Memorial. Use of the Veterans Memorial is restricted to ten (10) feet from the memorial (see Exhibit). Deviation from the designated area is prohibited for the purpose of this policy.

UTILIZATION:

All requests for the use of the Open Forum site shall be in writing and submitted to the Office of the Commissioners' Court Executive Officer. The request should describe the nature, the intent, and the estimated duration of the event. All requests shall be submitted two weeks prior to the scheduled event, and must be approved by the Executive Officer. In the event of multiple requests, approval for the use of the Open Forum site will be determined by order of receipt.

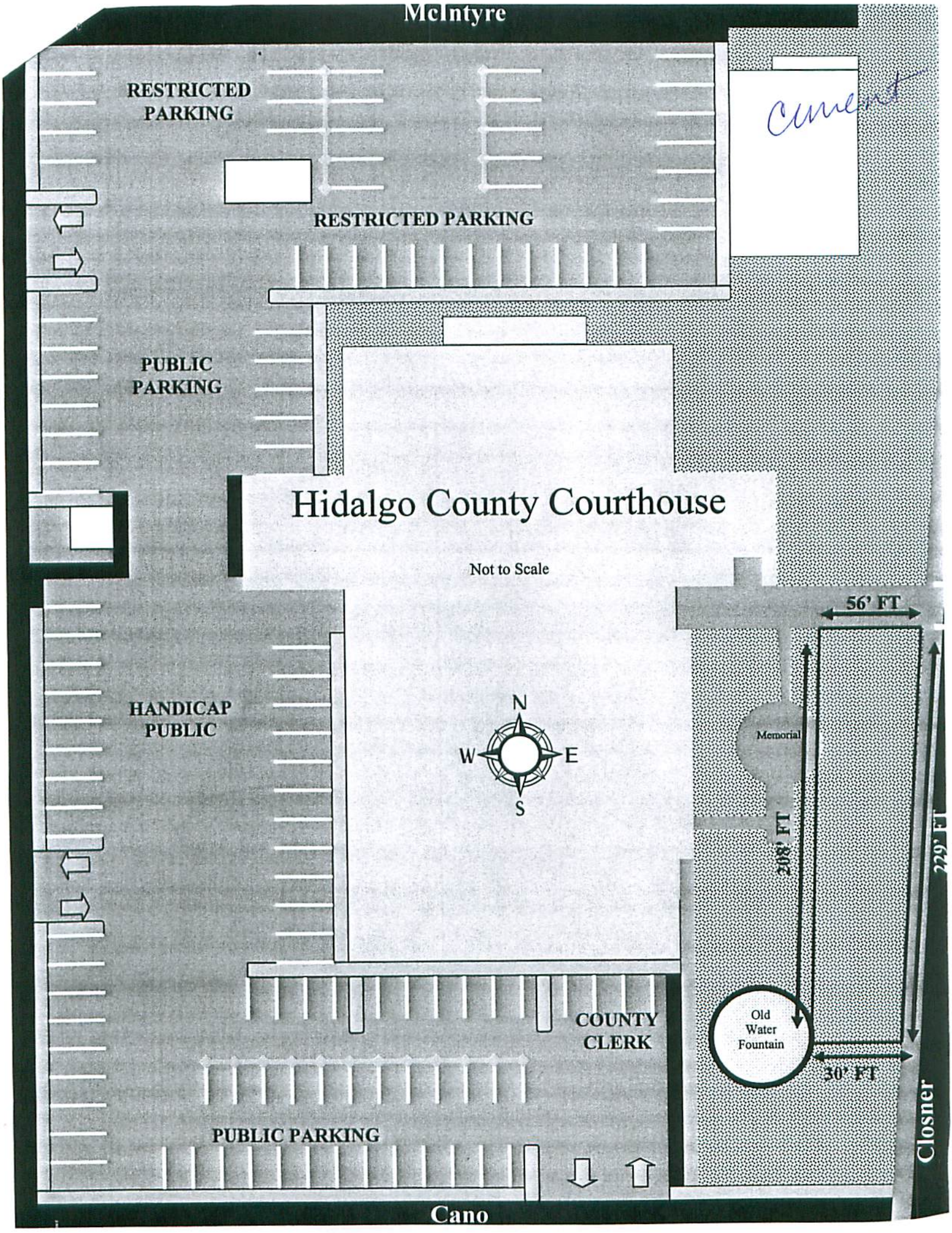
All requests shall be in strict compliance with applicable laws as well as all safety procedures and insurance requirements deemed necessary by Hidalgo County policies and the Executive Officer. Safety and security shall be paramount. In addition, all applicable permits, if any, as may be required by the City of Edinburg Texas and/or the Texas Department of Transportation shall also be submitted to the Executive Officer. Use of the Open Forum site shall in no way be disruptive to the day to day operations of Hidalgo County or to the services provided to the residents of Hidalgo County.

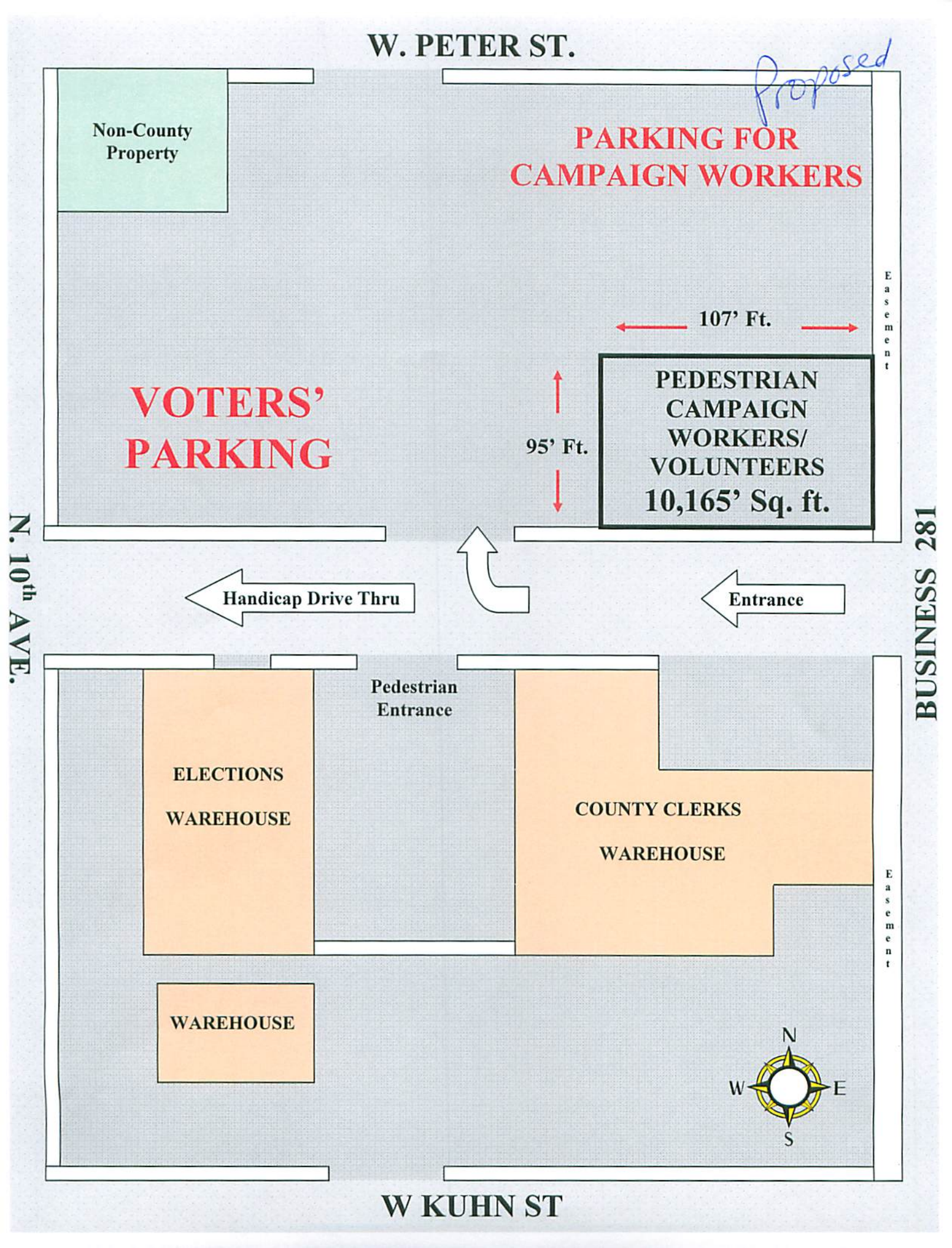
This policy shall in no way supersede any regulations and other requirements as imposed by the City of Edinburg Texas or the Texas Department of Transportation.

This policy is subject to modification by order of the Hidalgo County Commissioners' Court.

Approved by Commissioners' Court on August 12, 2008.

Revised August 12, 2008
Submitted by Commissioners' Court Executive Officer
Commissioners' Court Agenda – August 12, 2008


McIntyre
RESTRICTED PARKING
RESTRICTED PARKING
current
PUBLIC PARKING
Hidalgo County Courthouse
Not to Scale
HANDICAP PUBLIC
N
W
E
S
56' FT
Memorial
208' FT
229' FT
COUNTY CLERK
Old Water Fountain
30' FT
PUBLIC PARKING
Closner
Cano


W. PETER ST.
Proposed
Non-County Property
PARKING FOR CAMPAIGN WORKERS
Easement
107' Ft.
VOTERS' PARKING
95' Ft.
PEDESTRIAN CAMPAIGN WORKERS/ VOLUNTEERS
10,165' Sq. ft.
N. 10th AVE.
BUSINESS 281
Handicap Drive Thru
Entrance
Pedestrian Entrance
ELECTIONS WAREHOUSE
COUNTY CLERKS WAREHOUSE
Easement
WAREHOUSE
N
W
E
S
W KUHN ST

AI-19888 **12.A.**

FY 2010 Operation Stonegarden (OPSG-10) Grant

CC REGULAR

Date:	02/16/2010
Submitted By:	Emilia Uriegas, SHERIFF DEPT.
Submitted For:	Anacleto Martinez
Department:	SHERIFF DEPT.
Agenda Category:	Sheriff's Office

Information

CAPTION

Authorization and Approval to apply for the FY 2010 Operation Stonegarden (OPSG-10) grant with the U.S. Department of Homeland Security (DHS).

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Approval to apply for the FY10 Operation Stonegarden grant.
No local cash match will be required.

Attachments

Link: opsg-10.notice

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	02/11/2010 10:06 AM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 10:45 AM	APRV
3	Manuel Chapa	Manuel Chapa	02/11/2010 11:35 AM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 05:58 PM	APRV
5	Purchasing Department	Marty Salazar	02/12/2010 11:40 AM	APRV

Form Started By: Emilia Uriegas — Started On: 02/10/2010 04:22 PM

Final Approval Date: 02/12/2010

TEXAS DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
WWW.TXDPS.STATE.TX.US/DEM

ASSISTANT DIRECTOR
JACK COLLEY

January 29, 2010

The Honorable J. D. Salinas
Judge, Hidalgo County
100 E. Cano, 2nd Floor
Edinburg, TX 78539

Dear Judge Salinas:

This is to advise you of the availability of the FY 2010 Operation Stonegarden (OPSG-10) grant program from the U.S Department of Homeland Security (DHS) for counties directly on the U.S. – Mexico border as well as international water borders in Texas. OPSG-10 will provide funding to eligible localities to enhance cooperation and coordination between federal and local law enforcement agencies in a joint mission to secure the United States borders.

The OPSG-10 grant can be used for law enforcement overtime and certain law enforcement operating expenses while participating in border security operations approved by DHS. OPSG-10 grant funds can also be used to purchase eligible law enforcement equipment. Grant funds cannot be used to hire additional law enforcement officers. As with most federal grants, there are a host of terms and conditions attached to the grant that limit what grant funds can be used for.

Only counties may apply for OPSG-10 grants and they may include the local Sheriff's Office, other county level law enforcement agencies, such as constables, as well as municipal police departments within the county in their grant application. This is a competitive grant with $60 million in grant funds available for award nationwide. Funding allocations will be determined by FEMA after review of the Operations Order that applicants must develop in coordination with the local Customs and Border Protection staff.

OPSG-10 grant applications from counties are due to the State Administrative Agency at the Texas Division of Emergency Management no later than March 19, 2010 and Operations Orders must be sent electronically in Microsoft word by that date. The State must submit its consolidated set of county grant applications and supporting documents to DHS. The period of performance for the grant will be up to 36 months.

Please see the attachments to this letter, which include the DHS Grant Guidance and Application Kit and forms that will assist you in applying for this grant. Pages 43 and 44 of the DHS Guidance and Application Kit outline allowable and unallowable costs. Attachment OPSG-10 Form A-4 is an electronic spreadsheet that you may use to build your grant budget.

Mail: PO Box 4087 Austin, Texas 78773 **Courier:** 5805 N. Lamar Blvd. Austin, Texas 78752
Telephones: Main: 512-424-2138 ★ 24 hour: 512-424-2208 ★ Fax: 512-424-2444

TEXAS DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
WWW.TXDPS.STATE.TX.US/DEM

I encourage you to take advantage of this grant program.

Sincerely,

Jack Colley,
Assistant Director

cc: County Sheriff

Attachments:

1. OPSG-10 Form A-1 - Local Application
2. OPSG-10 Form A-2 - Designation of Grant Officials
3. OPSG-10 Form A-3 - Application of Federal Assistance
4. OPSG-10 Form A-4 - Budget Worksheet
5. OPSG-10 Form A-5 - Assurances and Certifications
6. Form 74-176 Direct Deposit Form
7. FY 10 OPSG Grant Guidance

Mail: PO Box 4087 Austin, Texas 78773 **Courier:** 5805 N. Lamar Blvd. Austin, Texas 78752
Telephones: Main: 512-424-2138 ★ 24 hour: 512-424-2208 ★ Fax: 512-424-2444

AI-19846 **12.B.**

Sheriff's Investigation Fund 1227 - Chapter 59 Asset Forfeiture report

CC REGULAR

Date:	02/16/2010
Submitted By:	Rosie Hinojosa, SHERIFF DEPT.
Submitted For:	Rosie Hinojosa
Department:	SHERIFF DEPT.
Agenda Category:	Sheriff's Office

Information

CAPTION

Requesting authorization for the County Judge to execute the Chapter 59 Asset Forfeiture Report for the fiscal year 2009, as required by the Office of the Attorney General.

BACKGROUND

See attached.

Fiscal Impact

FISCAL YEAR: 2009 **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No Budgetary Impact.

Attachments

Link: Asset Forfeiture Report

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	02/09/2010 03:39 PM	APRV
2	Budget & Management		02/12/2010 11:39 AM	PEND
3	Manuel Chapa	Manuel Chapa	02/11/2010 10:28 AM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:00 PM	APRV
5	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Rosie Hinojosa Started On: 02/09/2010 02:22 PM

Final Approval Date: 02/12/2010

FY 2009
CHAPTER 59 ASSET FORFEITURE REPORT
BY LAW ENFORCEMENT AGENCY

Agency Name: Hidalgo County Sheriff's Offc.

Reporting Period: (local fiscal year) 01/01/09 to 12/31/09

Agency Mailing Address: P.O. Box 1228
Edinburg, Texas 78540

example: 01/01/09 to 12/31/09, 09/01/08 to 08/31/09 etc.

Phone Number: (956) 383-8114

County: Hidalgo

NOTE: PLEASE ROUND ALL DOLLAR FIGURES TO NEAREST WHOLE DOLLAR.

I. Beginning Balance

A) Forfeited Funds..... $ 131,849.00

INSTRUCTIONS: Include total amount of forfeited funds on hand (in your agency's account or in your agency's possession) at beginning of the reporting period including interest. **Do not** include funds that have been forfeited but not yet received by your agency.

B) Seized Funds..... $ -0-

INSTRUCTIONS: Include total amount of seized funds on hand (in your agency's possession) at beginning of reporting period. Include funds that may have been forfeited but have not been transferred to your agency's forfeiture account. **Do not** include funds that are in an account held by another agency, e.g., the District Attorney's account.

II. Seizures and Forfeiture Receipts during Reporting Period

A) Currency and Negotiable Instruments

1) Amount Seized by Reporting Agency..... $ 173,659.00

INSTRUCTIONS: Include only those seizures which occurred during the reporting period and where the seizure affidavit required by Article 59.03 is sworn to by a peace officer employed by your agency.

2) Amount Forfeited to and Received by Reporting Agency (including interest) ..... $ 52,884.00

INSTRUCTIONS: Do not include amounts forfeited but not yet received by your agency; Interest refers to the amount earned prior to forfeiture and distributed as part of the judgment of forfeiture.

3) Amount Returned to Defendants..... $ 32,307.00

B) Other Property

List the number of items seized for the following categories. Include only those seizures where the seizure affidavit required by Article 59.03 is sworn to by a peace officer employed by the agency filing this report. If property is sold or is to be sold, list under "Proceeds Received by Reporting Agency from Sale of Above-Listed Property" (see below) in the reporting year in which the proceeds are received.

Please note - this should be a number not a currency amount. Example 4 cars seized, 3 cars forfeited and 0 cars put into use.	SEIZED	FORFEITED TO AGENCY	PUT INTO USE BY AGENCY
1) MOTOR VEHICLES (Include cars, motorcycles, tractor trailers, etc.)	14	9	8
2) REAL PROPERTY (Count each parcel seized as one item)			
3) COMPUTERS (Include computer and attached system components, such as printers and monitors, as one item)			
4) FIREARMS (Include only firearms seized for forfeiture under Chapter 59. Do not include weapons disposed under Chapter 18.)			
5) Other Property: Description: _____			
Other Property: Description: _____			
Other Property: Description: _____			

III. Proceeds Received by Reporting Agency from Sale of Above-Listed Property (Categories 1 through 5)..... $ 7,722.00

INSTRUCTIONS: Include amounts received for all property sold during the reporting period, even if the subject property was forfeited in a prior reporting period.

IV. Forfeited Property and Proceeds Received From Another Agency

INSTRUCTIONS; Enter the total dollar amount or total number of items received pursuant to a **sharing agreement where the forfeiture judgment awarded ownership of the property to another agency** prior to it being transferred to your agency.

A. Proceeds - (should be a dollar amount)..... $ -0-

B. Vehicles.- (should be a number not a currency amount)..... -0-

C. Other - (should be a number not a currency amount)..... -0-

V. Interest Earned on Forfeited Funds During Reporting Period..... $ 581.00

INSTRUCTIONS: Include only the amount of interest earned on forfeited funds or interest earned on funds derived from the sale of forfeited property. Do not include interest earned if funds are on deposit in an account that does not belong to your agency, e.g. the District Attorney's account.

VI. Expenditures

INSTRUCTIONS: List the total amount expended for each of the following categories. **This category is ONLY for expenditures made from Chapter 59 funds.** If proceeds are expended for a category not listed, state the amount and nature of the expenditure under the "Other" category.

Salaries	$ 54,469.00
Overtime	$
Equipment (includes vehicles, computers & software, maintenance costs, etc.)	$
Supplies (includes cellular air time, miscellaneous commodities)	$
Travel	$
Training	$
Paid to or Shared with Cooperating Agency	$
Confidential Informant Payments	$
Prevention / Treatment Programs	$
Facility Costs (building purchase, lease payments, remodeling, maintenance fees etc.)	$
Miscellaneous Fees (bank account service charges, insurance, audit fees, witness fees etc.).	$

Other: (attach additional sheets if necessary)

Description: Court Costs	$ 7,382.00	
Description:	$	
Description:	$	Other Total $ 7,382.00

TOTAL EXPENDITURES: $ 61,851.00

CERTIFICATION

COUNTY JUDGE, MAYOR OR OTHER APPROPRIATE HEAD OF GOVERNING BODY OR DESIGNEE:

TITLE: Hidalgo County Judge

SIGNATURE:

DATE:

RETURN COMPLETED FORM TO:

renee.gray@oag.state.tx.us
(512)305-8882

Office of the Attorney General
Criminal Prosecutions Division, ATTN: Kent Richardson
P.O. Box 12548
Austin, TX 78711-2548
kent.richardson@oag.state.tx.us
(512)936-1348
FAX (512)494-8283

AI-19857 **14.A.**

Fuel Reimbursement Fire Marshal

CC REGULAR

Date:	02/16/2010
Submitted By:	Gloria Rodriguez, COUNTY JUDGE
Submitted For:	Yolanda Oroszco, Fire Marshals Office
Department:	COUNTY JUDGE
Agenda Category:	Emergency Services Division

Information

CAPTION

Pursuant to fuel policy, requesting approval to reimburse Javier Garcia for the purchase of fuel for the Fire Marshal's office in the amount of $54.59 with authority for County Treasurer to issue payment/check after Auditors processing procedures are completed.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 10 **ACCT. #:** 0-1100-422-10-300-001-0-626

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

available balance of $1,500.00 as of 2/12/2010.

Attachments

Link: Fuel Receipt

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 09:17 AM	APRV
2	Roland Garcia	Rolando Garcia	02/12/2010 08:29 AM	APRV
3	Auditor's Office	Linda Fong	02/12/2010 10:11 AM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Gloria Rodriguez Started On: 02/10/2010 08:36 AM

Final Approval Date: 02/12/2010

OFFICE OF THE COUNTY FIRE MARSHAL
County Of Hidalgo

MEMORANDUM

TO: Raymundo Eufracio, C.P.A.
Hidalgo County Auditor

FROM: Juan Martinez
Hidalgo County Fire Marshal

DATE: February 9, 2010

SUBJECT: Reimbursement – Fuel Receipt

On February 8, 2010 while conducting official County business, Javier Garcia, Deputy Fire Marshal stopped at Stripes in Mission, TX to obtain fuel for County Vehicle 2001 Ford Truck, VIN #1FTRX17WX1NB86475, License Plates 7NN-H81. While at the pump, he entered his pin number several times and somehow the pump would not acknowledge it. He paid the attached receipt in the amount of $54.59 with his own cash.

I am requesting that he be reimbursed for this receipt. The Fire Marshal's account number is 0-1100-422-10-300-001-0-626.

"In remembrance of those before us."
STATE OF TEXAS

1615 S. Closner, Suite H ★ Edinburg, Texas 78539 ★ (956) 318-2656 ★ Fax (956) 318-2697

STRIPES 2198
10935 N CONWAY
MISSION TEXAS 78574

TP48571180-001 STRIPES 2198
10935 N CONWAY
MISSION TX 78574

mileage
15482

Descr.	qty	amount
< DUPLICATE RECEIPT >		
UNLD CA #05	23.044G	54.59
	@ 2.369/ G	
Sub Total		54.59
Tax		0.00
TOTAL		54.59
CASH	$	100.00
Change	$	-45.41

THANKS, COME AGAIN

REG# 0003 CSH# 006 DR# 01 TRAN# 39905
02/08/10 12:43:14 ST# 2198

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, Javier Garcia do hereby state that the item(s) listed on the invoice(s) named below
PURCHASER'S NAME
were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
39905	2/08/10	$54.59	Stripes 2198
TOTAL		$54.59	

I further state that I was authorized to make such a purchase(s).

I therefore request reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: _____

TITLE: Deputy Fire Marshal
PERSON MAKING PURCHASE

Before me _____, a Notary Public, appeared _____ and on h__ oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. H___ / S___ further stated h___ / s___ requested payment of the same.

(SEAL)

_____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

_____
APPROVAL: DEPARTMENT HEAD

_____
APPROVAL: COUNTY AUDITOR

COUNTY AUDITOR'S FORM: ARS-CA-004
REVISED: 11/23/2004

AI-19798 **15.A.**

Delete Cell Phone Service

CC REGULAR

Date:	02/16/2010
Submitted By:	Griselda Salazar, IT DEPARTMENT
Submitted For:	Renan Ramirez
Department:	IT DEPARTMENT
Agenda Category:	IT Department

Information

CAPTION

T.A.B.C.:
1. Authorization to delete cellular phone service through the County's membership/participation with CONTRACT: C-09-231-09-22 for 956-292-6978 with awarded vendor HEB WIRELESS for the following:

Quantity:	Description:	Department:	Employee:	Cell Phone Number:
1	UT Starcomm CDM7025	T.A.B.C.	Mario Villarreal	956-292-6978

2. Approval of the attached application for cell phone service request under the county's newly adopted cell phone policy.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No funding required. Deleting Cell Phone Service.

Attachments

Link: Request Form

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Veronica Ortiz	02/04/2010 03:36 PM	APRV
2	Erika Zamora	Erika Zamora	02/12/2010 01:32 PM	APRV
3	Auditor's Office	Linda Fong	02/12/2010 02:05 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 02:56 PM	APRV

Form Started By: Griselda Salazar — Started On: 02/04/2010 02:17 PM

Final Approval Date: 02/12/2010

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☐ County Owned Department Assigned Cellular Service

☐ Equipment Replacement

☑ Delete Service 956-292-6978

COUNTY OWNED / ASSIGNED CELL PHONE (

(2) Requesting employee: Mario Villarreal Employee ID#: _____ Signature: _____

DEPARTMENT: IT/GIS DEPT #: _____

Quantity: 1

Service: $_____/mo (x) ____ months = _____ Account: _____-532

Service: $_____/mo (x) ____ months = _____ Account: _____-619/664

Requisition Total: _____ Requisition Number: _____

(3) Elected Official/Department Head Authorization for Request:

_____ Joe E. Cavazos 02-04-2010

Signature Print Name Date

(4) Executive Office Authorization:

_____ ValdaGuerra 2/17/10

Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☐ ROCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees -or-

☐ SPRINT PR1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees

Commissioner's Court Action: **Commissioner's Court Date:** _____

☐ **Approved Date:** _____ ☐ **Disapproved**

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

Revised 1/21/2009

AI-19879 **15.B.**

Cell Phone Request

CC REGULAR

Date:	02/16/2010
Submitted By:	Griselda Salazar, IT DEPARTMENT
Submitted For:	Renan Ramirez
Department:	IT DEPARTMENT
Agenda Category:	IT Department

Information

CAPTION

Purchasing Dept.:
1. Authorization to purchase through the County's membership/participation with CONTRACT: C-09-231-09-22 (REQUISITION # 170522 and 170526) with awarded vendor HEB WIRELESS for the following service:

Quantity:	Description:	Department:	Employee:	Cell Phone Number:
1	UT Starcomm CDM7025	Purchasing	Office Use	956-457-1132
1	UT Starcomm CDM7025	Purchasing	Office Use	956-289-0752
3	UT Starcomm CDM7025	Purchasing	Office Use	New Activations

2. Approval of the attached application for cell phone service request under the county's newly adopted cell phone policy.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-415-18-160-001-0-532

FUNDS AVAILABLE Y/N?: Y/Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding Pending PO Cancellation done on 2/11/10 for PO#'s 634264 $450.00 and PO#634280 $110.00.

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-415-18-160-001-0-619

FUNDS AVAILABLE Y/N?: Y/Pending **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding pending AI#19577 CC 02/16/2010.

Attachments

Link: request forms

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/10/2010 04:40 PM	APRV
2	Erika Zamora	Erika Zamora	02/12/2010 02:48 PM	APRV
3	Auditor's Office	Linda Fong	02/12/2010 03:27 PM	APRV
4	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Griselda Salazar Started On: 02/10/2010 02:24 PM

Final Approval Date: 02/12/2010

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☑ County Owned Department Assigned Cellular Service
☐ Equipment Replacement
☐ Delete Service

COUNTY OWNED / ASSIGNED CELL PHONE :

(2) Requesting employee: Staff Employee ID# _____ Signature: 956-457-1132

DEPARTMENT: Purchasing DEPT #: _____

Quantity: 1

Service: $ 27.50 /mo (x) 12 months = 330.00 Account: 0-1100-415-18-160-001-0--532

Service: $ 55.00 /mo (x) 1 months = 55.00 Account: 0-1100-415-18-160-001-0 619/664

Requisition Total: _____ **Requisition Number:** _____

(3) Elected Official/Department Head Authorization for Request: Martha I. Salazar

Ramon V. Vela Ramon V. Vela Sr. 2-5-10

Signature Print Name Date

(4) Executive Office Authorization:

[signature] Alde Guerra 2/9/10

Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☑ **POCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees** -or-
☐ **SPRINT BE1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees**

Commissioner's Court Action: **Commissioner's Court Date:** _____

☐ **Approved Date:** _____ ☐ **Disapproved**

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☑ County Owned Department Assigned Cellular Service
☐ Equipment Replacement
☐ Delete Service

COUNTY OWNED / ASSIGNED CELL PHONE :

(2) Requesting employee: Staff Employee ID#: _____ Signature: 956-289-0752

DEPARTMENT: Purchasing DEPT #: _____

Quantity: 1

Service: $ 27.50 /mo (x) 12 months = 330.00 Account: 0-1100-415-18-160-001-0-532

Service: $ 55. /mo (x) 1 months = 55. Account: 0-1100-415-18-160-001-0 619/664

Requisition Total: _____ Requisition Number: _____

(3) Elected Official/Department Head Authorization to Request: Martha L. Salazar

Ramon V. Vela | RAMON V. VELA SR. | 2-5-10
Signature | Print Name | Date

(4) Executive Office Authorization:

[signature] | VALDE GUERRA | 2/9/10
Signature | Print Name | Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☑ POCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees -or-
☐ ~~SPRINT BE1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees~~

Commissioner's Court Action: **Commissioner's Court Date:** _____

☐ **Approved Date:** _____ ☐ **Disapproved**

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

Revised: 1/21/2009

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☑ County Owned Department Assigned Cellular Service
☐ Equipment Replacement
☐ Delete Service

COUNTY OWNED / ASSIGNED CELL PHONE :

(2) Requesting employee: Staff Employee ID#_____ Signature:_____

DEPARTMENT: Purchasing DEPT #:_____

Quantity: 1

Service: $ 29.50 /mo (x) 12 months = 330.00 Account: 0-1100-415-18-160-001-0--532

Service: $ 55. /mo (x) 1 months = 55.00 Account: 0-1100-415-18-160-001-0 619/664

Requisition Total:_____ Requisition Number:_____

(3) Elected Official/Department Head Authorization for Request: Martha I. Salazar

Ramon V. Vela Ramon V. Vela Sr. 2-5-10
Signature Print Name Date

(4) Executive Office Authorization:

[signature] Valde Guerra 2/9/10
Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☑ POCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees -or-
☐ ~~SPRINT BE1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees~~

Commissioner's Court Action: **Commissioner's Court Date:** _____

☐ **Approved Date:** _____ ☐ **Disapproved**

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

Revised: 1/21/2009

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☑ County Owned Department Assigned Cellular Service
☐ Equipment Replacement
☐ Delete Service

COUNTY OWNED / ASSIGNED CELL PHONE :

(2) Requesting employee: Staff Employee ID#_____ Signature:_____

DEPARTMENT: Purchasing DEPT #:_____

Quantity: 1

Service: $ 29.50 /mo (x) 12 months = 330.00 Account: 0-1100-415-18-160-001-0--532

Service: $ 55 /mo (x) 1 months = 55 Account: 0-1100-415-18-160-001-0 -619/664

Requisition Total:_____ Requisition Number:_____

(3) Elected Official/Department Head Authorization for Request: Martha I. Salazar

Ramon V. Vela Ramon V. Vela Sr. 2-5-10
Signature Print Name Date

(4) Executive Office Authorization:

[signature] Valde Guerra 2/9/10
Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☑ POCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees -or-
☐ ~~SPRINT BE1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees~~

Commissioner's Court Action: **Commissioner's Court Date:** _____

☐ **Approved Date:** _____ ☐ **Disapproved**

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

Revised: 1/21/2009

WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

☑ County Owned Department Assigned Cellular Service
☐ Equipment Replacement
☐ Delete Service

COUNTY OWNED / ASSIGNED CELL PHONE :

(2) Requesting employee: Staff Employee ID#_____ Signature:_____

DEPARTMENT: Purchasing DEPT #:_____

Quantity: 1

Service: $ 27.50 /mo (x) 12 months = 330.00 Account: 0-1100-415-18-160-001-0--532

Service: $ 55 /mo (x) 1 months = 55 Account: 0-1100-415-18-160-001-0-619/664

Requisition Total:_____ Requisition Number:_____

Elected Official/Department Head Authorization for Request: Martha L. Salazar

Ramon V. Vela
Signature

Ramon V. Vela Sr.
Print Name

2-5-10
Date

(4) Executive Office Authorization:

Signature

Valde Guerra
Print Name

2/9/10
Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☑ POCKET $25 Month Plan / Unlimited Talk, Text & US Long Distance + $2.50/Mo Taxes & Fees -or-
☐ ~~SPRINT BE1000 Plan $55/Month + Options + $5.00/Mo Taxes & Fees~~

Commissioner's Court Action: Commissioner's Court Date: _____

☐ Approved Date: _____ ☐ Disapproved

I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).

Revised: 1/21/2009

AI-19901 **16.A.**

Hidalgo County Precinct No. 3
CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Submitted For:	Estella Webber
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Urban County Program on behalf of Hidalgo County Precinct No. 3 is requesting approval to amend the professional service contract to Hinojosa Engineering, Inc. The amended amount of the contract for $59,680.05 will increase in the amount of $3,000.00 for additional services to the 2 Mile Line Road project utilizing Year 21 (2008) Precinct 3 Street Improvement funds.

BACKGROUND

The amended scope of work included a turning lane for the 2 Mile Line (FM 492 to Abram Road) project. The additional services in the amount of $3,000.00 is for the Boundary Survey & Metes and Bounds for the acquisition of additional Right-of-Way. Enclosed for your review is the Scope of Services with fees.

Original Contract Amount:	$ 59,680.05
Amended Amount (increase):	$ 3,000.00
New Contract Amount:	$ 62,680.05

Available Funds: $3,198.91 Year 21 (2008) Pct 3 – Street Improvements funds

Fiscal Impact

FISCAL YEAR: **ACCT. #:** Urban County Funds

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Proposed amendment is utilizing Urban County Funds. Contract amount will increase by $3,000.00 with a new contract amount of $62,680.05.

Attachments

Link: Pct. # 3

Link: Amended Contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 08:27 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 11:04 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:02 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan Started On: 02/10/2010 05:57 PM

Final Approval Date: 02/12/2010

HINOJOSA ENGINEERING, INC. Structural Engineering • Civil Engineering • Land Surveying

PROPOSAL AGREEMENT
(SURVEYING)

Hidalgo County Precinct No. 3
Commissioner Joe Flores.
724 N. Breyfogle
P.O. Box 607
Mission, Texas 78572

February 10, 2010

Re: Additional Services: Fiscal Year 19 Additions to 2 Mile Line

Project No.: 06-358 (A)

Attn: Commissioner Joe Flores

Per your request, we are providing you with the following proposal-agreement for ON-SITE Surveying Services for the above mentioned project.

SCOPE OF SERVICES
(Basic Services)

The scope of work for the above described services is limited to:

1. Boundary Survey & Metes and Bounds (Additional Right of Way)
   a. Tract 1 - Lot 3 , Goodwin Tract No. 2 $750.00
   b. Tract 2- East ½ of Lot 2, Godwin Tract No.2 $750.00
   c. Tract 3- West of Lot 2, Godwin Tract No.2 $750.00
   d. Tract 4-Lot 1, Godwin Tract No.2 $750.00

   Total = $3,000.00

EXCLUSIONS

Excluded in this proposal is OFF-SITE Surveying work other than the scope of services described above, additional services required by major modifications made to the project by either the Owner or representatives after initiation of survey phase. A separate additional services contract mutually acceptable by the Client shall be drafted to accommodate any major Surveying changes. Also, excluded are any Off-Site Surveying Services, Right-of-way map or any abstracting related to right-of-way acquisition, parcels plats, or metes and bounds, and Subdivision Plat Process. All of the work excluded in the foregoing are considered additional services and will be charged according to the terms and conditions of our standard agreement. See SURVEYING FEE section for our prevailing hourly rates.

Hidalgo County Precinct No. 3
Commissioner Joe Flores.
724 N. Breyfogle
P.O. Box 607
Mission, Texas 78572

February 10, 2010

Re: Additional Services: Fiscal Year 19 Additions to 2 Mile Line

Project No.: 06-358 (A)

SURVEYING FEE

This proposal provides for the performance of professional work for basic services as described in the SCOPE OF SERVICES section. Authorization will first be obtained from Commissioner Joe Flores before performing work beyond the Basic Services Scope of Work due to conditions that may occur for which we are not responsible.

This fee is subject to increase if the project scope of work is modified from the original scope description. Any fee increase for additional services as described in the EXCLUSIONS section for this part of the project will be discussed and mutually agreed upon before commencing any work beyond the basic Surveying fee. Additional services will be charged at our prevailing hourly rates as follows:

R.P.L. S. $ 85.00
Survey Crew (GPS) $88.00
CADD Technician $45.00
Survey Crew $75.00

SCHEDULE FOR COMPLETION OF PROJECT

If the terms and conditions contained herein are acceptable to you, sign and return one copy of this proposal. The opportunity to provide this professional service is greatly appreciated. Please do not hesitate to call if you have any questions or comments regarding this proposal-agreement.

Sincerely,
HINOJOSA ENGINEERING, INC.

2-10-10
Ricardo Hinojosa, President
Date

Client Approval:

_____
Signature

_____
Print Name

STATE OF TEXAS {
{
COUNTY OF HIDALGO {

AMENDED (2)

Part I - Professional Services Agreement
Contract Amendment # 2

This Agreement, entered into this **16th** day of **February, 2010** by and between Hidalgo County, a political subdivision of the State of Texas, joined by **Hidalgo County Precinct No. 3,** (hereinafter called the "Party") and **Hinojosa Engineering** duly authorized Engineer, herein acting by **Ricardo Hinojosa, P.E.** (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Engineering Services; and

WHEREAS, the Engineer, duly licensed and registered to practice engineering in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and engineering recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the PROJECT area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

Street Improvements: UCP 5006/08-93-0311-5000-9300

Phase I:
1. Los Ebanos (9ML to 10ML)
2. Abram Road (7ML to 8ML)
3. 2 Mile Line (FM 492 to Abram Road)

SECTION I
EMPLOYMENT OF THE ENGINEER

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ENGINEER

Engineer shall perform the following Basic Services in connection with the proposed **Street Improvements - Hidalgo County Precinct No. 3.** Project Account # **5006/08-93-0311-5000-9300 .** *(See Exhibit A)*

2.1 Preliminary Phase

a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.

b. As may be required, comply and receive the Party and the funding agencies approval on all work.

c. Prepare preliminary engineering plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.

d. Obtain the Party's approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.

b. Advise the Party of any soil investigations or tests which, in the opinion of the Engineer, may be required for the proper execution of the Project.

c. Provide all field information and surveys required for the design of the Project.

d. Plot field data and other survey information for the design of the Project.

e. Prepare detailed plans specification and contract documents and drawings (reproducible tracings) for construction authorized by the Party.

f. Furnish, if requested, the engineering data necessary for the Party to obtain permits required by local, state, and federal authorities.

g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.

h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.

i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's written approval of final payment to the Contractor(s). During the Construction Phase, the Engineer will:

a. Assist the Party in opening and tabulating bids for the construction of the Project, and investigate the credentials and work history and reliability of the apparent low bidder, and to send a written recommendation to the Party concerning acceptance of the bid.

b. Prepare the formal Contract Documents for the Contractor.

c. Make periodic visits to the site as required pursuant to the standards of Professional Engineers on projects of this nature, provide project construction supervision, to observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.

d. Consult and advise with the Party and issue all instructions and Change Orders to the Contractor requested by the Party.

e. During the progress of actual construction, Engineer will keep the Owner informed with brief and concise information. A monthly progress report will be prepared which will give the Party a quick glance at the Project insofar as monies spent, construction time elapsed, percent of Project completed, a brief narrative of what problems have been encountered and the anticipated completion date.

f. Review shop and working drawings furnished by Contractors for general compliance with design concept and with information given in contract documents.

g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.

h. Prepare monthly and final estimates for payments to Contractors.

i. Upon receipt of notification by the Party that the work has been completed, the Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

j. Prior to the Party's dispersal of any retainage of funds, render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of liens documents from subcontractors.

k. Provide the Party with sepia copies of as-built drawings of the constructed improvements, when requested.

l. The Engineer will be responsible for interim and final inspection.

m. Furnish to the Party of **Hidalgo County Precinct No. 3** six (6) sets of plans and six (6) sets of specifications and contract documents.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3a herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within the County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.

5.3 Furnish the Engineer services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Engineer may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what the purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

6.1 The Engineer shall be paid a total fixed amount of **$62,680.05** for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section II of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.

6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section II of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above. One interim payment will be allowed at the discretion of the Urban County Director.

6.4 At Engineer's completion and Party's approval of the Engineer's services under the Construction Phase, Section II of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.

6.5 For Additional Services as provided in Section III herein the Engineer shall be paid a sum of 1.1 times the Engineer's actual cost for such services.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the service rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Contract. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign, sublet, or transfer interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within ten (10) days from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by 90 days and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
CHANGES

The Party may, from time to time, request changes in the Scope of Services of the Engineer as may be mutually agreed to be performed hereunder. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Party and the Engineer shall be incorporated in written amendments to the Contract.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any Engineer negligence done in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit. The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to this project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Engineer agrees to compliance with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000; paragraphs a-g for contracts over $10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all such interest pursuant to the purpose of this Section.

SECTION XVII
INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, the insurance as follows:

17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of $300,000 for bodily injury and $100,000 for property damages.

17.2 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **February 16, 2010**. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this _____ day of _____, 20__.

Signature: _____
Ricardo Hinojosa, P.E.

Firm Name: Hinojosa Engineering, Inc.

Address: 108 West 18th Street

City/ST/ZIP: Mission, Texas 78572

FED ID #/SS #: 74-2889176

STATE OF TEXAS **{**
{
COUNTY OF HIDALGO **{**

This instrument was acknowledged before me on this the _____ day of_____,20_____, by

_____of and on behalf of _____.
(title) (a corporation)(a partnership)(a sole proprietorship).

_____
Notary - Signature

COUNTY OF HIDALGO – URBAN COUNTY PROGRAM

_____ _____
Witness **Diana R. Serna, UCP Director**

EXHIBIT “A”
SCOPE OF SERVICES

AI-19843 **16.B.**

Amendment - CDBG program policy

CC REGULAR

Date:	02/16/2010
Submitted By:	Estella Webber, URBAN COUNTY
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Discussion, consideration and action related to the approval of proposed amendments to the Hidalgo County Urban County Program Community Development Block Grant Program Policy.

BACKGROUND

The Community Development Advisory Board met on January 28, 2010 and recommends the attached amendments to the Community Development Block Grant Program Policy. (see attachments)

Fiscal Impact

Attachments

Link: council amendments

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/09/2010 04:47 PM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 09:41 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:05 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:58 AM	APRV

Form Started By: Estella Webber — Started On: 02/09/2010 01:39 PM

Final Approval Date: 02/12/2010

PROPOSED AMENDMENTS

The Community Development Advisory Council has recommended that the County Commissioners' Court amend the Hidalgo County Urban County Program Community Development Block Grant Program Policy as follows:

1. Failure of any City to submit its preliminary workplan by the November 15 deadline will result in the City's forfeiture of that year's allocation. **In this event, the City's allocation shall be added to the URBAN COUNTY RECAPTURED/FORFEITURE POOL**

Option 1

The City's proposed projects shall be funded and administered utilizing UCP staff.

The cities' whose funds have been added to the URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL will be required to submit quarterly reports outlining the proposed schedule for the use of funds. If the city fails to submit the reports or fails to commit the funds within six (6) months after the start of the fiscal year, the funds will be presented to Commissioners' Court for reallocation to the precinct in which the city is located. These funds will remain under the URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL.

The City will not be allowed to draw administrative staff costs. Only administrative costs for public hearing announcements shall be allowed.

2. Proposed change regarding the submittal of previous year's audit.

Requesting authorization to designate JUNE 30th, of each year as the submission date for cities to submit their previous year's audit.

ARTICLE IV
MEETINGS

3. **Section 4.1 Regular Meeting Date.** The regular meeting of the Advisory Council shall be held on a ~~quarterly~~ basis.

Section 4.1 Regular Meeting Date. The regular meeting of the Advisory Council shall be held on a monthly basis.**

See Page # 4 Section 4.1

The Community Development Advisory Council has recommended that the County Commissioners' Court amend the Hidalgo County Urban County Program Community Development Block Grant Program Policy as follows:

1. Failure of any City to submit its preliminary workplan by the November 15 deadline will result in the City's forfeiture of that year's allocation. **In this event, the City's allocation shall be added to the URBAN COUNTY RECAPTURED/FORFEITURE POOL** ~~respective precinct budget that the City is located in. The commissioner of that precinct shall have one of two options for the use of the city's allocation:~~

Option 1

The City's ~~Fund the city's~~ proposed projects shall be funded and ~~but~~ administered ~~them from the precinct office~~ utilizing UCP staff. ~~Should this option be employed, the~~

The cities' whose funds have been added to the URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL will be required to submit quarterly reports outlining the proposed schedule for the use of funds. If the city fails to submit the reports or fails to commit the funds within six (6) months after the start of the fiscal year, the funds will be presented to Commissioners' Court for reallocation to the precinct in which the city is located. These funds will remain under the URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL.

The City will not be allowed to draw administrative staff costs. Only administrative costs for public hearing announcements shall be allowed.

~~Option 2~~

~~Fund projects formulated at the precinct's discretion. These projects may or may not be located within the City's boundaries but must be located within the precinct's boundary.~~

2. Proposed change regarding the submittal of previous year's audit.

Requesting authorization to designate ~~March 30,~~ JUNE 30th, of each year as the submission date for cities to submit their previous year's audit.

COUNTY OF HIDALGO
COMMUNITY DEVELOPMENT
ADVISORY COUNCIL

ARTICLE 1
PURPOSE AND POWERS

Section 1.1 **Purpose.** The County of Hidalgo Commissioners' Court established the Community Development Advisory Council, hereinafter referred to as the "Advisory Council," by resolution on July 11, 1988 in order to ensure a broad base of assistance and input from the member cities and its' citizens in Community Development for the respective parts of the County, including the County of Hidalgo Urban County Program.

One of the Advisory Council's purposes is to provide guidance and recommendations to the Hidalgo County Commissioners' Court on the distribution and allocation of funds to its members and the administration fee of the Urban County Program.

Section 1.2 **Powers.** In fulfillment of its purpose, the Advisory Council shall be governed by these By-Laws, the Hidalgo County Commissioners' Court and all applicable local, state and federal laws and regulations, subject to the limitation prescribed therein and herein and to the provisions thereof and hereof.

Section 1.3 **Function.** The Advisory Council will function as a vehicle that promotes citizen participation and makes recommendations to the Hidalgo County Commissioners' Court on matters affecting the Hidalgo County Urban County Program, including but not limited to the following:

1. Change in status of members and membership criterion;
2. Review and recommend yearly allocations and annual budgets;
3. Changes to the Cooperation Agreement and Interlocal Agreements;
4. Review of any continuation for funding application to HUD;
5. Review of fiscal year expenditures of the applicable Programs;
6. Amendments and changes to the Advisory Council By-Laws; and
7. Receive and review information and reports from Hidalgo County residents or citizen participation groups at Advisory Council meetings or public hearings.

Section 1.4 **Informational Purposes - Hidalgo County Urban County Program.** Established in 1988, by approval of its application to the United States Department of Housing and Urban Development (HUD) for funding and recognition as an Urban County as defined by the Housing Act of 1947, as amended, and the Code of Federal Regulations, the Hidalgo County Urban County Program administers and oversees the grants approved by HUD for Hidalgo County. The Community Development Block Grant (CDBG) Program funds, which are allocated to the Urban County Program on a yearly basis that are of great interest to the Advisory Council because the amount received by each city directly affects each city and precinct's ability to develop its community. The Advisory Council makes recommendations on

the yearly allocations including the administration fee of the Hidalgo County Urban County Program, as stated in Section 1.3 above.

ARTICLE II
MEMBERSHIP

Section 2.1 **Members.** The membership of the Advisory Council shall consist of cities that have agreed to and entered into a Cooperation Agreement with the County of Hidalgo and the Hidalgo County Urban County Program for addressing the needs of Community Development and related eligible activities within the County under HUD Community Development Block Grant (CDBG) and other related HUD programs. The Cooperation Agreement must be current and signed by the Mayor of the participating city. Hidalgo County Commissioners' Court shall have at least two (2) members on the Advisory Council.

Section 2.2 **Voting Members.** The Advisory Council shall consist of voting members and non-voting members. The two (2) representatives from Commissioners' Court shall be voting members. Each qualified city shall have only one (1) voting member. Each voting member shall have only one (1) vote.

Section 2.3 **Voting Members Defined.**

A. In order to qualify as a voting member each city must be incorporated for at least five (5) years. (Cities not meeting this minimum criterion shall be non-voting members of the Advisory Council.)

B. A city must have an Ad Valorem tax levy of at least twenty-five (25) cents per one hundred dollars ($100) of property valuation.

C. Cities not meeting these criteria will be reported to the Hidalgo County Commissioners' Court, who will determine the city's eligibility and funding allocation, if any. The Advisory Council will file its recommendation on any additional cities requesting membership and CDBG funding allocation to The Hidalgo County Commissioners' Court.

Section 2.4 **City Representative.** Each member city shall select a city representative that will have the authority to vote and act on behalf of the city. The city shall also select an alternative city representative that will vote and act on behalf of the city at Advisory Council meetings, but only in the absence of the city representative. The city representative and the city alternate may be an elected official or a designee of the city.

Section 2.5 **City Resolution Required.** The city representative and alternate city representative must be selected by resolution approved by the governing board of the city. The city resolution must be filed with the Urban County Program Department at least three (3) days before any meeting.

Section 2.6 **County Representatives.** The two (2) county representatives and 2 alternates shall be selected by resolution approved by the Hidalgo County Commissioners' Court. Each representative from Commissioners' Court shall be an elected official and have one (1) vote.

Section 2.7 **Urban County Program Director.** The Director of the Urban County Program Department is responsible for the day-to-day management of the Urban County Department and as such shall be an Advisor to the Advisory Council. The Director shall have no voting privileges.

Section 2.8 **Proxy Representative.** If neither the city representative nor the alternate city representative is able to attend a meeting of the Advisory Council, the city representative may designate a representative from the city by a signed written proxy. The proxy representative will have the voting privileges of the city representative.

Section 2.9 **Current Voting and Nonvoting Members.**

A. **Voting Members (7-26-01):**

Alton	Elsa	La Villa	Progreso
Alamo	Granjeno	Mercedes	San Juan
Donna	Hidalgo	Palmview	Sullivan City (02-25-04)*
Edcouch	La Joya	Peñitas	Weslaco

County Representatives (as per Section 2.6)

B. **Nonvoting Members:**

Palmhurst Progreso Lakes

ARTICLE III
OFFICERS

Section 3.1 **Titles and Terms of Office.**

A. The Officers of the Advisory Council shall be the Chairperson, Vice-Chairperson and the Secretary. One person may not hold more than one (1) office. Officers shall serve for a one (1) year term or until a successor is elected or appointed. Upon the expiration to the terms, each officer shall have the right to be re-elected or re-appointed.

B. A vacancy in the office of any officer shall be filed by a vote of a majority of the Advisory Council.

Section 3.2 **Duties of the Officers.**

A. Chairperson. The Chairperson shall preside at all meetings of the Advisory Council.

B. Vice-Chairperson. The Vice-Chairperson shall assist the chairperson in directing the affairs and business of the Advisory Council and shall act in the absence of the Chairperson. The Vice-Chairperson shall be responsible for

determining proper parliamentary procedures in all matters.

C. Secretary: The Secretary shall attest to the minutes of the meetings of the Advisory Council. The minutes shall be typed and presented for approval at the following meeting or subsequent meeting thereafter.

Section 3.3 **Resignations of Officers and Vacancies.** Any officer may resign the position held after written notification to the members or the Director of the Urban County Program. In case of a vacancy, the ranking officer may call a special meeting to elect a new officer to fill the vacant officer.

Section 3.4 **Absences of Officers.** In the absence of the Chairperson, the Vice-Chairman, shall preside, then the Secretary or, in the absence of all three, a member of the Advisory Council elected by the majority of the members present may preside as Chairperson.

Section 3.5 **Compensation of Officers and Members.** Neither the officers nor members of the Advisory Council shall receive any salary, compensation or reimbursement of expenses from the Hidalgo County Commissioners' Court or the Urban County Program.

ARTICLE IV
MEETINGS

Section 4.1 **Regular Meeting Date.** The regular meeting of the Advisory Council shall be held on a monthly basis.**

Section 4.2 **Quorums.** Meetings shall be held only upon the determination that a quorum of the voting members is present and accounted. A quorum shall consist of the presence of at least 50% plus one of the voting members of the Advisory Council. If at any meeting of the Advisory Council there ceases to be less than a quorum present, a majority of those members present may adjourn the meeting.

Section 4.3 **Special Meetings.** Special meetings shall be held at the request of the Chairperson, the Vice-Chairperson, the Secretary, and the Director of the Urban County Program or by a majority of the members.

Section 4.4 **Open Meetings and Public Notices.** All meetings and deliberations of the Advisory Council shall be called, conducted and notice given to the public in accordance to with the Texas Open Meetings Act, as amended, Chapter 551, Texas Local Government Code.

ARTICLE V
PARLIAMENTARY PROCEDURE:

Section 5.1 Parliamentary Procedures shall be followed as established by Russell's The "How" in Parliamentary Procedures and will be administered by the Vice-Chairperson of the Community Development Advisory Council.

ARTICLE VI
PROCUREMENT POLICIES

Section 6.1 All member cities will have to adhere to written procurement policies adopted by the County of Hidalgo Urban County Program whenever making expenditures with Urban County funds.

ARTICLE VII
AMENDMENT OF BY-LAWS

Section 7.1 These By-Laws may be amended by the County Commissioners' Court only upon the recommendation of the Advisory Council at a regularly scheduled meeting.

ARTICLE VIII
APPROVAL OF BY-LAWS

Section 8.1 These By-Laws shall become effective upon approval of the Commissioners' Court of the County of Hidalgo.

Approved and Adopted by County Commissioners' Court on **January 29, 2002**.
*Approved and Adopted by Advisory Board Member's on **February 25, 2004**.
Approved and Adopted by Advisory Board Member's on **December 03, 2009.

AI-19903 **16.C.**

Re-Authorize UCP Director to Sign & Execute Loan Agreements

CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Requesting approval to Re-Authorize Urban County Program Director to sign and execute Loan Agreements, Rehabilitation Contracts, Promissory Notes, Release of Real Estate Liens on Property that has met the established Affordability Periods, And CHDO Agreements, as they relate to the HOME Program.

BACKGROUND

The Urban County Program is requesting that such authority be provided to the Urban County Program Director in order to expedite the Housing Process and comply with applicable Federal Regulations.

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 08:28 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 10:47 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:05 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan — Started On: 02/11/2010 08:25 AM

Final Approval Date: 02/12/2010

AI-19902 **16.D.**

Re-Authorize UCP Director to Sign & Execute Contracts
CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Requesting approval to re-authorize Urban County Program Director to sign and execute contracts, and agreements after Hidalgo County Commissioners' Court approval as it relates to all Hidalgo County Urban County Program projects included in the Annual Consolidated Plan.

BACKGROUND

The Hidalgo Urban County Program Annual Action Plan outlines the intended use of CDBG, HOME, and ESG Funds administered by the Hidalgo County Urban County Program. The original authorization was approved by Hidalgo County Commissioners' Court on June 04, 1996.

Fiscal Impact

Attachments

Link: 1996 Minutes

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 08:27 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 10:55 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:07 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan — Started On: 02/11/2010 08:19 AM

Final Approval Date: 02/12/2010

A. **RE-CLASSIFY POSITION 27 IN PCT. 3 PAVED/UNPAVED ROADS**

7A

Commissioner Rosel stated that he wanted to re-classify this position, which is currently listed as a maintenance position, to a truck driver. There will be no changes in pay. He then made a motion and was seconded by Commissioner Garces to approve the reclassification of position 27 in pct. 3 paved/unpaved roads as presented.

MOTION CARRIED
(SEE EXHIBIT K)

ITEM 8. URBAN COUNTY:

A. **CITY OF HIDALGO - PROFESSIONAL SERVICE CONTRACT**
B. **CITY OF DONNA - APPROVAL OF SOUTH TEXAS UTILITIES CONTRACTOR**
C. **CHANGE ORDER - HIDALGO HEALTH CLINIC**
D. **CITY OF PALVIEW - CHANGE ORDER #1 VIC CONSTRUCTION**
E. **CITY OF PALMVIEW - CONTRACT AWARD - RIO VALLEY CONSTRUCTION COMPANY**
F. **ADOPTION OF RESOLUTION AUTHORIZING URBAN COUNTY DIRECTOR TO SIGN CONTRACTS**

8A

Raul Lozano opened by stating that this contract was for engineer services for the design of a water well and water storage tank. The amount will be $9,650 and it will be with Melden and Hunt. A motion was made by Commissioner Garces and was seconded by Commissioner Rosel to approve a Professional Services Contract between the County of Hidalgo, City of Hidalgo and Melden and Hunt in the amount of $9,650.

MOTION CARRIED
(SEE EXHIBIT L)

8B

Mr. Lozano stated that this contract was for water and sewer. This was the low bid submitted and has been approved by the City of Donna. The amount is $178,878.74. A motion was made by Commissioner Sanchez and was seconded by Commissioner Garces to approve a low bid to South Texas Utilities Contractor in the amount of $178,878.74. This is for Water and Sewer improvements, City of Donna, County of Hidalgo.

MOTION CARRIED
(SEE EXHIBIT L)

8C

Mr. Lozano stated that this change order was for two contractors. Dovacor is for $622.50 to remove and relocate an existing wall and Valley Air and Electric for $275. The total amount of the change order is $897.50. The changes came about because of some recommendations made by the WIC Program, which will be working out of this building. A motion was made by Commissioner Rosel and was seconded by Commissioner Garces to approve the change orders increasing the Hidalgo Health Clinic sub-contracts.

MOTION CARRIED
(SEE EXHIBIT L)

8D

Mr. Lozano stated that this change order with VIC Construction will allow for disposing of the existing septic tanks at the fire station facility and placing new septic tanks in a different area as recommended by the Architect. The total amount is $4,294.50. The new

contract amount is $31,869.50. A motion was made by Commissioner Rosel and was seconded by Commissioner Garces to approve change order to approve change order #1 increasing the contract with VIC Construction by $4,294.50.

MOTION CARRIED
(SEE EXHIBIT L)

8E

Mr. Lozano stated that this was a bid from Rio Valley for $180,600. This will be for the Youth Center Project in the City of Palmview. A motion was made by Commissioner Rosel and was seconded by Commissioner Garces to award the bid to Rio Valley Construction in the contract amount of $180,600. This is the low bid for the Youth Center in the City of Palmview, County of Hidalgo.

MOTION CARRIED
(SEE EXHIBIT L)

8F

Judge Ruiz stated that this was a request by Urban County. He stated that this was in relation to all the projects that are taking place in all the cities. The way it is now, when something is approved, Urban County has to wait on the County Judge to sign off on the contracts. Judge Ruiz is recommending that they pass this resolution so that the Director has the authority to sign these contracts. The contracts will still be approved by the Commission but Mr. Covacevich will be able to sign for them. A motion was made by Commissioner Garces and was seconded by Commissioner Rosel to adopt the resolution authorizing our Director of Urban County, Mr. Anthony Covacevich to sign contracts and related documents for programs covered under the County's consolidated plan only after Commissioner's Court approval.

MOTION CARRIED
(SEE EXHIBIT L)

ITEM 9. PLANNING DEPARTMENT:

A. **PLAT APPROVAL:**
   1. **SANTA MARIA - PCT. 1**
   2. **MAXIM - PCT. 4**
   3. **SUMMERVIEW - PCT. 1**

B. **FINAL PLAT APPROVAL WITH LETTER OF CREDIT:**
   1. **BROOK SUBDIVISION - PCT. 1**
   2. **SPANISH PALMS - PCT. 1**

9A1

Emilio Garcia addressed the Court and stated that the previous week, the Commission had some questions with regards to the sewer lines in Progreso. Mr. Garcia clarified the fact that the nearest sewer lines were one mile from the subdivision. He again stated that the developer had completed all the improvements and he recommended the approval. A motion was then made by Commissioner Sanchez and was seconded by Commissioner Garces to approve Santa Maria Subdivision plat approval in Pct. 1 as presented.

MOTION CARRIED
(SEE EXHIBIT M)

9A2

Mr. Garcia stated that this subdivision has been approved by the City of Edinburg and all requirements have been met in accordance with the regulations. A motion was then made by Commissioner Garces and was seconded by Commissioner Sanchez to give plat approval to Maxim Subdivision in Pct. 4 as presented.

AI-19900 **16.E.**

Appointment of one Housing Advisory Committee member LRGVDC
CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Submitted For:	Estella Webber
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Discussion, consideration and action on appointment of one (1) Housing Advisory Committee member as requested by the Lower Rio Grande Valley Development Council .

BACKGROUND

On January 28, 2010, the Lower Rio Grande Development Council Board of Directors authorized the development of a Housing Advisory Committee that would evaluate the Statement of Qualifications for a CDBG Housing Rehabilitation/Assistance Program Management firm. This management firm would assist the LRGVDC with the implementation and management of the LRGVDC's Disaster Recovery Program related to Housing in accordance with the TDHCA and CDBG requirements. This committee is to be composed of twelve (12) members as follows:

Hidalgo County	**Cameron County**	**Willacy County**
3 – Entitlement Communities	2 – Entitlement Communities	1 – County
1 – County	1 – County	1 – Largest City

1 – COG Grassroots (Board Designee)
2 – Small City (Board Designee – One each Cameron & Hidalgo County

Fiscal Impact

Attachments

Link: LETTER

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 08:26 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 11:42 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:08 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan — Started On: 02/10/2010 05:51 PM

Final Approval Date: 02/12/2010

Lower Rio Grande Valley Development Council

Commissioner John Ingram, McAllen ..... President
Mayor Chris Boswell, Harlingen ..... 1st Vice-President
Mayor Pro-Tem Alvin Samano, Member-at-Large ..... 2nd Vice-President
Commissioner Sylvia Handy, Hidalgo County ..... Secretary
Mayor Pro-Tem Eddy Gonzalez, Edcouch ..... Treasurer
Arturo Ramirez, Grassroots Organizations ..... Immediate Past President

BOARD MEMBERS

Sofia Benavidez
Commissioner, Cameron County

Aurelio Guerra
Commissioner, Willacy County

Roel Landa
Commissioner, Alamo

Edward C. Camarillo
Commissioner, Brownsville

David S. Simmons
Mayor, Donna

Gus Garcia
Council Member, Edinburg

Steve Brewer
Mayor, La Feria

Joel Quintanilla
Mayor, Mercedes

Norberto "Beto" Salinas
Mayor, Mission

Leo "Polo" Palacios, Jr.
Mayor, Pharr

Orlando Correa
Mayor, Raymondville

Joe Hernandez
Mayor, San Benito

Lupe Rodriguez
Mayor Pro-Tem, San Juan

Buddy de la Rosa
Mayor, Weslaco

Dr. Cesar Maldonado
TSTC, Harlingen

Roberto Loredo
Donna I.S.D.

Gale Armstrong
El Jardin Water Supply

Michael G. Wilson
Willacy Navigation District

Hon. Norma G. Garcia
Member-at-Large

Don Medina
Member-At-Large

EXECUTIVE DIRECTOR
Kenneth N. Jones, Jr.

Memorandum

TO: Honorable Rene A. Ramirez
Hidalgo County Judge

FROM: Kenneth N. Jones

DATE: Thursday, February 11, 2010

SUBJ: LRGVDC Housing Advisory Committee

The LRGVDC is requesting your recommendation for appointment of a County Representative to our newly created Housing Advisory Committee. The Committee will consist of twelve (12) members as follows:

Hidalgo County	Cameron County	Willacy County
3 – Entitlement/Communities	2 – Entitlement/Communities	1 – County
1 –County	1 – County	1 – Largest City
4 Subtotal	3 Subtotal	2 Subtotal

1 – COG Grassroots (Board Designee)
2 – Small City (Board Designee – one each Cameron & Hidalgo County)

Your recommendation will be considered for action by the LRGVDC Board of Directors at their February 25th, 2010 meeting. Please submit your recommendation by February 17th, 2010, and please feel free to contact me should there be any questions. Thank you for your consideration of this request.

Cc: Diana Serna

FEB 11 2010

MAIN OFFICE * 311 N. 15th ST.* McALLEN, TX * 78501-4705 * TEL: (956) 682-3481* FAX: (956) 631-4670
TTY FOR HEARING IMPAIRED: 1-800-735-2989
WEBSITE: www.lrgvdc.org

PRINTED ON RECYCLED PAPER

AI-19899 **16.F.**

Change Order Authorizations

CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Submitted For:	Estella Webber
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Requesting approval to re-authorize Urban County Program Director to approve certain Change Orders on Urban County Projects.

BACKGROUND

On January 22, 2002, the Commissioners' Court granted authority to Urban County Interim Director Alan Kamasaki to approve Change Orders involving an increase or decrease of $50,000 or less, and for Change Orders requesting additional time for completion.

The County of Hidalgo Procurement Procedures, in Section III, No. F(B), permits as follows:

"If a Change Order involves an increase or decrease in cost of $50,000 or less, the Commissioners' Court may grant General Authority to an employee to approve the Change Orders. However, the original contract price may not be increased by more than 25 percent unless the Change Order is necessary to comply with a federal or state statute, rule, regulation, or judicial decision enacted, adopted, or rendered after the contract was made.
The original contract price may not be decreased by 18 percent or more without the consent of the contractor."

The Urban County Program Is requesting that such a Grant of General Authority be made to Director Diana R. Serna, under the conditions listed above, and for Change Orders requesting additional time for completion. This would help to speed up project spending and completion, while Commissioners' Court would still retain responsibility for any proposed major changes.

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status

1	Budget & Management	Erika Zamora	02/11/2010 08:26 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 10:57 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:09 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan Started On: 02/10/2010 05:47 PM

Final Approval Date: 02/12/2010

AI-19898 **16.G.**

Environmental Review Procedures

CC REGULAR

Date:	02/16/2010
Submitted By:	Hilda Bazan, URBAN COUNTY
Submitted For:	Estella Webber
Department:	URBAN COUNTY
Agenda Category:	Urban County

Information

CAPTION

Re-Designation of Urban County Program Director as Certifying Officer Designee for Environmental Review Procedures for entities assuming HUD Environmental responsibilities (CDBG, HOME, ESG, COLONIA, TDHCA,TDRA Program and etc.)

BACKGROUND

Prior to obtaining Annual Funding from the U.S. Department of Housing and Urban Development, the Urban County Program must comply with 24 CFR Part 58 of the Federal Regulations. These Regulations provide Guidance on the procedures and time periods necessary to comply with public comment periods.

The Urban County Program is requesting that such Designation be made to the Urban County Program Director in order to speed up project spending and compliance with ratio requirements.

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 08:26 AM	APRV
2	Perla Lopez	Perla Lopez	02/11/2010 10:58 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:10 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:45 AM	APRV

Form Started By: Hilda Bazan — Started On: 02/10/2010 05:39 PM

Final Approval Date: 02/12/2010

AI-19935 **17.A.**

Request for deletions and creations of various positions
CC REGULAR

Date:	02/16/2010
Submitted By:	Rosie Cantu, BUDGET & MANAGEMENT
Submitted For:	Commissioner Precinct No. 1
Department:	BUDGET & MANAGEMENT
Agenda Category:	Precinct #1

Information

CAPTION

1. R&B (1201)

a. Approval to delete/create the following (vacant) positions:

Action	Slot No.	Position Title	Budgeted Salary
Delete	027	Grants Specialist	$33,937.00
Delete	034	Mechanic I	$30,016.00
Delete	082	Human Resources Manager	$65,000.00
Delete	035	Heavy Equipment Operator III	$29,857.00
Create	089	Chief Operations Manager	$84,357.00
Create	090	Administrative Assistant V	$49,000.00
Create	091	Human Resources Coordinator II	$40,000.00
		Net Change	**$14,547.00**

b. Approval of revised salary schedule.

2. Drainage Imp. Project (1201)

a. Approval to delete/create the following (vacant) positions:

Action	Slot No.	Position Title	Budgeted Salary
Delete	013	Drafting Technician II	$36,750.00
Create	014	Labor-Drainage/Construction	$22,000.00
		Net Change	**($14,750.00)**

b. Approval of revised salary schedule

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Rosie Cantu	02/12/2010 04:05 PM	CREATED

1	Budget & Management	NEW
2	Auditor's Office	
3	Purchasing Department	

Form Started By: Rosie Cantu Started On: 02/12/2010 04:05 PM

AI-19927 **18.A.**

Status report- TEDSI

CC REGULAR

Date:	02/16/2010
Submitted By:	Monica Badillo, COMMISSIONERS' COURT EXEC. OFFICE
Department:	COMMISSIONERS' COURT EXEC. OFFICE
Agenda Category:	Precinct #2

Information

CAPTION

Status Report by TEDSI regarding on-call contract

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/12/2010 03:05 PM	APRV
2	Auditor's Office	Linda Fong	02/12/2010 03:29 PM	APRV
3	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Monica Badillo — Started On: 02/12/2010 02:32 PM

Final Approval Date: 02/12/2010

AI-19842 **19.A.**

Paving of Skinner Road

CC REGULAR

Date:	02/16/2010
Submitted By:	Angela Garcia, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	Precinct #4

Information

CAPTION

Discussion, consideration, and approval to accept donation of funds by land owner/developer for the paving of Skinner Road (South & adjacent to FM 2812) in lieu of escrow of funds as per County requirements.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

No Budgetary Impact. To accept donation.

Attachments

Link: letter

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/09/2010 01:50 PM	APRV
2	Manuel Chapa	Manuel Chapa	02/11/2010 10:52 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:21 PM	APRV
4	Dina Trevino	Erika Zamora	02/12/2010 03:34 PM	APRV
5	Purchasing Department	Angela Garcia	02/12/2010 03:34 PM	APRV

Form Started By: Angela Garcia — Started On: 02/09/2010 01:39 PM

Final Approval Date: 02/12/2010

MELDEN & HUNT INC.
CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • RUBEN CHAPA • ALLAN F. BOOE
TBPE Firm # F-1435

January 28, 2010

Honorable Oscar Garza, Jr.
Hidalgo County Commissioner Precinct No. 4
1101 N. Doolittle Road
Edinburg, Texas 78539

RE: Skinner Road (South & Adjacent to FM 2812)

Dear Commissioner Garza:

This letter is to request that the above mentioned unopened county Road be paved in lieu of escrow of funds according to the County requirements.

Mr. Gary Frisby, owner and developer of proposed Pueblo de Palmas Phase 12 located adjacent to the east and the west side of Skinner Road and to the south of F.M. 2812 is proposing to participate with the materials and labor for hot mix as well as the engineering fees for the design of this road.

Please consider this request and advise us as soon as possible. If you have any questions or need further assistance please contact me. Thank you.

Sincerely,

MELDEN & HUNT, INC.

Fred L. Kurth, P.E., R.P.L.S.
President

xc: Gary Frisby

AI-19840 **19.B.**

REQUEST AUTHORIZATION TO DEMOLISH STRUCTURE.

CC REGULAR

Date: 02/16/2010
Submitted By: Janie Alejos, COMM. PCT. #4
Submitted For: Commissioner Oscar L. Garza, Jr.
Department: COMM. PCT. #4

Information

CAPTION

Requesting authorization to demolish mobile home, located at the Hidalgo County Pct. #4 Landfill (Davis & Alamo Roads). Said structure is a "Safety Hazard".

BACKGROUND

This item is not listed on county asset/building logs.

The precinct would utilize in-house labor and equipment for demolition.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

The Precinct would utilize in-house labor and equipment for demolition.

Attachments

Link: PICTURE OF STRUCTURE

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/09/2010 01:55 PM	APRV
2	Manuel Chapa	Manuel Chapa	02/11/2010 09:18 AM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:22 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:39 AM	APRV

Form Started By: Janie Alejos — Started On: 02/09/2010 11:08 AM

Final Approval Date: 02/12/2010

AI-19819 **19.C.**

Request authorization to create one full time R&B Mechanic II position, set salary $31,070.

CC REGULAR

Date:	02/16/2010
Submitted By:	Janie Alejos, COMM. PCT. #4
Submitted For:	Commissioner Oscar L. Garza Jr.
Department:	COMM. PCT. #4
Agenda Category:	Precinct #4

Information

CAPTION

1. Approval to create one (1) regular full time Mechanic II position, slot no. 0058, budgeted salary $31,070.00 per year.
2. Approval of intradepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1204-431-00-124-007-0-731

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$293,855.23 available funding as of 02/09/10. rc

Attachments

Link: PAR

Link: Fiscal Note

Link: Transfer

Link: Mechanic II Job Desc.

Link: Revised Salary Schedule

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/08/2010 12:40 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	02/09/2010 02:49 PM	APRV
3	Sylvia Solis	Sylvia Solis	02/10/2010 01:21 PM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:25 PM	APRV
5	Purchasing Department	Marty Salazar	02/12/2010 11:35 AM	APRV

Form Started By: Janie Alejos Started On: 02/05/2010 03:29 PM

Final Approval Date: 02/12/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PCT. #4 **DATE:** 2/8/10

CURRENT POSITION TITLE: N/A **CURRENT SLOT. #:** 058

REQUESTED POSITION TITLE: ~~007-057~~ Mechanic II
(For new positions or reclassifications) (as per caption or agenda item)

REQUEST FOR:

☑ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0 (Current Budgeted Salary) $ 31,070 (Proposed Budgeted Salary) $ 31,070 (Net Change)

Position to be funded from one of the following:

☑ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other 10-1204-431-00-124-007-0- R & B

POSITION Type:

Full Time Employee Object 113 ☑ Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☑	Non-Exempt	☑
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Mechanic II needed for repairs of heavy equipment.

NEW POSITION: Brief job description and attach a copy of the new job description.

See Job Description

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	2/8/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Tuesday, February 16, 2010 **Agenda Item:** 19819

Summary of request/proposal:

The Commissioner Precinct No. 4 Office is requesting approval to create one (1) regular full time Mechanic II position, slot no. 058, budgeted salary $31,070 per year.

Fund	Current Position/ Title	Proposed Position/ Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1204	-	MECHANIC II	0058	113	$0.00	$31,070.00	$31,070.00
				TOTAL:	$0.00	$31,070.00	$31,070.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
0-1204-431-00-124-007-0-	113	PCT4 P/U RD. -	REG F/T EMPLOYEES	$27,260.65
0-1204-431-00-124-007-0-	211	PCT4 P/U RD. -	HEALTH INSURANCE	$2,375.07
0-1204-431-00-124-007-0-	212	PCT4 P/U RD. -	LIFE INSURANCE	$23.69
0-1204-431-00-124-007-0-	220	PCT4 P/U RD. -	FICA	$2,085.44
0-1204-431-00-124-007-0-	230	PCT4 P/U RD. -	RETIREMENT	$2,595.21
0-1204-431-00-124-007-0-	250	PCT4 P/U RD. -	UNEMPLOYMENT COMP	$136.30
0-1204-431-00-124-007-0-	260	PCT4 P/U RD. -	WORKER'S COMP	$0.00
			2010 Budgetary Impact	$34,476.36

2011 Budgetary Impact: $39,294.03

Possible Funding Sources:

PCT4 P/U RD- (object code 731 Roads)

Budget Office Recommendation: **Intradepartmental Transfer**

Hidalgo Co. Budget Office
2/3/2005

DATE: February 9, 2010

2010
Transfer

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Comm Pct No. 4

ACCOUNT NUMBER: 0-1204-431-00-124-007-0-XXX R&B

Contact Person: Rosie Cantu **Ph#:** (956) 292-7025 Ext. 5408

SUBJECT: **Intradepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intradepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
731	PCT4 P/U RD-ROADS	113	REG F/T EMPLOYEES	27,261.00
731	PCT4 P/U RD-ROADS	211	HEALTH INSURANCE	2,376.00
731	PCT4 P/U RD-ROADS	212	LIFE INSURANCE	24.00
731	PCT4 P/U RD-ROADS	220	FICA	2,086.00
731	PCT4 P/U RD-ROADS	230	RETIREMENT	2,596.00
731	PCT4 P/U RD-ROADS	250	UNEMPLOYMENT COMP	137.00
			TOTAL	34,480.00

REASON:
Intradepartmental transfer to cover the cost of salary related expenditures in relation to the creation of a Mechanic II position, slot no. 058. (REF: CC 02/16/10)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED

Job Title:	Mechanic II	**FLSA Status:**	**Non-**Exempt
Dept No:	121-124	**Civil Service Status:**	Non-Exempt

SUMMARY:
Maintain and repair assigned equipment with responsibility for quality on this equipment. Perform all kinds of welding, brazing, and cutting using gas and electric welding equipment. Maintains and repairs all gasoline and diesel-powered vehicles, machinery, small engines and equipment. Maintains and repairs heavy equipment and rebuilds engines and transmissions. Employee will service road equipment and perform miscellaneous vehicle/equipment maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Fabricates equipment by cutting, burning, and welding various metal materials.
- Repairs equipment by using welding techniques and appropriate welding equipment.
- Operates and provides services utilizing service truck as directed.
- Cleans and prepares surfaces to be welded.
- Sets up, assembles, and tacks weld parts.
- Builds up worn or defective surfaces.
- Uses burning equipment to dismantle assemblies and to cut material to size and shape.
- Repairs and performs preventative maintenance on all Precinct equipment.
- Trouble-shooting and cost estimates on repair jobs and preventative maintenance.
- Plan work schedule and sets priorities.
- Removes unit such as engine, transmission or differential.
- Raises vehicle with hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicle.
- Repairs parts such as crankshafts and cylinder blocks. Rewires ignition system, lights and instrument panels.
- Relines and adjusts brakes, repairs or replaces shock absorbers and solders leaks in radiators.
- Repairs hydraulic systems, diesel engines, gasoline engines and heavy equipment.
- Able to read wiring diagrams and oil circuits.
- Able to work with a variety of hand and power tools.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) preferred;
- Five years of increasingly responsible auto repair/welding experience; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform duties.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division.
- Ability to understand and follow written and oral instructions and directives.
- Must be able to perform duties of Mechanic I.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and hazardous materials. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:
- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:
- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations.

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

0-1204-431-00-124-007-0

AI - 19819

PCT. 4 P/U RD

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	EXECUTIVE ASSISTANT	64,042.00	20,958.00	85,000.00	0	0.00	0.00	85,000.00	85,000.00	1,680.00	0.00	0.00	0.00	0.00	86,680.00
0002	113	FIELD/OPERATIONS DIRECTOR	48,916.00	0.00	0.00	0	0.00	0.00	48,916.00	48,916.00	612.94	0.00	4,000.00	0.00	0.00	53,529.00
0003	113	SPECIAL/PROJECT COORDINATOR	47,592.00	0.00	0.00	0	0.00	0.00	47,592.00	47,592.00	1,081.70	0.00	3,874.00	0.00	0.00	52,548.00
0004	113	ACCOUNTS PAYABLE CLERK	42,428.00	0.00	0.00	0	0.00	0.00	42,428.00	42,428.00	1,393.00	0.00	2,500.00	0.00	0.00	46,321.00
0005	113	HEAVY EQ OP III	38,205.30	0.00	0.00	0	0.00	0.00	38,205.30	38,205.00	1,560.00	0.00	0.00	0.00	0.00	39,765.00
0006	113	CHIEF ADMINISTRATOR	36,120.00	1,380.00	37,500.00	0	0.00	0.00	37,500.00	37,500.00	780.00	0.00	0.00	0.00	0.00	38,280.00
0007	113	HEAVY EQ OP III	42,588.00	0.00	0.00	0	0.00	0.00	42,588.00	42,588.00	540.00	0.00	0.00	0.00	0.00	43,128.00
0008	113	HEAVY EQ OP III	37,659.30	0.00	0.00	0	0.00	0.00	37,659.30	37,659.00	960.00	0.00	0.00	0.00	0.00	38,619.00
0009	113	MECHANIC III	34,433.00	0.00	0.00	0	0.00	0.00	34,433.00	34,433.00	600.00	0.00	0.00	0.00	0.00	35,033.00
0010	113	HEAVY EQ OP II	32,836.65	0.00	0.00	0	0.00	0.00	32,836.65	32,837.00	1,440.00	0.00	0.00	0.00	0.00	34,277.00
0012	113	TRCK DRVER III	29,615.00	0.00	0.00	0	0.00	0.00	29,615.00	29,615.00	0.00	0.00	0.00	0.00	0.00	29,615.00
0013	113	TRCK DRVER III	29,615.00	0.00	0.00	0	0.00	0.00	29,615.00	29,615.00	660.00	0.00	0.00	0.00	0.00	30,275.00
0014	113	TRCK DRVER III	29,615.00	0.00	0.00	0	0.00	0.00	29,615.00	29,615.00	1,020.00	0.00	0.00	0.00	0.00	30,635.00
0015	113	CLERK/RECEPTIONIST	29,242.00	0.00	0.00	0	0.00	0.00	29,242.00	29,242.00	420.00	0.00	1,500.00	0.00	0.00	31,162.00
0016	113	TRUCK DRIVER II	28,812.00	0.00	0.00	0	0.00	0.00	28,812.00	28,812.00	0.00	0.00	0.00	0.00	0.00	28,812.00
0017	113	TRF SA/SPC III	28,771.00	0.00	0.00	0	0.00	0.00	28,771.00	28,771.00	0.00	0.00	0.00	0.00	0.00	28,771.00
0018	113	TRCK DRVER III	28,529.00	0.00	0.00	0	0.00	0.00	28,529.00	28,529.00	0.00	0.00	0.00	0.00	0.00	28,529.00
0019	113	HEAVY EQ OP I	28,487.00	0.00	0.00	0	0.00	0.00	28,487.00	28,487.00	540.00	0.00	0.00	0.00	0.00	29,027.00
0020	113	HEAVY EQ OP II	28,398.00	0.00	0.00	0	0.00	0.00	28,398.00	28,398.00	540.00	0.00	0.00	0.00	0.00	28,938.00
0021	113	TRUCK DRVER III	28,320.00	0.00	0.00	0	0.00	0.00	28,320.00	28,320.00	480.00	0.00	0.00	0.00	0.00	28,800.00
0022	113	HEAVY EQ OP II	28,140.00	0.00	0.00	0	0.00	0.00	28,140.00	28,140.00	960.00	0.00	0.00	0.00	0.00	29,100.00
0023	113	HEAVY EQ OP II	27,706.00	0.00	0.00	0	0.00	0.00	27,706.00	27,706.00	540.00	0.00	0.00	0.00	0.00	28,246.00
0024	113	HEAVY EQ OP II	30,294.00	0.00	0.00	0	0.00	0.00	30,294.00	30,294.00	300.00	0.00	0.00	0.00	0.00	30,594.00
0025	113	MAINTENANCE III	27,706.00	0.00	0.00	0	0.00	0.00	27,706.00	27,706.00	900.00	0.00	0.00	0.00	0.00	28,606.00
0026	113	MECHANIC I	27,706.00	0.00	0.00	0	0.00	0.00	27,706.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0027	113	TIRE REPAIR	27,706.00	0.00	0.00	0	0.00	0.00	27,706.00	27,706.00	0.00	0.00	0.00	0.00	0.00	27,706.00
0028	113	HEAVY EQ OP II	27,413.00	0.00	0.00	0	0.00	0.00	27,413.00	27,413.00	1,080.00	0.00	0.00	0.00	0.00	28,493.00
0029	113	HEAVY EQ OP II	26,090.00	0.00	0.00	0	0.00	0.00	26,090.00	26,090.00	420.00	0.00	0.00	0.00	0.00	26,510.00
0030	113	HEAVY EQ OP II	25,647.00	0.00	0.00	0	0.00	0.00	25,647.00	25,647.00	420.00	0.00	0.00	0.00	0.00	26,067.00
0031	113	MAINTENANCE II	25,556.00	0.00	0.00	0	0.00	0.00	25,556.00	25,556.00	540.00	0.00	0.00	0.00	0.00	26,096.00
0032	113	HEAVY EQ OP II	24,829.00	0.00	0.00	0	0.00	0.00	24,829.00	24,829.00	540.00	0.00	0.00	0.00	0.00	25,369.00
0034	113	HEAVY EQ OP I	24,829.00	0.00	0.00	0	0.00	0.00	24,829.00	24,829.00	0.00	0.00	0.00	0.00	0.00	24,829.00
0035	113	HEAVY EQ OP II	23,808.00	0.00	0.00	0	0.00	0.00	23,808.00	23,808.00	0.00	0.00	0.00	0.00	0.00	23,808.00
0036	113	HEAVY EQ OP II	26,308.00	0.00	0.00	0	0.00	0.00	26,308.00	26,308.00	0.00	0.00	0.00	0.00	0.00	26,308.00

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

0-1204-431-00-124-007-0

AI - 19819

PCT. 4 P/U RD

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0037	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0038	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0039	113	MAINTENANCE II	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0040	113	MAINTENANCE II	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0041	113	MAINTENANCE II	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0043	113	MAINTENANCE I	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0044	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0045	113	HEAVY EQUIPMENT OPERATOR II	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0046	113	HEAVY EQ OP I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0047	113	HEAVY EQ OP II	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0048	113	TRAFFIC SAFETY SPECIALIST II / MAINTENANCE	25,741.00	0.00	0.00	0	0.00	0.00	25,741.00	25,741.00	900.00	0.00	0.00	0.00	0.00	26,641.00
0049	113	TRAFFIC SAFETY SPECIALIST II / MAINTENANCE	25,741.00	0.00	0.00	0	0.00	0.00	25,741.00	25,741.00	0.00	0.00	0.00	0.00	0.00	25,741.00
0050	113	CUSTODIAN	20,030.00	0.00	20,030.00	0	0.00	0.00	20,030.00	20,030.00	0.00	0.00	0.00	0.00	0.00	20,030.00
0051	113	HEAVY EQUIPMENT OPERATOR II	27,329.00	0.00	0.00	0	0.00	0.00	27,329.00	27,329.00	0.00	0.00	0.00	0.00	0.00	27,329.00
A053	113	PLANNING ADMINISTRATOR	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	53,408.00	0.00	0.00	53,408.00
0054	113	DIESEL MECHANIC	42,000.00	0.00	0.00	0	0.00	0.00	42,000.00	42,000.00	780.00	0.00	0.00	0.00	0.00	42,780.00
0055	113	ACCOUNTS PAYABLE CLERK	28,000.00	0.00	0.00	0	0.00	0.00	28,000.00	28,000.00	840.00	0.00	0.00	0.00	0.00	28,840.00
0056	113	ACCOUNTS PAYABLE CLERK	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0057	113	CHIEF OPERATIONS MANAGER	0.00	85,000.00	85,000.00	0	0.00	0.00	85,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PROPOSED NEW POSITION														
0058	**113**	**MECHANIC II**	**0.00**	**31,070.00**	**31,070.00**	**0**	**0.00**	**0.00**	**31,070.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
		Total	1,532,443.25	107,338.00	227,530.00		0.00	0.00	1,639,781.25	1,504,730.00	22,527.64	0.00	65,282.00	0.00	0.00	1,592,540.00

Approval to create one regular full time Mechanic II position, slot no. 058, budgeted at $31,070 per year.
Personnel action pending CC approval.

AI-19919 **20.A.**

Classification and Compensation Plan

CC REGULAR

Date:	02/16/2010
Submitted By:	Sergio Cruz, BUDGET & MANAGEMENT
Department:	BUDGET & MANAGEMENT
Agenda Category:	Budget and Management

Information

CAPTION

Classification and Compensation Plan:
1. Discussion, consideration, and action to rescind approval of Revised Salary Schedules, agenda item 18-A-6 (AI-19807), approved by Commissioner's Court on February 8, 2010.
2. Discussion, consideration, and approval of corrected Revised Salary Schedules - Classification and Compensation Plan - Phase 1, effective pay period beginning February 15, 2010.
3. Approval of interdepartmental transfers.

BACKGROUND

Fiscal Impact

Attachments

Link: transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/12/2010 11:24 AM	APRV
2	Auditor's Office	Linda Fong	02/12/2010 11:40 AM	APRV
3	Dina Trevino	Erika Zamora	02/12/2010 03:31 PM	APRV
4	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Sergio Cruz — Started On: 02/11/2010 06:39 PM

Final Approval Date: 02/12/2010

DATE: February 12, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Interdepartmental Transfer

DEPARTMENT NAME: Dept of Budget & Mgmt for Various Depts.

ACCOUNT NUMBER: 0-1100-415-XX-1XX-00X-0-XXX

CONTACT PERSON: Ivan Cantu PHONE: (956) 292-7025 Ext. 5425

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM			
0-1100-415-00-115-002-0- 899	Co. Wide Adm-	Contingency	(41,195.00)
TO			
0-1100-413-30-115-017-0- 113	Co. Comm.-	Reg F/T Employees	57.00
0-1100-414-00-130-001-0- 113	Elections Dept-	Reg F/T Employees	16,586.00
0-1100-415-14-115-001-0- 113	DBM-Budget Div.-	Reg F/T Employees	9,555.00
0-1100-419-10-210-001-0- 113	Planning Dept-	Reg F/T Employees	810.00
0-1100-419-50-115-059-0- 113	DBM-Safety Div.-	Reg F/T Employees	2,972.00
0-1100-422-10-300-001-0- 113	Emergency Svcs-FM-	Reg F/T Employees	281.00
0-1100-441-00-340-001-0- 113	Health Adm.-	Reg F/T Employees	1,133.00
0-1100-441-00-340-003-0- 113	Health Clinics-	Reg F/T Employees	9,052.00
0-1100-444-00-360-001-0- 113	Child Welfare-	Reg F/T Employees	124.00
0-1100-461-00-380-001-0- 113	TX Agrilife Ext-	Reg F/T Employees	625.00
TOTAL BUDGET INCREASE (DECREASE)			0.00

REASON: To fund revisions to salary schedules for the Phase I implementation of the Classification and Compensation Pay Plan, refer to AI #19919, CC 2-16-10, item #18.A.

SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

AI-19926 **20.B.1.**

2009 Appropriation of funds for Refunding Bods, Series 2009

CC REGULAR

Date:	02/16/2010
Submitted By:	Ivan Cantu, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Budget Appropriations

Information

CAPTION

Refunding Bonds, Series 2009 (1440):
Approval of 2009 appropriation of funds for Refunding Bonds, Series 2009 (1440) in the amount of $9,062.13 to fund bond interest expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2009 **ACCT. #:** 9-1440-472-00-000-000-0-863

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

2009 appropriation of funds for refunding bonds, series 2009 (1440) in the amount of $9,062.13 to fund bond interest expenditures.

Funds available as of 2-12-10 in unreserved f/b.

Attachments

Link: appropriation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	02/12/2010 02:27 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 03:05 PM	APRV
3	Erika Zamora	Erika Zamora	02/12/2010 03:28 PM	APRV
4	Auditor's Office	Linda Fong	02/12/2010 03:30 PM	APRV
5	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Ivan Cantu Started On: 02/12/2010 02:06 PM

Final Approval Date: 02/12/2010

DATE: February 12, 2010

DEPARTMENT HEAD: RAY EUFRACIO, CPA, HIDALGO COUNTY AUDITOR

DEPARTMENT NAME: HIDALGO COUNTY AUDITOR'S OFFICE

ACCOUNT NUMBER: 9-1440-472-00-000-000-0-863

SUBJECT: Budget amendment increases(decreases) in accordance with §111.070(c)2 of the Local Government Code.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following budget amendment increases(decreases) in accordance with Local Government Code, Chapter 111, Subchapter C.

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT NAME
9 -1440 -472 -00 -000 -000 -0 -863	REF BONDS,2009-BOND INTEREST	$ 9,062.13
		$ 9,062.13

REASON: To cover negative balance.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

Account No/Description	Beginning Balance	Current Balance	YTD Balance	Ending Balance
Fund 1440 REFUNDING BONDS,SERIES 2009				
9-1440-202-00-000-000-0-000 REF BONDS,2009-ACCOUNTS PAYABLE	.00	.00	.00	.00
9-1440-223-00-000-000-0-000 REF BONDS,2009-DEFERRED REVENUE	.00	48,357.45	4,084,196.28	4,084,196.28
Total Liabilities	**.00**	**48,357.45**	**4,084,196.28**	**4,084,196.28**
9-1440-270-00-000-000-0-000 REF BONDS,2009-BUDGETED FUND BALANCE	.00	9,062.13	9,062.13	9,062.13
9-1440-253-00-000-000-0-000 REF BONDS,2009-FUND BALANCE	.00	.00	.00	.00
Total Equity	**.00**	**9,062.13**	**9,062.13**	**9,062.13**
9-1440-275-00-000-000-0-000 REF BONDS,2009-ESTIMATED REVENUES	.00	-9,062.13	-7,428,920.69	-7,428,920.69
9-1440-276-00-000-000-0-000 REF BONDS,2009-REVENUES	.00	.00	7,419,964.80	7,419,964.80
9-1440-271-00-000-000-0-000 REF BONDS,2009-APPROPRIATIONS	.00	.00	7,419,858.56	7,419,858.56
9-1440-272-00-000-000-0-000 REF BONDS,2009-EXPENDITURES	.00	.00	-7,428,124.69	-7,428,124.69
9-1440-273-00-000-000-0-000 REF BONDS,2009-ENCUMBRANCE CONTROL	.00	.00	.00	.00
9-1440-274-00-000-000-0-000 REF BONDS,2009-RESERVE FOR ENCUMBR	.00	.00	.00	.00
Total Controls	**.00**	**-9,062.13**	**-17,222.02**	**-17,222.02**
Total Equity and Control	**.00**	**.00**	**-8,159.89**	**-8,159.89**
Total Liabilities and Equity	**.00**	**48,357.45**	**4,076,036.39**	**4,076,036.39**

*Fund is in Balance .00

Hidalgo County

Balance Sheet Summary

	Account No/Description	Beginning Balance	Current Balance	YTD Balance	Ending Balance
Fund 1440	**REFUNDING BONDS,SERIES 2009**				
	9-1440-101-00-000-000-0-000 REF BONDS,2009-CASH	.00	.00	4,134.49	4,134.49
	9-1440-105-00-000-000-0-000 REF BONDS,2009-TAXES RECV-CURRENT	.00	-1,315,232.19	2,748,171.49	2,748,171.49
	9-1440-105-10-000-000-0-000 REF BONDS,2009-RSRV UNCOLL TAXES-CURRENT	.00	.00	-39,859.23	-39,859.23
	9-1440-130-01-000-100-0-000 DUE FROM/TO GENERAL FUND	.00	1,363,589.64	1,363,589.64	1,363,589.64
	9-1440-130-01-000-401-0-000 DUE FROM/TO NOTES PAYABLE FUND	.00	.00	.00	.00
	9-1440-130-01-000-427-0-000 DUE FROM/TO REF BONDS,1998	.00	.00	.00	.00
	9-1440-130-01-000-428-0-000 DUE FROM/TO CERT OF OBLIG,1998	.00	.00	.00	.00
	Total Assets	**.00**	**48,357.45**	**4,076,036.39**	**4,076,036.39**

AI-19904 **20.B.2.**

2009 BA for Health Benefits (2201)

CC REGULAR

Date:	02/16/2010
Submitted By:	Dale Kennan, BUDGET & MANAGEMENT
Submitted For:	2009 Health Benefits (2201)
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Budget Appropriations

Information

CAPTION

Health Benefits (2201):
Requesting approval of 2009 appropriation of funds for Health Benefits in the total amount of $1,052,332.75.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 9-2201-415-00-115-00X-0-820

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From fund balance into programs 003, 004, 005, 006 and 008 in the amounts of $836,595.14, $40,584.33, $22,751.56, $100,783.69 and $51,618.03 (respectively). Funding available for appropriation as of 2/11/10.

Attachments

Link: 2009 BA for Health Benefits (2201)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 10:58 AM	APRV
2	Olga Garza	Olga Garza	02/11/2010 01:51 PM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:13 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:57 AM	APRV

Form Started By: Dale Kennan Started On: 02/11/2010 08:38 AM

Final Approval Date: 02/12/2010

DATE: February 10, 2010

DEPARTMENT HEAD: Raul Silguero

DEPARTMENT NAME: Dept. of Budget & Mgmt. for the Health Benefits Division (2201)

ACCOUNT NUMBER: 9-2201-415-00-115-00X-0-820

Contact: Dale Kennan **Ph#:** (956) 292-7025 Ext. 5406

2009
Appropriation

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
9-2201-415-00-115-003-0-820	HEALTH BENEFITS-HC-CLAIMS NOT COVERED	836,595.14
9-2201-415-00-115-004-0-820	HEALTH BENEFITS-DD1-CLAIMS NOT COVERED	40,584.33
9-2201-415-00-115-005-0-820	HEALTH BENEFITS-CSA-CLAIMS NOT COVERED	22,751.56
9-2201-415-00-115-006-0-820	HEALTH BENEFITS-HS-CLAIMS NOT COVERED	100,783.69
9-2201-415-00-115-008-0-820	HEALTH BENEFITS-AD-CLAIMS NOT COVERED	51,618.03
	TOTAL BUDGET INCREASE (DECREASE)	$ 1,052,332.75

REASON: To appropriate funding in the total amount of $1,052,232.75 into various accounts to cover negative balances in 2009.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-19906 **20.B.3.**

2009 BA for Workers Comp (2202)

CC REGULAR

Date:	02/16/2010
Submitted By:	Dale Kennan, BUDGET & MANAGEMENT
Submitted For:	2009 Workers Comp (2202)
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Budget Appropriations

Information

CAPTION

Workers Compensation (2202):
Requesting approval of 2009 appropriation of funds for Workers Compensation in the amount of $3,000.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:** 9-2202-419-50-115-063-0-333

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

From fund balance to HEADSTART W/C-LEGAL SERVICES in the amount of $3,000.00. Funding available for appropriation as of 2/11/10.

Attachments

Link: 2009 BA for Workers Comp (2202)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	02/11/2010 10:59 AM	APRV
2	Olga Garza	Olga Garza	02/11/2010 01:53 PM	APRV
3	Auditor's Office	Linda Fong	02/11/2010 06:16 PM	APRV
4	Purchasing Department	Marty Salazar	02/12/2010 11:46 AM	APRV

Form Started By: Dale Kennan Started On: 02/11/2010 08:51 AM

Final Approval Date: 02/12/2010

DATE: February 10, 2010

DEPARTMENT HEAD: Raul Silguero

DEPARTMENT NAME: Dept. of Budget & Mgmt. for the Worker's Compesation Division (2202)

ACCOUNT NUMBER: 9-2202-419-50-115-063-0-333

Contact: Dale Kennan **Ph#:** (956) 292-7025 Ext. 5406

2009
Appropriation

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
9-2202-419-50-115-063-0-333	HEADSTART W/C-LEGAL SERVICES	3,000.00
	TOTAL BUDGET INCREASE (DECREASE)	$ 3,000.00

REASON: To appropriate funding in the amount of $3,000.00 into HEADSTART W/C-LEGAL SERVICES to cover current negative balances and fund possible future adjustments in 2009.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-19923 **20.B.4.**

Appropriation and Certification of Revenues for City of Pharr & San Juan Interlocal Contracts

CC REGULAR

Date:	02/16/2010
Submitted By:	Ivan Cantu, BUDGET & MANAGEMENT
Submitted For:	Dina Trevino
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Budget Appropriations

Information

CAPTION

Pct. #2 R & B (1202):
a. Approval of certification of revenues, as certified by County Auditor, for actual expenditures incurred in relation to interlocal agreements with the City of Pharr and City of San Juan.
b. Approval of 2009 appropriation of funds in the amount of $99,440.26 for actual expenditures incurred in relation to interlocal agreements with the City of Pharr and City of San Juan.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2009 **ACCT. #:** 9-1202-431-00-122-006-0-841

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

2009 appropriation of funds in the amount of $99,440.26 for Pct. 2 R & B in relation to interlocal agreements with the City of Pharr & San Juan. Please refer to attached budget amendment submitted by Auditor's office.

Attachments

Link: Appropriation of funds and cert. of revenues

Form Routing/Status

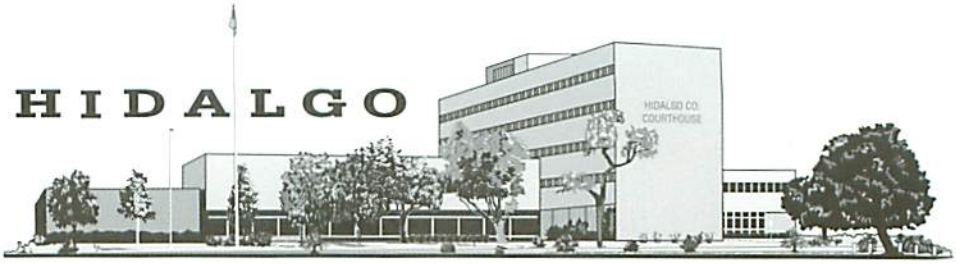
Route Seq	Inbox	Approved By	Date	Status
1	Ivan Cantu (Originator)	Ivan Cantu	02/12/2010 01:18 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 01:42 PM	APRV
3	Roland Garcia	Angela Garcia	02/12/2010 01:51 PM	APRV
4	Manuel Chapa	Manuel Chapa	02/12/2010 02:02 PM	APRV
5	Auditor's Office	Linda Fong	02/12/2010 03:31 PM	APRV
6	Dina Trevino	Erika Zamora	02/12/2010 03:33 PM	APRV
7	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Ivan Cantu

Started On: 02/12/2010 11:35 AM

Final Approval Date: 02/12/2010

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

February 9, 2010

The Honorable Rene A. Ramirez, Hidalgo County Judge
The Honorable Sylvia Handy, Commissioner, Precinct No. 1
The Honorable Hector "Tito" Palacios, Commissioner, Precinct No. 2
The Honorable Jose M. Flores, Commissioner, Precinct No. 3
The Honorable Oscar L. Garza, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0707 SPECIAL BUDGET FOR REVENUE FROM INTERGOVERNMENTAL CONTRACTS:

> The county auditor shall certify to the commissioners court the receipt of all revenue from intergovernmental contracts that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the revenue for its intended purpose.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the following revenues from interlocal agreements with TXDOT and various cities. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	INTERLOCAL AGREEMENT
$41,740.39	City of San Juan – BCAP CSJ 253
$44,651.00	City of Pharr – BCAP CSJ 413
$13,048.87	City of San Juan – BCAP CSJ 940

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

2/11/10
Date

HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

DATE: February 9, 2010

DEPARTMENT HEAD: Raymundo Eufracio, CPA

DEPARTMENT NAME: Auditor's Office

ACCOUNT NUMBER: ~~9~~1202-XXX-00-122-XXX-0-XXX

SUBJECT: Interdepartmental Transfer/s (increase/decrease) in Accordance with Local Governmenta Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
9-1202-431-00-122-006-0-841	PCT.2 P/U RD-AID TO GOVT AGENCY	99,440.26
9-1202-337-00-122-015-0-000	R&B PCT.2-INTGT'L REV-S.J. BCAP-CSJ253	41,740.39
9-1202-337-00-122-017-0-000 (NEW)	R&B PCT.2-INTGT'L REV-PHARR BCAP-CSJ413 (NEW)	44,651.00
9-1202-337-00-122-018-0-000 (NEW)	R&B PCT.2-INTGT'L REV-S.J. BCAP-CSJ940 (NEW)	13,048.87
	TOTAL BUDGET INCREASE/DECREASE	$ 99,440.26

REASON: To appropriate funds for actual expenditures incurred for interlocal agreements with City of Pharr and City of San Juan and record the estimate increase in revenue.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT ____/____/____ DATE ATTEST COUNTY CLERK

Account No/Description				Debit	Credit
9-1202-126-30-000-013-0-000	DUE FROM OTHER GOVT-SAN JUAN-BCAP CSJ253				
			*** Beginning Balance**	**.00**	**41,740.39**
*** Journal Entries**					
DATE	REFERENCE	BATCH	DESCRIPTION		
12/11/09	JE-95104	9713	COR PRT CK11831 S/H/CHRG DUEFR	41,740.39	
			Total:	**41,740.39**	
			*** Ending Balance**	**.00**	**.00**
9-1202-126-30-000-014-0-000	DUE FROM OTHER GOVT-PHARR-BCAPIII CSJ413				
			*** Beginning Balance**	**.00**	**.00**
*** Receipts**					
DATE	RECEIPT NO.	BATCH	RECEIVED FROM	DESCRIPTION	
10/09/09	132456	20 99596	CITY OF PHARR 09/30/09	OTHER GOVT-PHARR E	44,651.00
			Total:		**44,651.00**
*** Payments**					
DATE	CHECK/CLAIM	PO NO.	INVOICE NO.	BATCH VENDOR	
08/18/09	0200344113		APPL#1-413	98672 213217 VALLEY PAVING,	2,945.20
09/22/09	0200345353		APPL#2-413	99133 213217 VALLEY PAVING,	28,278.00
10/20/09	0200346188		APPL#3-413	99646 213217 VALLEY PAVING,	2,811.00
11/24/09	0200347342		APPL#4-413	9332 213217 VALLEY PAVING,	10,616.80
			Total:		**44,651.00**
			*** Ending Balance**	**.00**	**.00**
9-1202-126-30-000-015-0-000	DUE FROM OTHER GOVT-SJUAN-BCAPIII CSJ940				
			*** Beginning Balance**	**.00**	**.00**
*** Payments**					
DATE	CHECK/CLAIM	PO NO.	INVOICE NO.	BATCH VENDOR	
11/24/09	0200347341		APPL#3-940	9332 261564 CLOSNER CONSTRU	1,677.87
01/12/10	0200348694		APPL#4-940	91036 261564 CLOSNER CONSTRU	11,371.00
			Total:		**13,048.87**
			*** Ending Balance**	**13,048.87**	**.00**

AI-19920 **20.B.5.**

Precinct #3 Appropriation - Parks (1213)

CC REGULAR

Date:	02/16/2010
Submitted By:	Perla Lopez, BUDGET & MANAGEMENT
Submitted For:	Sergio Cruz
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Budget Appropriations

Information

CAPTION

Pct. #3 Parks (1213):
Approval of 2010 appropriation of funds into Precinct No. 3 Parks(prog 008) in the amount of $39,548.00 to fund expenditures for the purchase of three new vehicles.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1213-452-00-123-008-0-741

FUNDS AVAILABLE Y/N?: Y/Pending **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Appropriation from 1213 fund balance; pending 2009 carryover.

Attachments

Link: Appropriation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Perla Lopez	Perla Lopez	02/12/2010 02:29 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 03:04 PM	APRV
3	Roland Garcia	Rolando Garcia	02/12/2010 03:18 PM	APRV
4	Auditor's Office	Linda Fong	02/12/2010 03:33 PM	APRV
5	Purchasing Department		02/12/2010 03:34 PM	NEW

Form Started By: Perla Lopez Started On: 02/12/2010 09:43 AM

Final Approval Date: 02/12/2010

DATE: February 16, 2010

2010
Appropriation

DEPARTMENT HEAD: Raul Silguero, Jr.

DEPARTMENT NAME: Department of Budget & Management for Pct. #3 Parks (1213)

AI-19920

ACCOUNT NUMBER: 0-1213-452-00-123-008-0-741

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Contact: Perla Lopez
Ph#: 292-7025 Ext. 5419

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBERS	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
0-1213-452-00-123-008-0-741	Pct. 3 Parks - Vehicles	$ 39,548.00
	TOTAL BUDGET INCREASE (DECREASE)	**39,548.00**

REASON:
Appropriation to fund expenditures for the purchase of three new vehicles for Precinct #3.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

AI-19914 **20.C.1.**

Sheriff's Dept. - Approval to delete one (1) Secretary II position and create one (1) Administrative Asst. II position

CC REGULAR

Date:	02/16/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Chief Martinez
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

Sheriff's Dept. (1100):
a. Approval to delete one (1) vacant regular full-time Secretary II position, slot no. 0286, budgeted salary $26,084.00 per year.
b. Approval to create one (1) regular full-time Administrative Assistant II position, slot no. 0346, salary grade level 06.
c. Approval of interdepartmental transfer.
d. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-415-00-115-002-0-899

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Funds related to proposed position and related fringe benefits expenditures, available in Co. Wide Administration as of 02/12/10.

Attachments

Link: PARs
Link: Job Description - Administrative Asst. II
Link: Fiscal Note
Link: Revised salary schedule
Link: transfer

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	02/12/2010 02:02 PM	APRV
2	Budget & Management	Angela Garcia	02/12/2010 03:03 PM	APRV
3	Rosalinda Cantu		02/12/2010 03:03 PM	NEW

4	Auditor's Office		02/12/2010 03:03 PM	
5	Purchasing Department		02/12/2010 03:03 PM	
8	Rosalinda Cantu	Rosie Cantu	02/12/2010 03:15 PM	APRV

Form Started By: Sylvia Solis Started On: 02/11/2010 01:51 PM

Final Approval Date: 02/12/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Sheriff's Dept. (280-001) DATE: 02/11/2010

CURRENT POSITION TITLE: Secretary II CURRENT SLOT. #: 0286

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 26,084.00 (Proposed Budgeted Salary) $ 26,084.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☒ Other Co. Wide Administration (0-1100-415-00-115-002-0-899)

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ]

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ]

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

SECRETARY II POSITION WILL BE DELETED TO CREATE ADMINISTRATIVE ASSISTANT II POSITION.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	2/12/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Sheriff's Dept. (280-001) DATE: 02/11/2010

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0346

REQUESTED POSITION TITLE: Administrative Assistant II

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 26,737.00 (Proposed Budgeted Salary) $ 26,737.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☒ Other Co. Wide Administration (0-1100-415-00-115-002-0-899)

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ]

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ]

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

A SECRETARY II POSITION WILL BE DELETED TO CREATE AN ADMINISTRATIVE ASSISTANT II POSITION AS PER THE NEEDS OF THE DEPARTMENT.

THE DEPT HAS A NEED FOR AN ADMINISTRATIVE ASSISTANT POSITION DUE TO AN INCREASE IN RESPONSIBILITIES IN ADMINISTRATIVE SUPPORT WORK.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	2/12/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries and interprets rules, regulations, policies, and procedures

Assists in the development of administrative or technical assistance policies and procedures

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 19914

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Tuesday, February 16, 2010

Summary of request/proposal:
Sheriff's Office is requesting approval to delete one (1) vacant regular Secretary II position, slot # 0286, budgeted salary $26,084.00 per year, and create one (1) regular Administrative Assistant II position, slot #0346, salary grade level 06.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	SECRETARY II	0286	113	26,084.00	0.00	(26,084.00)
1100	ADMINISTRATIVE ASST II	0346	113	0.00	26,737.00	26,737.00
				26,084.00	26,737.00	653.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
0-1100-421-00-280-001-0	113	SHERIFF'S DEPT -	REG F/T EMPLOYEES	$572.94
0-1100-421-00-280-001-0	211	SHERIFF'S DEPT -	HEALTH INSURANCE	$0.00
0-1100-421-00-280-001-0	212	SHERIFF'S DEPT -	LIFE INSURANCE	$0.00
0-1100-421-00-280-001-0	220	SHERIFF'S DEPT -	FICA	$43.83
0-1100-421-00-280-001-0	230	SHERIFF'S DEPT -	RETIREMENT	$54.54
0-1100-421-00-280-001-0	250	SHERIFF'S DEPT -	UNEMPLOYMENT COMP	$2.86
0-1100-421-00-280-001-0	260	SHERIFF'S DEPT -	WORKER'S COMP	$0.00
			2010 Budgetary Impact	$674.17

2011 Budgetary Impact: $3,515.81

Possible Funding Sources: Co. Wide Administration

Budget Office Recommendation:

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

0-1100-421-00-280-001-0

AI - 19914

SHERIFF

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	136,500.00	0.00	0.00	0	0.00	0.00	136,500.00	136,500.00	0.00	0.00	3,600.00	0.00	500.00	140,600.00
0002	113	CHIEF DEPUTY	85,000.00	0.00	0.00	0	0.00	0.00	85,000.00	85,000.00	1,020.00	0.00	3,300.00	0.00	500.00	89,820.00
0003	113	DIVISION COMMANDER	75,000.00	0.00	0.00	0	0.00	0.00	75,000.00	75,000.00	1,200.00	0.00	1,800.00	0.00	500.00	78,500.00
0004	113	DIVISION COMMANDER	75,000.00	0.00	0.00	0	0.00	0.00	75,000.00	75,000.00	1,440.00	0.00	1,800.00	0.00	500.00	78,740.00
0005	113	CAPTAIN	65,000.00	0.00	0.00	0	0.00	0.00	65,000.00	65,000.00	1,140.00	0.00	1,800.00	0.00	500.00	68,440.00
0006	113	CAPTAIN	65,000.00	0.00	0.00	0	0.00	0.00	65,000.00	65,000.00	1,320.00	0.00	1,800.00	0.00	500.00	68,620.00
0007	113	CAPTAIN	65,000.00	0.00	0.00	0	0.00	0.00	65,000.00	65,000.00	1,260.00	0.00	1,800.00	0.00	500.00	68,560.00
0008	113	CAPTAIN	65,000.00	0.00	0.00	0	0.00	0.00	65,000.00	65,000.00	300.00	0.00	1,800.00	0.00	500.00	67,600.00
0009	113	EXECUTIVE ASSISTANT	56,175.00	0.00	0.00	0	0.00	0.00	56,175.00	56,175.00	300.00	0.00	0.00	0.00	500.00	56,975.00
0010	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	1,680.00	0.00	3,300.00	0.00	0.00	59,160.00
0011	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	1,680.00	0.00	1,800.00	0.00	0.00	57,660.00
0012	113	LIEUTENANT STEP II	52,348.00	0.00	0.00	0	0.00	0.00	52,348.00	52,348.00	900.00	0.00	3,000.00	0.00	500.00	56,748.00
0013	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	1,200.00	0.00	1,200.00	0.00	0.00	56,580.00
0014	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	1,260.00	0.00	1,800.00	0.00	500.00	57,740.00
0015	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	840.00	0.00	1,200.00	0.00	500.00	56,720.00
0016	113	INFORMATION TECHNOLOGY MANAGER	53,550.00	0.00	0.00	0	0.00	0.00	53,550.00	53,550.00	0.00	0.00	0.00	0.00	500.00	54,050.00
0017	113	SENIOR CRIME ANALYST	49,816.00	0.00	0.00	0	0.00	0.00	49,816.00	49,816.00	720.00	0.00	0.00	0.00	500.00	51,036.00
0018	113	LIEUTENANT STEP II	52,348.00	0.00	0.00	0	0.00	0.00	52,348.00	52,348.00	660.00	0.00	1,800.00	0.00	0.00	54,808.00
0019	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	1,500.00	0.00	1,800.00	0.00	500.00	57,980.00
0020	113	LIEUTENANT STEP III	54,180.00	0.00	0.00	0	0.00	0.00	54,180.00	54,180.00	900.00	0.00	1,200.00	0.00	0.00	56,280.00
0021	113	AUDITOR	47,857.95	0.00	0.00	0	0.00	0.00	47,857.95	47,858.00	1,740.00	0.00	0.00	0.00	0.00	49,598.00
0022	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0023	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	660.00	0.00	3,300.00	0.00	0.00	53,215.00
0024	113	SERGEANT STEP I	45,980.00	0.00	0.00	0	0.00	0.00	45,980.00	45,980.00	480.00	0.00	600.00	0.00	0.00	47,060.00
0025	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	1,200.00	0.00	1,800.00	0.00	500.00	52,755.00
0026	113	SERGEANT STEP II	47,589.00	0.00	0.00	0	0.00	0.00	47,589.00	47,589.00	660.00	0.00	1,200.00	0.00	500.00	49,949.00
0027	113	SERGEANT STEP II	47,589.00	0.00	0.00	0	0.00	0.00	47,589.00	47,589.00	660.00	0.00	600.00	0.00	0.00	48,849.00
0028	113	SERGEANT STEP II	47,589.00	0.00	0.00	0	0.00	0.00	47,589.00	47,589.00	600.00	0.00	1,200.00	0.00	0.00	49,389.00
0029	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	1,140.00	0.00	1,800.00	0.00	500.00	52,695.00
0030	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	660.00	0.00	1,200.00	0.00	0.00	51,115.00
0031	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	600.00	0.00	1,200.00	0.00	500.00	51,555.00
0032	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	780.00	0.00	1,200.00	0.00	500.00	51,735.00
0033	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	540.00	0.00	600.00	0.00	500.00	50,895.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	46,579.05	0.00	0.00	0	0.00	0.00	46,579.05	46,579.00	1,440.00	0.00	0.00	0.00	500.00	48,519.00
0035	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0036	113	SERGEANT STEP II	47,589.00	0.00	0.00	0	0.00	0.00	47,589.00	47,589.00	1,200.00	0.00	1,200.00	0.00	0.00	49,989.00
0037	113	SERGEANT STEP I	45,980.00	0.00	0.00	0	0.00	0.00	45,980.00	45,980.00	600.00	0.00	1,200.00	0.00	0.00	47,780.00
0038	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	900.00	0.00	1,200.00	0.00	0.00	51,355.00
0039	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0040	113	SERGEANT STEP III	49,255.00	0.00	0.00	0	0.00	0.00	49,255.00	49,255.00	900.00	0.00	1,200.00	0.00	500.00	51,855.00
0041	113	SERGEANT STEP II	47,589.00	0.00	0.00	0	0.00	0.00	47,589.00	47,589.00	420.00	0.00	1,200.00	0.00	0.00	49,209.00
0042	113	CRIME SCENE SPECIALIST	44,134.00	0.00	0.00	0	0.00	0.00	44,134.00	44,134.00	540.00	0.00	0.00	0.00	500.00	45,174.00
0043	113	CRIME SCENE SPECIALIST	44,134.00	0.00	0.00	0	0.00	0.00	44,134.00	44,134.00	540.00	0.00	0.00	0.00	500.00	45,174.00
0044	113	CRIME SCENE SPECIALIST	44,134.00	0.00	0.00	0	0.00	0.00	44,134.00	44,134.00	480.00	0.00	0.00	0.00	500.00	45,114.00
0045	113	MECHANIC/ SUPERVISOR	43,363.00	0.00	0.00	0	0.00	0.00	43,363.00	43,363.00	0.00	0.00	0.00	0.00	0.00	43,363.00
0046	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,620.00	0.00	3,900.00	0.00	500.00	50,797.00
0047	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,380.00	0.00	3,900.00	0.00	500.00	50,557.00
0048	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,560.00	0.00	3,900.00	0.00	500.00	50,737.00
0049	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	3,600.00	0.00	500.00	47,723.00
0050	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,440.00	0.00	3,900.00	0.00	0.00	50,117.00
0051	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	900.00	0.00	3,600.00	0.00	500.00	49,777.00
0052	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,380.00	0.00	3,900.00	0.00	500.00	50,557.00
0053	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,020.00	0.00	3,300.00	0.00	500.00	49,597.00
0054	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	960.00	0.00	3,300.00	0.00	500.00	49,537.00
0055	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,440.00	0.00	3,600.00	0.00	500.00	50,317.00
0056	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	840.00	0.00	3,900.00	0.00	500.00	50,017.00
0057	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	3,300.00	0.00	500.00	49,237.00
0058	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0059	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	3,300.00	0.00	500.00	49,237.00
0060	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	1,500.00	0.00	0.00	39,560.00
0061	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	3,300.00	0.00	500.00	47,483.00
0062	113	DEPUTY SHERIFF	36,480.00	1,520.00	38,000.00	0	0.00	0.00	38,000.00	36,480.00	420.00	0.00	1,200.00	0.00	0.00	38,100.00
0063	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	2,700.00	0.00	500.00	48,637.00
0064	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	0.00	0.00	0.00	39,510.00
0065	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0066	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	2,700.00	0.00	500.00	48,637.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0067	113	SENIOR DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	3,933.00	43,263.00	43,263.00	420.00	0.00	0.00	0.00	0.00	43,683.00
0068	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0069	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	3,300.00	0.00	500.00	49,237.00
0070	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	3,300.00	0.00	500.00	49,177.00
0071	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	1,200.00	0.00	0.00	46,577.00
0072	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	3,300.00	0.00	500.00	49,177.00
0073	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	3,300.00	0.00	500.00	49,177.00
0074	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,140.00	0.00	3,600.00	0.00	500.00	50,017.00
0075	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	540.00	0.00	1,200.00	0.00	0.00	46,517.00
0076	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0077	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	540.00	0.00	2,700.00	0.00	500.00	48,517.00
0078	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	540.00	0.00	3,300.00	0.00	500.00	49,117.00
0079	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,020.00	0.00	2,700.00	0.00	500.00	48,997.00
0080	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	360.00	0.00	0.00	0.00	0.00	42,160.00
0081	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	300.00	0.00	0.00	0.00	0.00	36,780.00
0082	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	720.00	0.00	2,100.00	0.00	500.00	48,097.00
0083	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	3,300.00	0.00	500.00	49,237.00
0084	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	840.00	0.00	2,100.00	0.00	500.00	48,217.00
0085	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	2,100.00	0.00	500.00	47,977.00
0086	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	3,300.00	0.00	500.00	49,177.00
0087	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	0.00	0.00	0.00	39,450.00
0088	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	540.00	0.00	3,300.00	0.00	500.00	49,117.00
0089	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	720.00	0.00	3,300.00	0.00	500.00	49,297.00
0090	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	480.00	0.00	2,100.00	0.00	500.00	47,857.00
0091	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	480.00	0.00	2,100.00	0.00	500.00	47,857.00
0092	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,200.00	0.00	1,800.00	0.00	0.00	47,777.00
0093	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	0.00	0.00	0.00	0.00	0.00	38,000.00
0094	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	1,800.00	0.00	0.00	47,237.00
0095	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	2,700.00	0.00	500.00	48,577.00
0096	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0097	113	DEPUTY SHERIFF	36,480.00	1,520.00	38,000.00	0	0.00	0.00	38,000.00	36,480.00	240.00	0.00	0.00	0.00	0.00	36,720.00
0098	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,200.00	0.00	1,200.00	0.00	0.00	47,177.00
0099	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,320.00	0.00	1,200.00	0.00	0.00	47,297.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0100	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,020.00	0.00	1,200.00	0.00	0.00	46,997.00
0101	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	1,440.00	0.00	1,200.00	0.00	0.00	47,417.00
0102	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	900.00	0.00	3,300.00	0.00	500.00	49,477.00
0103	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0104	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	1,800.00	0.00	0.00	47,177.00
0105	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	540.00	0.00	600.00	0.00	0.00	45,917.00
0106	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	1,800.00	0.00	0.00	47,237.00
0107	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	660.00	0.00	1,800.00	0.00	0.00	47,237.00
0108	113	DEPUTY SHERIFF	36,480.00	1,520.00	38,000.00	0	0.00	0.00	38,000.00	36,480.00	120.00	0.00	0.00	0.00	0.00	36,600.00
0109	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	180.00	0.00	0.00	0.00	0.00	38,180.00
0110	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	5,100.00	0.00	500.00	49,103.00
0111	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	4,800.00	0.00	500.00	48,983.00
0112	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	1,200.00	0.00	0.00	39,260.00
0113	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	3,600.00	0.00	500.00	47,723.00
0114	113	SENIOR DEPUTY SHERIFF STEP III	44,777.00	0.00	0.00	0	0.00	0.00	44,777.00	44,777.00	600.00	0.00	1,200.00	0.00	0.00	46,577.00
0115	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	3,300.00	0.00	500.00	47,543.00
0116	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0117	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	540.00	0.00	600.00	0.00	0.00	44,403.00
0118	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	600.00	0.00	0.00	44,343.00
0119	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	2,700.00	0.00	500.00	46,943.00
0120	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0121	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	240.00	0.00	4,200.00	0.00	500.00	46,740.00
0122	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	2,700.00	0.00	500.00	46,883.00
0123	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	1,440.00	0.00	3,900.00	0.00	0.00	48,603.00
0124	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	2,100.00	0.00	500.00	46,343.00
0125	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	720.00	0.00	2,100.00	0.00	500.00	46,583.00
0126	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	2,100.00	0.00	500.00	46,223.00
0127	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	1,800.00	0.00	0.00	45,423.00
0128	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	2,100.00	0.00	500.00	46,223.00
0129	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	0.00	0.00	0.00	43,623.00
0130	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	3,300.00	0.00	500.00	47,483.00
0131	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	540.00	0.00	3,000.00	0.00	0.00	46,803.00
0132	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	1,800.00	0.00	500.00	46,043.00

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SHERIFF

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0133	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	2,100.00	0.00	0.00	45,843.00
0134	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	600.00	0.00	2,700.00	0.00	500.00	47,063.00
0135	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0136	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	600.00	0.00	0.00	44,343.00
0137	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	1,800.00	0.00	0.00	45,543.00
0138	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0139	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	0.00	0.00	0.00	43,623.00
0140	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	2,400.00	0.00	0.00	46,023.00
0141	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	1,800.00	0.00	0.00	45,423.00
0142	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0143	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	2,100.00	0.00	500.00	46,163.00
0144	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	1,800.00	0.00	0.00	45,363.00
0145	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0146	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	660.00	0.00	1,200.00	0.00	0.00	45,123.00
0147	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0148	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	360.00	0.00	0.00	0.00	0.00	38,360.00
0149	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0150	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	180.00	0.00	0.00	0.00	0.00	38,180.00
0151	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	3,300.00	0.00	500.00	47,423.00
0152	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	1,800.00	0.00	0.00	45,303.00
0153	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	3,600.00	0.00	0.00	47,103.00
0154	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	600.00	0.00	2,700.00	0.00	500.00	47,063.00
0155	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	1,500.00	0.00	0.00	43,480.00
0156	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	3,300.00	0.00	500.00	47,303.00
0157	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	2,700.00	0.00	500.00	46,703.00
0158	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	2,100.00	0.00	500.00	46,343.00
0159	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	480.00	0.00	0.00	0.00	0.00	43,743.00
0160	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	1,800.00	0.00	0.00	45,303.00
0161	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	360.00	0.00	2,100.00	0.00	500.00	44,760.00
0162	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	0.00	0.00	0.00	43,683.00
0163	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	0.00	0.00	0.00	43,683.00
0164	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	0.00	0.00	0.00	43,683.00
0165	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	2,100.00	0.00	0.00	45,723.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0166	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0167	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	0.00	0.00	0.00	43,623.00
0168	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	2,100.00	0.00	500.00	46,163.00
0169	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	540.00	0.00	2,100.00	0.00	500.00	46,403.00
0170	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	600.00	0.00	0.00	44,163.00
0171	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	3,900.00	0.00	500.00	47,963.00
0172	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	180.00	0.00	0.00	0.00	0.00	36,660.00
0173	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0174	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	1,500.00	0.00	0.00	40,950.00
0175	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	2,700.00	0.00	500.00	46,883.00
0176	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	420.00	0.00	600.00	0.00	0.00	44,283.00
0177	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	2,700.00	0.00	0.00	46,203.00
0178	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	240.00	0.00	2,700.00	0.00	500.00	46,703.00
0179	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	360.00	0.00	0.00	0.00	0.00	38,360.00
0180	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	1,500.00	0.00	0.00	39,620.00
0181	113	ACCOUNTANT	40,449.15	0.00	0.00	0	0.00	0.00	40,449.15	40,449.00	1,560.00	0.00	0.00	0.00	0.00	42,009.00
0182	113	MECHANIC	39,939.90	0.00	0.00	0	0.00	0.00	39,939.90	39,940.00	720.00	0.00	0.00	0.00	0.00	40,660.00
0183	113	MECHANIC	39,940.00	0.00	0.00	0	0.00	0.00	39,940.00	39,940.00	0.00	0.00	0.00	0.00	0.00	39,940.00
0184	113	MECHANIC	39,939.90	0.00	0.00	0	0.00	0.00	39,939.90	39,940.00	360.00	0.00	0.00	0.00	0.00	40,300.00
0185	113	MECHANIC	39,939.90	0.00	0.00	0	0.00	0.00	39,939.90	39,940.00	480.00	0.00	0.00	0.00	0.00	40,420.00
0186	113	MECHANIC	39,939.90	0.00	0.00	0	0.00	0.00	39,939.90	39,940.00	0.00	0.00	0.00	0.00	0.00	39,940.00
0187	113	MECHANIC	39,939.90	0.00	0.00	0	0.00	0.00	39,939.90	39,940.00	0.00	0.00	0.00	0.00	0.00	39,940.00
0188	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0189	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	300.00	0.00	4,200.00	0.00	500.00	46,800.00
0190	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	240.00	0.00	2,700.00	0.00	500.00	45,240.00
0191	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	240.00	0.00	3,600.00	0.00	500.00	46,140.00
0192	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	240.00	0.00	0.00	0.00	0.00	36,720.00
0193	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	600.00	0.00	3,000.00	0.00	0.00	45,400.00
0194	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0195	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	1,200.00	0.00	0.00	40,650.00
0196	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	3,600.00	0.00	500.00	46,080.00
0197	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	3,600.00	0.00	500.00	43,610.00
0198	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	240.00	0.00	3,300.00	0.00	500.00	45,840.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0199	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	480.00	0.00	0.00	0.00	0.00	38,480.00
0200	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	1,200.00	0.00	0.00	40,710.00
0201	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	3,000.00	0.00	0.00	44,980.00
0202	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	1,800.00	0.00	0.00	41,310.00
0203	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	3,300.00	0.00	500.00	45,780.00
0204	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	660.00	0.00	3,300.00	0.00	500.00	43,790.00
0205	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0206	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0207	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	540.00	0.00	0.00	0.00	0.00	38,540.00
0208	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	240.00	0.00	1,800.00	0.00	0.00	43,840.00
0209	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	420.00	0.00	2,100.00	0.00	500.00	44,820.00
0210	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	0.00	0.00	0.00	41,980.00
0211	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	36,480.00	60.00	0.00	0.00	0.00	0.00	36,540.00
0212	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	420.00	0.00	2,100.00	0.00	500.00	44,820.00
0213	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	300.00	0.00	2,100.00	0.00	500.00	44,700.00
0214	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	300.00	0.00	0.00	0.00	0.00	42,100.00
0215	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	360.00	0.00	1,800.00	0.00	0.00	43,960.00
0216	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	360.00	0.00	1,800.00	0.00	0.00	43,960.00
0217	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0218	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	360.00	0.00	0.00	0.00	0.00	38,360.00
0219	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	420.00	0.00	1,800.00	0.00	0.00	44,020.00
0220	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	0.00	0.00	0.00	39,510.00
0221	113	DEPUTY SHERIFF	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	420.00	0.00	0.00	0.00	0.00	38,420.00
0222	113	SENIOR DEPUTY SHERIFF STEP I	41,800.00	0.00	0.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	0.00	0.00	0.00	41,980.00
0223	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,060.00
0224	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	900.00	0.00	1,200.00	0.00	0.00	40,100.00
0225	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	0.00	0.00	0.00	39,510.00
0226	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0227	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	0.00	0.00	0.00	39,450.00
0228	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	360.00	0.00	0.00	0.00	0.00	38,360.00
0229	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0230	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	0.00	0.00	0.00	39,510.00
0231	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	1,800.00	0.00	0.00	39,920.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0232	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	3,000.00	0.00	500.00	43,010.00
0233	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	180.00	0.00	0.00	0.00	0.00	39,510.00
0234	113	DEPUTY SHERIFF STEP II	39,330.00	0.00	0.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	0.00	0.00	0.00	39,450.00
0235	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	120.00	0.00	0.00	0.00	0.00	36,600.00
0236	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	300.00	0.00	0.00	0.00	0.00	36,780.00
0237	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	240.00	0.00	0.00	0.00	0.00	38,240.00
0238	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	180.00	0.00	0.00	0.00	0.00	38,180.00
0239	113	DEPUTY SHERIFF	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	120.00	0.00	0.00	0.00	0.00	36,600.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH AN	34,971.30	0.00	0.00	0	0.00	0.00	34,971.30	34,971.00	360.00	0.00	0.00	0.00	500.00	35,831.00
0241	113	EVIDENCE TECHNICIAN	34,834.00	0.00	0.00	0	0.00	0.00	34,834.00	34,834.00	600.00	0.00	0.00	0.00	500.00	35,934.00
0242	113	EVIDENCE TECHNICIAN	34,834.00	0.00	0.00	0	0.00	0.00	34,834.00	34,834.00	360.00	0.00	0.00	0.00	500.00	35,694.00
0243	113	PERSONNEL OFFICER	33,141.00	0.00	0.00	0	0.00	0.00	33,141.00	33,141.00	360.00	0.00	0.00	0.00	0.00	33,501.00
0244	113	SENIOR COMMUNICATION OFFICER	31,855.00	0.00	0.00	0	0.00	0.00	31,855.00	31,855.00	540.00	0.00	0.00	0.00	0.00	32,395.00
0245	113	SENIOR COMMUNICATION OFFICER	31,855.00	0.00	0.00	0	0.00	0.00	31,855.00	31,855.00	660.00	0.00	0.00	0.00	0.00	32,515.00
0246	113	SENIOR COMMUNICATION OFFICER	31,855.00	0.00	0.00	0	0.00	0.00	31,855.00	31,855.00	0.00	0.00	0.00	0.00	0.00	31,855.00
0247	113	QUARTER MASTER	31,632.00	0.00	0.00	0	0.00	0.00	31,632.00	31,632.00	540.00	0.00	0.00	0.00	0.00	32,172.00
0248	113	ADMINISTRATIVE SUPPORT SUPERVISOR	33,075.00	0.00	0.00	0	0.00	0.00	33,075.00	33,075.00	1,140.00	0.00	0.00	0.00	0.00	34,215.00
0249	113	BUDGET CONTROL OFFICER	31,632.00	0.00	0.00	0	0.00	0.00	31,632.00	31,632.00	360.00	0.00	0.00	0.00	0.00	31,992.00
0250	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	29,165.76	0.00	0.00	0.00	0.00	0.00	29,166.00
0251	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0252	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	540.00	0.00	0.00	0.00	0.00	30,921.00
0253	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0254	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0255	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0256	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0257	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	1,020.00	0.00	0.00	0.00	0.00	31,401.00
0258	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	29,165.76	0.00	0.00	0.00	0.00	0.00	29,165.76
0259	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0260	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0261	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	600.00	0.00	0.00	0.00	0.00	30,981.00
0262	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0263	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	420.00	0.00	0.00	0.00	0.00	30,801.00
0264	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0265	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0266	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0267	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0268	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0269	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	0.00	0.00	0.00	0.00	0.00	30,381.00
0270	113	COMMUNICATION OFFICER	30,381.00	0.00	0.00	0	0.00	0.00	30,381.00	30,381.00	360.00	0.00	0.00	0.00	0.00	30,741.00
0271	113	CRIME ANALYST	30,140.00	0.00	0.00	0	0.00	0.00	30,140.00	30,140.00	780.00	0.00	0.00	0.00	0.00	30,920.00
0272	113	ADMINISTRATIVE SPECIALIST	31,000.00	0.00	0.00	0	0.00	0.00	31,000.00	31,000.00	540.00	0.00	0.00	0.00	500.00	32,040.00
0273	113	ASSISTANT QUARTER MASTER	28,922.00	0.00	0.00	0	0.00	0.00	28,922.00	28,922.00	540.00	0.00	0.00	0.00	0.00	29,462.00
0274	113	SECRETARY III	26,737.00	0.00	0.00	0	0.00	0.00	26,737.00	26,737.00	1,200.00	0.00	0.00	0.00	0.00	27,937.00
0275	113	SECRETARY III	26,737.00	0.00	0.00	0	0.00	0.00	26,737.00	26,737.00	720.00	0.00	0.00	0.00	0.00	27,457.00
0276	113	SECRETARY III	26,737.00	0.00	0.00	0	0.00	0.00	26,737.00	26,737.00	1,080.00	0.00	0.00	0.00	0.00	27,817.00
0277	113	SECRETARY III	26,737.00	0.00	0.00	0	0.00	0.00	26,737.00	26,737.00	720.00	0.00	0.00	0.00	0.00	27,457.00
0278	113	SECRETARY III	26,737.00	0.00	0.00	0	0.00	0.00	26,737.00	26,737.00	1,200.00	0.00	0.00	0.00	0.00	27,937.00
0279	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	840.00	0.00	0.00	0.00	0.00	26,924.00
0280	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	780.00	0.00	0.00	0.00	0.00	26,864.00
0281	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	720.00	0.00	0.00	0.00	0.00	26,804.00
0282	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	0.00	0.00	0.00	0.00	0.00	26,084.00
0283	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	0.00	0.00	0.00	0.00	0.00	26,084.00
0284	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	360.00	0.00	0.00	0.00	0.00	26,444.00
0285	113	SECRETARY II	26,084.00	0.00	0.00	0	0.00	0.00	26,084.00	26,084.00	0.00	0.00	0.00	0.00	0.00	26,084.00
~~0286~~	~~113~~	**DELETE THE FOLLOWING** ↓ **~~SECRETARY II~~**	~~26,084.00~~	~~0.00~~	~~0.00~~	~~0~~	~~0.00~~	~~0.00~~	~~26,084.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
0287	113	CUSTODIAN	25,616.00	0.00	0.00	0	0.00	0.00	25,616.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0288	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	24,117.00	0.00	0.00	0.00	0.00	0.00	24,117.00
0289	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0290	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	24,117.00	0.00	0.00	0.00	0.00	0.00	24,117.00
0291	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	23,152.32	0.00	0.00	0.00	0.00	0.00	23,152.00
0292	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	24,117.00	0.00	0.00	0.00	0.00	0.00	24,117.00
0293	113	SECRETARY I	24,117.00	0.00	0.00	0	0.00	0.00	24,117.00	24,117.00	0.00	0.00	0.00	0.00	0.00	24,117.00
0294	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0295	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	360.00	0.00	0.00	0.00	0.00	22,705.00
0296	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	360.00	0.00	0.00	0.00	0.00	22,705.00
0297	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
G313	113	CRIME VICTIM LIASON	8,114.00	0.00	0.00	0	0.00	0.00	8,114.00	8,114.00	600.00	0.00	0.00	0.00	0.00	8,714.00
0327	113	DEPUTY SHERIFF STEP I	38,000.00	0.00	0.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,120.00
0328	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	360.00	0.00	600.00	0.00	0.00	44,223.00
0329	113	SENIOR DEPUTY SHERIFF STEP II	43,263.00	0.00	0.00	0	0.00	0.00	43,263.00	43,263.00	300.00	0.00	600.00	0.00	0.00	44,163.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH AN	34,971.00	0.00	0.00	0	0.00	0.00	34,971.00	34,971.00	0.00	0.00	0.00	0.00	500.00	35,471.00
0331	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	180.00	0.00	0.00	0.00	0.00	38,000.00
0332	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	0.00	0.00	0.00	38,000.00
0333	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	180.00	0.00	0.00	0.00	0.00	38,000.00
0334	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	1,500.00	0.00	0.00	39,500.00
0335	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	60.00	0.00	0.00	0.00	0.00	38,000.00
0336	113	DEPUTY SHERIFF STEP I	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	38,000.00	120.00	0.00	1,200.00	0.00	0.00	39,320.00
0337	113	DEPUTY SHERIFF STEP II	0.00	39,330.00	39,330.00	0	0.00	0.00	39,330.00	39,330.00	120.00	0.00	0.00	0.00	0.00	39,330.00
0338	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	0.00	0.00	0.00	41,800.00
0339	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	420.00	0.00	3,300.00	0.00	0.00	45,100.00
0340	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	300.00	0.00	2,100.00	0.00	500.00	44,400.00
0341	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	300.00	0.00	0.00	0.00	0.00	41,800.00
0342	113	SENIOR DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	2,100.00	0.00	500.00	44,580.00
0343	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	420.00	0.00	2,100.00	0.00	500.00	44,400.00
0344	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	360.00	0.00	2,100.00	0.00	500.00	44,400.00
0345	113	SR. DEPUTY SHERIFF STEP I	0.00	41,800.00	41,800.00	0	0.00	0.00	41,800.00	41,800.00	180.00	0.00	2,100.00	0.00	500.00	44,400.00
		PROPOSED POSITION: ↓														
0346	**113**	**ADMINISTRATIVE ASSISTANT II**	**0.00**	**26,737.00**	**26,737.00**	**0**	**0.00**	**0.00**	**26,737.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
			12,356,283.95	633,027.00	633,027.00		0.00	3,933.00	12,993,243.95	12,695,032.84	142,680.00	0.00	377,400.00	0.00	54,000.00	13,266,172.76

Approval to delete one (1) vacant regular Secretary II position, slot # 0286, budgeted salary $26,084.00 per year, and create one (1) regular Administrative Assistant II position, slot #0346, salary grade level 06. Personnel action pending CC approval.

DATE: February 12, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Sheriffs Dept.

ACCOUNT NUMBER: 0-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis **PHONE:** (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM			
0-1100-415-00-115-002-0- 899	CO WIDE ADM -	CONTINGENCY	(675.00)
TO			
0-1100-421-00-280-001-0- 113	SHERIFF -	REG F/T EMPLOYEES	573.00
0-1100-421-00-280-001-0- 220	SHERIFF -	FICA	44.00
0-1100-421-00-280-001-0- 230	SHERIFF -	RETIREMENT	55.00
0-1100-421-00-280-001-0- 250	SHERIFF -	UNEMPLOYMENT COMP	3.00
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund related salary and fringe benefits expenditures for an Administrative Assistant II, slot no. 0346.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-19818 **20.C.2.**

Pct. 2 Sanitation/ Facilities Mgmt - Delete one (1) Custodian postion, slot no. 0026; create one (1) Custodian I, slot no. 0104

CC REGULAR

Date:	02/16/2010
Submitted By:	Sylvia Solis, BUDGET & MANAGEMENT
Submitted For:	Comm. Pct. 2
Department:	BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

a. Pct. #2 Sanitation (1100):
1. Approval to delete one (1) vacant regular full-time Custodian position, slot no. 0026, budgeted salary $18,720.00.
2. Approval of revised salary schedule.

b. Facilities Management (1100):
1. Approval to create one (1) regular full-time Custodian I position, slot no. 0104, salary grade level 01.
2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-432-00-122-001-0-XXX

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

No Budgetary impact.

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-415-00-115-002-0-899

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funds available pending interdepartmental transfer to fund new Custodian I position in the Facilities Mgmt deparment.

Attachments

Link: PAR - Pct. 2 Sanitation

Link: Pct. 2 Back-up

Link: PAR - Facilities Mgmt

Link: Facilities Mgmt Back-up

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Sylvia Solis	02/10/2010 08:45 AM	APRV
2	Budget & Management	Erika Zamora	02/10/2010 09:16 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/10/2010 10:14 AM	APRV
4	Auditor's Office	Angela Garcia	02/11/2010 11:30 AM	APRV
5	Sylvia Solis	Sylvia Solis	02/11/2010 01:47 PM	APRV
6	Rosalinda Cantu	Rosie Cantu	02/11/2010 04:59 PM	APRV
7	Purchasing Department	Marty Salazar	02/11/2010 05:12 PM	APRV

Form Started By: Sylvia Solis Started On: 02/05/2010 02:33 PM

Final Approval Date: 02/11/2010

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 2 Sanitation (122-001) DATE: 02/03/10

CURRENT POSITION TITLE: Custodian CURRENT SLOT. #: 0026

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Deletion of Position

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 18,720.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ (18,720.00) (Net Change)

Position to be funded from one of the following:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This Custodian employee is doing Painting and Retouches on the building landscaping, + upkeeping of the County Vehicles.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. DEPARTMENT HEAD	DATE 2/4/2010	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE 2/10/10	BUDGET PROCEDURES COMPLETED	☐ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: **19818**

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Tuesday, February 16, 2010

Summary of request/proposal:
Pct. 2 Sanitation dept. is requesting approval to delete one (1) vacant regular full-time Custodian position, slot no. 0026, budgeted salary $18,720.00.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Custodian	0026	113	18,720.00	0.00	(18,720.00)
				18,720.00	0.00	(18,720.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
0-1100-432-00-122-001-0- 113	PCT. 2 SANITATION -	REG F/T EMPLOYEES	($16,424.83)
0-1100-432-00-122-001-0- 211	PCT. 2 SANITATION -	HEALTH INSURANCE	($2,375.07)
0-1100-432-00-122-001-0- 212	PCT. 2 SANITATION -	LIFE INSURANCE	($23.69)
0-1100-432-00-122-001-0- 220	PCT. 2 SANITATION -	FICA	($1,256.50)
0-1100-432-00-122-001-0- 230	PCT. 2 SANITATION -	RETIREMENT	($1,563.64)
0-1100-432-00-122-001-0- 250	PCT. 2 SANITATION -	UNEMPLOYMENT COMP	($82.12)
0-1100-432-00-122-001-0- 260	PCT. 2 SANITATION -	WORKER'S COMP	$0.00
		2010 Budgetary Impact	($21,725.85)

2011 Budgetary Impact: ($24,857.02)

Possible Funding Sources: **N/A (NO BUDGETARY IMPACT)**

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
SANITATION

JOB TITLE: Custodian FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122 CIVIL SERVICE STATUS: NON EXEMPT

SUMMARY

Perform general cleaning including sweeping, mopping, ducting, emptying wastebaskets, and ashtrays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general cleaning, including sweeping, mopping, dusting, emptying wastebaskets, ashtrays, etc.
- Cleans walls, windows and light fixtures.
- Pick up trash.
- Regular attendance is a must
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education degree (GED) preferred;
- One year experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to operate vacuum cleaner.
- Ability to operate buffing and stripping machines.
- Ability to follow written and verbal instructions.
- Ability to work independently.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or fell objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

0-1100-432-00-122-001-0

AI - 19818

SANITATION PCT. 2

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	OFFICE CLERK	28,894.00	0.00	0.00	0	0.00	0.00	28,894.00	28,894.00	660.00	0.00	0.00	0.00	0.00	29,554.00
0002	113	HEAVY EQUIPMENT OPERATOR I	28,356.00	0.00	0.00	0	0.00	0.00	28,356.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0003	113	ATTENDANT III	27,424.00	0.00	0.00	0	0.00	0.00	27,424.00	27,424.00	600.00	0.00	0.00	0.00	0.00	28,024.00
0004	113	ATTENDANT	27,020.00	0.00	0.00	0	0.00	0.00	27,020.00	22,215.00	0.00	0.00	0.00	0.00	0.00	22,215.00
0005	113	ATTENDANT	27,019.00	0.00	0.00	0	0.00	0.00	27,019.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0006	113	ATTENDANT	27,019.00	0.00	0.00	0	0.00	0.00	27,019.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0007	113	TRUCK DRIVER II	27,016.00	0.00	0.00	0	0.00	0.00	27,016.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0008	113	TRUCK DRIVER II	26,644.00	0.00	0.00	0	0.00	0.00	26,644.00	21,900.00	0.00	0.00	0.00	0.00	0.00	21,900.00
0009	113	TRUCK DRIVER II	26,644.00	0.00	0.00	0	0.00	0.00	26,644.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0010	113	HEAVY EQUIPMENT OPERATOR I	26,545.00	0.00	0.00	0	0.00	0.00	26,545.00	22,637.00	0.00	0.00	0.00	0.00	0.00	22,637.00
0011	113	TRUCK DRIVER II	26,206.00	0.00	0.00	0	0.00	0.00	26,206.00	21,900.00	0.00	0.00	0.00	0.00	0.00	21,900.00
0012	113	TRUCK DRIVER II	24,236.00	0.00	0.00	0	0.00	0.00	24,236.00	22,900.00	0.00	0.00	0.00	0.00	0.00	22,900.00
0013	113	TRUCK DRIVER II	24,236.00	0.00	0.00	0	0.00	0.00	24,236.00	22,900.00	0.00	0.00	0.00	0.00	0.00	22,900.00
0014	113	TRUCK DRIVER II	24,236.00	0.00	0.00	0	0.00	0.00	24,236.00	22,900.00	0.00	0.00	0.00	0.00	0.00	22,900.00
0015	113	MAINTENANCE II	22,703.00	0.00	0.00	0	0.00	0.00	22,703.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0016	113	MAINTENANCE I	22,703.00	0.00	0.00	0	0.00	0.00	22,703.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0017	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0018	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0019	113	MAINTENANCE WORKER I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	17,680.00	0.00	0.00	0.00	0.00	0.00	17,680.00
0020	113	MAINTENANCE WORKER I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0021	113	CHIEF ADMINISTRATOR	7,670.25	0.00	0.00	0	0.00	0.00	7,670.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0022	113	EXECUTIVE ASSISTANT	12,165.30	0.00	0.00	0	0.00	0.00	12,165.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0023	113	SOLID WASTE/CODE ENFORCEMENT	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	0.00	0.00	0.00	0.00	0.00	36,480.00
0024	113	SOLID WASTE/CODE ENFORCEMENT	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	0.00	0.00	0.00	0.00	0.00	36,480.00
0025	113	SOLID WASTE/CODE ENFORCEMENT	36,480.00	0.00	0.00	0	0.00	0.00	36,480.00	36,480.00	0.00	0.00	0.00	0.00	0.00	36,480.00
		DELETE POSITION: ↓														
~~0026~~	~~113~~	~~CUSTODIAN~~	~~18,720.00~~	~~0.00~~	~~0.00~~	~~0~~	~~0.00~~	~~0.00~~	~~18,720.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~	~~0.00~~
			654,276.55	0.00	0.00		0.00	0.00	654,276.55	451,990.00	1,260.00	0.00	0.00	0.00	0.00	453,250.00

Approval to delete one (1) vacant regular full-time Custodian position, slot no. 0026, budgeted salary $18,720.00. Pending CC Approval.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Facilities Management (220-001) DATE: 02/03/10

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0104

REQUESTED POSITION TITLE: Custodian I

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 22,360.00 (Proposed Budgeted Salary) $ 22,360.00 (Net Change)

Position to be funded from one of the following:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☒ Other Co. Wide Contingency (0-1100-415-00-115-002-0-899)

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ]

Full Time Temporary Object 121 [ ] Part Time Temporary Object 122 [ ]

Enter hourly rate for temp. positions

$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	[ ]	Exempt	[ ]
Non-Exempt	[X]	Non-Exempt	[X]
N/A	[ ]		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

THIS POSITION IS REQUIRED AS PART OF THE FACILITIES MANAGEMENT ORGANIZATIONAL REALIGNMENT, APPROVED BY COMMISSIONERS' COURT ON SEPTEMBER 1, 2009.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. DEPARTMENT HEAD	2/3/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: **19818**

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Tuesday, February 16, 2010

Summary of request/proposal:
Facilities Management Dept. is requesting approval to create one (1) regular full-time Custodian I position, slot no. 0104, salary grade level 01.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Custodian I	0104	113	0.00	22,360.00	22,360.00
				0.00	22,360.00	22,360.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
0-1100-419-40-220-001-0- 113	FACILITIES MGMT -	REG F/T EMPLOYEES	$19,618.54
0-1100-419-40-220-001-0- 211	FACILITIES MGMT -	HEALTH INSURANCE	$2,375.07
0-1100-419-40-220-001-0- 212	FACILITIES MGMT -	LIFE INSURANCE	$23.69
0-1100-419-40-220-001-0- 220	FACILITIES MGMT -	FICA	$1,500.82
0-1100-419-40-220-001-0- 230	FACILITIES MGMT -	RETIREMENT	$1,867.69
0-1100-419-40-220-001-0- 250	FACILITIES MGMT -	UNEMPLOYMENT COMP	$98.09
0-1100-419-40-220-001-0- 260	FACILITIES MGMT -	WORKER'S COMP	$0.00
		2010 Budgetary Impact	$25,483.90

2011 Budgetary Impact: $29,156.68

Possible Funding Sources: CO. WIDE ADMINISTRATION

Budget Office Recommendation:

CUSTODIAN I

GRADE: 01

GENERAL DESCRIPTION

Performs entry-level custodial work; Work involves cleaning and caring for state buildings and premises, and maintaining custodial equipment; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs custodial functions such as sweeping, mopping, dusting, spray waxing, and floor stripping

Performs rest room maintenance, replenishing supplies and applying cleaning chemicals as appropriate

Performs carpet maintenance

Cleans office furniture, walls, windows, and floors; and empties trash

May inspect buildings for cleanliness and report needed repairs as appropriate

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in custodial work; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of cleaning techniques and procedures

Skill in the use of custodial materials and chemicals; and in the operation of custodial equipment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to

walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

0-1100-419-40-220-001-0

AI - 19818

FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	BUILDING MAINTNENACE MANAGER	63,882.00	0.00	0.00	0	0.00	0.00	63,882.00	63,882.00	480.00	0.00	0.00	0.00	0.00	64,362.00
0002	113	OPERATIONS OFFICE MANAGER	44,491.00	0.00	0.00	0	0.00	0.00	44,491.00	44,491.00	900.00	0.00	0.00	0.00	0.00	45,391.00
0004	113	AIR CONDITIONING SPECIALIST	34,650.00	0.00	0.00	0	0.00	0.00	34,650.00	34,650.00	0.00	0.00	0.00	0.00	0.00	34,650.00
0005	113	PLUMBER	34,650.00	0.00	0.00	0	0.00	0.00	34,650.00	34,650.00	540.00	0.00	0.00	0.00	0.00	35,190.00
0006	113	ELECTRICIAN	34,650.00	0.00	0.00	0	0.00	0.00	34,650.00	34,650.00	540.00	0.00	0.00	0.00	0.00	35,190.00
0007	113	AIR CONDITIONING TECHNICIAN	34,650.00	0.00	0.00	0	0.00	0.00	34,650.00	34,650.00	0.00	0.00	0.00	0.00	0.00	34,650.00
0008	113	ELECTRICIAN	34,650.00	0.00	0.00	0	0.00	0.00	34,650.00	34,650.00	0.00	0.00	0.00	0.00	0.00	34,650.00
0010	113	BUDGET CLERK II	30,600.00	0.00	0.00	0	0.00	0.00	30,600.00	30,600.00	1,440.00	0.00	0.00	0.00	0.00	32,040.00
0011	113	SECRETARY	28,415.00	0.00	0.00	0	0.00	0.00	28,415.00	28,415.00	720.00	0.00	0.00	0.00	0.00	29,135.00
0012	113	MAINTENANCE	25,236.00	0.00	0.00	0	0.00	0.00	25,236.00	25,236.00	900.00	0.00	0.00	0.00	0.00	26,136.00
0013	113	MAINTENANCE	25,236.00	0.00	0.00	0	0.00	0.00	25,236.00	25,236.00	0.00	0.00	0.00	0.00	0.00	25,236.00
0014	113	MAIL CLERK	24,535.00	0.00	0.00	0	0.00	0.00	24,535.00	24,535.00	300.00	0.00	0.00	0.00	0.00	24,835.00
0015	113	MAIL CLERK	24,535.00	0.00	0.00	0	0.00	0.00	24,535.00	24,535.00	360.00	0.00	0.00	0.00	0.00	24,895.00
0016	113	ELECTRICIAN HELPER	23,891.00	0.00	0.00	0	0.00	0.00	23,891.00	23,891.00	0.00	0.00	0.00	0.00	0.00	23,891.00
0017	113	AIR CONDITIONING TECHNICIAN HE	23,891.00	0.00	0.00	0	0.00	0.00	23,891.00	23,891.00	0.00	0.00	0.00	0.00	0.00	23,891.00
0018	113	PLUMBER HELPER	23,891.00	0.00	0.00	0	0.00	0.00	23,891.00	23,891.00	0.00	0.00	0.00	0.00	0.00	23,891.00
0019	113	CUSTODIAN	23,555.00	0.00	0.00	0	0.00	0.00	23,555.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0020	113	CUSTODIAN	23,555.00	0.00	0.00	0	0.00	0.00	23,555.00	22,345.00	840.00	0.00	0.00	0.00	0.00	23,185.00
0021	113	CUSTODIAN	23,555.00	0.00	0.00	0	0.00	0.00	23,555.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0022	113	CUSTODIAN	23,273.00	0.00	0.00	0	0.00	0.00	23,273.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0023	113	CUSTODIAN	22,992.00	0.00	0.00	0	0.00	0.00	22,992.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0024	113	CUSTODIAN	22,992.00	0.00	0.00	0	0.00	0.00	22,992.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0025	113	CUSTODIAN	22,992.00	0.00	0.00	0	0.00	0.00	22,992.00	22,345.00	420.00	0.00	0.00	0.00	0.00	22,765.00
0026	113	MAINTENANCE	22,992.00	0.00	0.00	0	0.00	0.00	22,992.00	22,992.00	0.00	0.00	0.00	0.00	0.00	22,992.00
0027	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	360.00	0.00	0.00	0.00	0.00	22,705.00
0028	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0029	113	MAINTENANCE II	25,000.00	0.00	0.00	0	0.00	0.00	25,000.00	25,000.00	480.00	0.00	0.00	0.00	0.00	25,480.00
0030	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0031	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,611.00	1,080.00	0.00	0.00	0.00	0.00	23,691.00

HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE

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AI - 19818

FACILITIES MANAGEMENT

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119	
0032	113	MAINTENANCE	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	600.00	0.00	0.00	0.00	0.00	22,945.00
0033	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0034	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,611.00	1,080.00	0.00	0.00	0.00	0.00	23,691.00
0035	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0036	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	420.00	0.00	0.00	0.00	0.00	22,765.00
0037	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0038	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0039	113	CUSTODIAN	22,611.00	0.00	0.00	0	0.00	0.00	22,611.00	22,345.00	540.00	0.00	0.00	0.00	0.00	22,885.00
0040	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0041	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	540.00	0.00	0.00	0.00	0.00	22,885.00
0042	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0043	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	540.00	0.00	0.00	0.00	0.00	22,885.00
0044	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	600.00	0.00	0.00	0.00	0.00	22,945.00
0045	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0046	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0047	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	420.00	0.00	0.00	0.00	0.00	22,765.00
0048	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0049	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0050	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0051	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	360.00	0.00	0.00	0.00	0.00	22,705.00
0052	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0053	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0054	113	MAINTENANCE II	26,000.00	0.00	0.00	0	0.00	0.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0055	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	480.00	0.00	0.00	0.00	0.00	22,825.00
0056	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0057	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	480.00	0.00	0.00	0.00	0.00	22,825.00
0059	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	300.00	0.00	0.00	0.00	0.00	22,645.00
0060	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0061	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	840.00	0.00	0.00	0.00	0.00	23,185.00

HIDALGO COUNTY
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											Longevity 115	Interpec. 116	Supplem. 117	Auto A. 118	Clothing 119	
0062	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	960.00	0.00	0.00	0.00	0.00	23,305.00
0063	113	MAINTENANCE	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	660.00	0.00	0.00	0.00	0.00	23,005.00
0064	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	660.00	0.00	0.00	0.00	0.00	23,005.00
0065	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0066	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	780.00	0.00	0.00	0.00	0.00	23,125.00
0067	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0068	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0069	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	660.00	0.00	0.00	0.00	0.00	23,005.00
0070	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	300.00	0.00	0.00	0.00	0.00	22,645.00
0071	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0073	113	MAINTENANCE I	20,720.00	0.00	0.00	0	0.00	0.00	20,720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0074	113	MAINTENANCE I	20,720.00	0.00	0.00	0	0.00	0.00	20,720.00	20,720.00	0.00	0.00	0.00	0.00	0.00	20,720.00
0075	113	PLUMBER II	32,550.00	0.00	0.00	0	0.00	0.00	32,550.00	32,550.00	0.00	0.00	0.00	0.00	0.00	32,550.00
0076	113	ELECTRICIAN I	32,550.00	0.00	0.00	0	0.00	0.00	32,550.00	32,550.00	0.00	0.00	0.00	0.00	0.00	32,550.00
0077	113	AIR CONDITIONING CHILLER TECHN	40,950.00	0.00	0.00	0	0.00	0.00	40,950.00	40,950.00	0.00	0.00	0.00	0.00	0.00	40,950.00
0078	113	WELDER I	32,550.00	0.00	0.00	0	0.00	0.00	32,550.00	32,550.00	540.00	0.00	0.00	0.00	0.00	33,090.00
0079	113	GROUNDSKEEPER	22,800.00	0.00	0.00	0	0.00	0.00	22,800.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0080	113	GROUNDSKEEPER	22,800.00	0.00	0.00	0	0.00	0.00	22,800.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0081	113	GROUNDSKEEPER	22,800.00	0.00	0.00	0	0.00	0.00	22,800.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0082	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0083	113	CUSTODIAN	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0084	113	MECHANIC I	23,725.00	0.00	0.00	0	0.00	0.00	23,725.00	23,725.00	0.00	0.00	0.00	0.00	0.00	23,725.00
0085	113	MAINTENANCE I	23,635.00	0.00	0.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0086	113	MAINTENANCE I	25,236.00	0.00	0.00	0	0.00	0.00	25,236.00	25,236.00	0.00	0.00	0.00	0.00	0.00	25,236.00
0087	113	MAINTENANCE I	25,032.00	0.00	0.00	0	0.00	0.00	25,032.00	25,032.00	360.00	0.00	0.00	0.00	0.00	25,392.00
0088	113	MAINTENANCE II	23,635.00	0.00	0.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0089	113	MAINTENANCE III	33,093.00	0.00	0.00	0	0.00	0.00	33,093.00	33,093.00	480.00	0.00	0.00	0.00	0.00	33,573.00
0090	113	INFRASTRUCTURE SYSTEMS MANA	65,000.00	0.00	0.00	0	0.00	0.00	65,000.00	65,000.00	0.00	0.00	0.00	0.00	0.00	65,000.00
0091	113	SUPPORT SERVICES SPECIALIST	43,050.00	0.00	0.00	0	0.00	0.00	43,050.00	41,000.00	0.00	0.00	0.00	0.00	0.00	41,000.00

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											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0092	113	CARPENTER/ PAINTER	31,513.00	0.00	0.00	0	0.00	0.00	31,513.00	31,513.00	600.00	0.00	0.00	0.00	0.00	32,113.00
0093	113	CARPENTER/ PAINTER	31,022.00	0.00	0.00	0	0.00	0.00	31,022.00	31,022.00	900.00	0.00	0.00	0.00	0.00	31,922.00
0094	113	CARPENTER/ PAINTER	29,934.00	0.00	0.00	0	0.00	0.00	29,934.00	29,934.00	840.00	0.00	0.00	0.00	0.00	30,774.00
0095	113	CARPENTER/ PAINTER	28,522.00	0.00	0.00	0	0.00	0.00	28,522.00	28,522.00	540.00	0.00	0.00	0.00	0.00	29,062.00
0096	113	CARPENTER/ PAINTER	28,000.00	0.00	0.00	0	0.00	0.00	28,000.00	27,000.00	0.00	0.00	0.00	0.00	0.00	27,000.00
0097	113	CARPENTER/ PAINTER	23,891.00	0.00	0.00	0	0.00	0.00	23,891.00	23,891.00	0.00	0.00	0.00	0.00	0.00	23,891.00
0098	113	CARPENTER/ PAINTER	23,781.00	0.00	0.00	0	0.00	0.00	23,781.00	23,781.00	1,380.00	0.00	0.00	0.00	0.00	25,161.00
0099	113	CARPENTER/ PAINTER	23,781.00	0.00	0.00	0	0.00	0.00	23,781.00	23,781.00	0.00	0.00	0.00	0.00	0.00	23,781.00
0100	113	CARPENTER/ PAINTER	23,781.00	0.00	0.00	0	0.00	0.00	23,781.00	23,781.00	0.00	0.00	0.00	0.00	0.00	23,781.00
0101	113	CARPENTER/ PAINTER	22,800.00	0.00	0.00	0	0.00	0.00	22,800.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0102	113	CARPENTER/ PAINTER	22,800.00	0.00	0.00	0	0.00	0.00	22,800.00	22,800.00	0.00	0.00	0.00	0.00	0.00	22,800.00
0103	113	CLERK I	18,564.00	0.00	0.00	0	0.00	0.00	18,564.00	18,564.00	0.00	0.00	0.00	0.00	0.00	18,564.00
		PROPOSED POSITION: ↓														
0104	**113**	**CUSTODIAN I**	**0.00**	**22,360.00**	**22,360.00**		**0.00**	**0.00**	**22,360.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
0105	113	FOREMAN	0.00	34,360.00	34,360.00	0	0.00	0.00	34,360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			2,554,366.00	56,720.00	56,720.00		0.00	0.00	2,611,086.00	2,495,437.00	26,220.00	0.00	0.00	0.00	0.00	2,521,657.00

Approval to create one (1) regular full-time Custodian I position, slot no. 0104, and set budgeted salary $22,360.00. Pending CC approval.

DATE: February 5, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Facilities Management

ACCOUNT NUMBER: 0-1100-41X-X0-XXX-001-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM			
0-1100-415-00-115-002-0- 899	CO WIDE ADM -	CONTINGENCY	(25,570.00)
TO			
0-1100-419-40-220-001-0- 113	FACILITIES MANAGEMENT -	REG F/T EMPLOYEES	19,700.00
0-1100-419-40-220-001-0- 211	FACILITIES MANAGEMENT -	HEALTH INSURANCE	2,376.00
0-1100-419-40-220-001-0- 212	FACILITIES MANAGEMENT -	LIFE INSURANCE	24.00
0-1100-419-40-220-001-0- 220	FACILITIES MANAGEMENT -	FICA	1,501.00
0-1100-419-40-220-001-0- 230	FACILITIES MANAGEMENT -	RETIREMENT	1,870.00
0-1100-419-40-220-001-0- 250	FACILITIES MANAGEMENT -	UNEMPLOYMENT COMP	99.00
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund salary and related fringe benefits for the creation of the Custodian I position, slot no. 0104.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

AI-19841 **21.A.4.**

Sole Source Declaration with Authority to Purchase

CC REGULAR

Date:	02/16/2010
Submitted By:	Marty Salazar, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under Texas Local Government Code 262.024 (a)(7)...'an item that can be obtained from only one source;

b. Approval of a "Sole Source Declaration" with Smith System Driver Improvement Institute, Inc. for the provision of re-certification training for Hidalgo County;

c. Authority to purchase re-certification training instruction with Smith System Driver Improvement Institute, Inc. for Hidalgo County departments on an as needed basis.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** VARIOUS

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Each user department would need to have budgetary funding in place for this expenditure. It appears that the Safety Division would be one of said user departments. SEE ATTACHED EXP REPORT FOR FUNDING AVAILABILITY.

Attachments

Link: Sole Source

Link: Quote from Smith System

Link: Affidavit

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department (Originator)	Marty Salazar	02/11/2010 03:03 PM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 03:47 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/11/2010 04:51 PM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:27 PM	APRV

Form Started By: Marty Salazar Started On: 02/09/2010 12:42 PM

Final Approval Date: 02/11/2010

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

SOLE SOURCE DECLARATION

"ORDER"

To: Hidalgo County Commissioners Court

From: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

Date: February 16, 2010

Re: "Sole Source Declaration" - Smith System Driver Improvement Institute, Inc.

In Hidalgo County several departments have implemented the Smith System Advanced Driving Course by certifying staff members as instructors.

In order to continue to offer this Smith System Advanced Driving Course to County employees, it is necessary for these Hidalgo County staff instructors to attain re-certification every two (2) years.

Therefore, the only company that can re-certify these Hidalgo County certified instructors is Smith System Driver Improvement Institute, Inc.

S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

SMITH SYSTEM
Drive Different.

Defensive Driver Training Program For

County of Hidalgo

Smith System is pleased to offer the following *revised* driver training quotation today, February 9, 2010

Contact: Rene Parrao
Location: Edinburg, TX
Training Type: 2 Day Instructor Recertification Training course

Phone: 956-318-2644
Dates: April 22-23, 2010
Number of Classes: One (1)

Location/ number of training days	Smith System Estimated Instructor Expenses[1]	Training Fees	Total	Estimated Cost per person
Edinburg, TX/2 Days of recertificaton for instructor trainees (3)	$1, 150	$1,896	**$3,046.00**	**$1,016.00**
	--	--	--	--
TOTALS	**$1,150.00**	**$1,896.00**	**$3,046.00**	--

Notes:

1. Instructor expenses are an estimate only based on *today's fees*. Client is responsible for actual expenses. Regional trainers expenses include; airfare, hotel, rental car and fuel, travel day fee of $160.00, meals at $40.00/day, and mileage at IRS current rate.
   SS Instructor Expense break down:
   Travel Day $160.00
   Airfare and travel agent service charge $325.00
   Meals at $40/day = $80.00
   Hotel for 2 nights $ 260.00
   Rental car for 2.5 days $250.00
   Rental car fuel $25.00
   Airport parking $25.00
   Instructor mileage to and from airport $25.00
   Total SS instructor expenses = $1,150.00
2. Each instructor receives: Certificate of Completion, Smith System Instructor Manual, PowerPoint CD for the classroom presentation, DVD video demonstrating the on-road portion of the day, our new Driver Study Guide for students, samples and our catalog.
3. Prices are valid through the end of 2010.
4. Note, we only invoice for training day fee ($1,896.00) and actual instructor expenses. We do not charge a per person fee.

Additional Notes: We ask the client to provide: a meeting room with a TV/DVD player; Chalkboard or similar item; Projector with large screen; a training vehicle suitable to accommodate the group and instructor. Our clients usually provide a mini-van, unless the students would be more comfortable in a full sized passenger van.

Cancellation Policy: If you cancel or postpone the training 21 days or more before an assignment is scheduled to start, you will be invoiced for non-refundable travel expenses, if any. If you cancel or postpone with fewer than 21 days before the assignment is scheduled to start, you will be invoiced for 50% of the original training fee, plus any non-refundable travel expenses. The cancellation fee is not refundable, and cannot be applied when booking future classes.

Payment Policy: Our invoice terms are due at date of invoice. You may pay for your services by credit card or by invoice. If your company requires a Purchase Order for all invoices, please provide prior to all training or materials purchases.

ANGELA SEXTON
SMITH SYSTEM DRIVER IMPROVEMENT INSTITUTE, INC.
2201 BROOKHOLLOW PLAZA DRIVE, SUITE 200 – ARLINGTON, TEXAS – USA – 76006
PHONE: 800/298-9765 – FAX: 682/518-8403
EMAIL: asexton@smith-system.com www.smith-system.com

Affidavit & Indemnity Agreement

Date: 2-11-2010

Affiant: Smith System / Angela Sexton

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant.

Affiant Smith System is a sole proprietor doing business as training with Hidalgo County. Affiant will provide service for all of Hidalgo County

Affiant further, states that he has no employees and does not anticipate employing any . In the event Affiant does employee any staff during the contract, Affiant must immediately notify Hidalgo County and obtain the Workers Compensation required by law.

Affiant agrees to indemnify, defend and hold harmless the County of Hidalgo and its agents, employees and elected officials from and against any and all claims, suits, demands and causes of action, of any kind or nature, arising out of or in any way relating to the services performed by Affiant

Further Affiant sayeth not.

Angela Sexton

Printed Name of Affiant: Angela Sexton / Smith System Regional manager

SWORN AND SUBSCRIBED TO under oath before me on 2/11/10

JoAnn Moreno

Notary Public, State of Texas

JOANN MORENO
Notary Public
STATE OF TEXAS
My Comm. Exp. 07-17-11

AI-19747 **21.A.5.**

Printed Items and Related Supplies

CC REGULAR

Date:	02/16/2010
Submitted By:	Yolanda Velasquez, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

a. Recommending award of multiple bids and approval of contract documents to the lowest bidder per section meeting all specifications and/or terms and conditions as attached hereto for Hidalgo County - "Printed Items and Related Supplies" Bid No. 2010-025-01-27-YZV. (Please see attached bid tab)

b. Authority to Reject Bids received and Re-Advertise for "Printed Items and Related Supplies" for the following:

1. County Judge
2. County Clerk
3. Other Departments

BACKGROUND

Curtis 1000 disqualified due to not meeting specs.

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** VARIOUS

FUNDS AVAILABLE Y/N?: SEE ATTACH **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

See attached report for funding availability.
Funding source will need to be identified by each user department.

Attachments

Link: gateway- contract

Link: Gulf Data- Contract

Link: Scott Merriman- contract

Link: exp object code 550 & 601

Link: Participation-Acceptance-Bid Tab Sheets

Link: Dept.Recommendation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status

1	Purchasing Department	Marty Salazar	02/10/2010 02:15 PM	APRV
2	Budget & Management	Erika Zamora	02/10/2010 03:49 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/11/2010 02:02 PM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:30 PM	APRV

Form Started By: Yolanda Velasquez Started On: 02/02/2010 04:12 PM

Final Approval Date: 02/11/2010

THE STATE OF TEXAS §

§

COUNTY OF HIDALGO §

SERVICE CONTRACT
C-10-025-02-16

THIS CONTRACT is made and entered into this **16th** day of **February, 2010** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Gateway Printing & Office** a **Texas Corporation**. ("Company").

WHEREAS, Company responded to advertised notices for bids for **"PRINTED ITEMS AND RELATED SUPPLIES "** the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, 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 Packet"); 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 locations at **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 **Commissioners' Court** or their 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 of one year beginning **February 16, 2010** and ending on **February 15, 2011.** Hidalgo County at its sole discretion may elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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 **Gateway Printing & Office**
315 S. Closner
Edinburg, Texas 78539

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.

WITNESS our hands in duplicate originals this_____ day of _____, 2010.

COUNTY OF HIDALGO

ATTEST: By:_____
Rene A. Ramirez, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED BY COMMISSIONES COURT:_____

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

By:_____
Stephen L. Crain

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCURMENT PACKET

PURCHASING DEPARTMENT
County Of Hidalgo

REQUEST FOR BID (RFB) CHECKLIST

Hidalgo County
"Printed Items and Related Supplies"
Bid No: 2010-025-01-27-YZV

1. **Request For Bid Letter.**
2. **Request for Bid, Legal Notice, consisting of 8 pages.**
3. **Exhibit "A" Specifications consisting of 22 page.**
4. **Exhibit "B" Bid Page consisting of 12 page.**
5. **Exhibit "C" Insurance Requirements consisting of 4 pages.**
6. **Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of 1 pages.**
7. **Vendor/Bidder Application and W-9 form consisting of 6 pages.**
8. **Draft Service Contract consisting of 6 pages.**
9. **Certification Regarding Debarment 1 pages.**

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

Thank you.

Martha L. Salazar

Martha L. Salazar, CPPB
Purchasing Agent

JAN 11 2010
Date

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

January 11, 2010

RE: Hidalgo County
Request for Bids – Hidalgo County
"Printed Items and Related Supplies"
Bid Nº 2010-025-01-27-YZV

Dear Sir or Madam

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

Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

MLS/yzv

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

Bid No: 2010-025-01-27	Buyer: Yolanda Z. Velasquez	Tel. No: (956) 318-2626

REQUEST FOR BIDS

HIDALGO COUNTY DEPARTMENT
"PRINTED ITEMS AND RELATED SUPPLIES"

BID OPENING DATE

JANUARY 27, 2010

Contact Person:

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

Form HCPD-03

1. Sealed bids will be received for **"Printed Items and Related Supplies- Hidalgo County"** 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-2010-025-01-27-YZV-Printed Items and Related Supplies – Hidalgo County "**and in County's Purchasing Department, 2802 S Business Highway 281, Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, JANUARY 27, 2010. 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- 2010-025-01-27-YZV-RFB-Printed Items and Related Supplies– Hidalgo County".** Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.

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(s) 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. 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
(956) 318-2626

15. 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 - **"Printed Items and Related Supplies -Hidalgo County"** 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 Eufracio, County Auditor
2812 S. Business 281
Edinburg, Texas 78539
(956)318-2511

16. Schedule of Events

Bid Opening, 9:30 AM	**JANUARY 27 , 2010**
Award of Contract	_____, 2010
Commence Work or Deliver Products	_____, 2010

17. 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.

18. 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.

19. 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. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

20. 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.

21. 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.

22. 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.

23. 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.

24. Any contract awarded 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.

25. 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.

26. 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 judgment 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.

27. 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.

28. 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.

29. 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.

Bid
for
HIDALGO COUNTY
"Printed Items and Related Supplies"
BID NO.: 2010-025-01-27-YZV

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S Business Highway 281
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"
HIDALGO COUNTY-RFB Nº 2010-025-01-27-YZV
"PRINTED ITEMS AND RELATED SUPPLIES"

The Hidalgo County Purchasing Department is seeking bids from qualified vendors to provide all materials, supplies, equipment, tools, services and labor necessary on "Specialty Printed Items and Related Supplies" on an "**As Needed Basis"** including, but not limited to, the following:

Specifications:

Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost **Samples** will be provided to County Department(s) designee, prior to printing, for approval by Hidalgo County Departments designee(s) **Proofs:** When requested, proofs shall be supplied prior to printing at no additional cost to the County. The proof shall then be dated, signed by user department(s) and returned to vendor prior to printing.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders at Hidalgo County Department(s), if requested by Hidalgo County Department(s) and shall deliver all completed work to the addresses listed on the County Purchase order. Inside delivery locations will be stated on each Hidalgo County Purchase Order. Inside delivery shall be included in the bid price.

Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. Any costs associated with the following: additional set-up fees, change fees, typesetting fees or delivery fees must be included in the bid prices. Hidalgo County will not accept or pay additional costs such as mentioned above.

Paper Stock: Paper stock shall be the same or better stock quality as sample provided.

Packaging: Packaging of forms shall be boxed in quantities standard to the industry. All packages shall be marked with form number and Hidalgo County purchase order number on outside.

Book/Booklets: For items which are shown in description as "book and booklet" the quantity shall be bid as the number of book/booklets (not number of individual sheets, etc.)

Sample Review: This printing includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with requirements of the County. Failure to do so may result in rejection of bid. Bidders are strongly encouraged to review the samples prior to submitting a bid. **Bidder wishing to view forms before submitting a bid may do so by requesting an appointment via E-mail to: yolanda.velasquez@co.hidalgo.tx.us**. When discrepancy occurs between specifications and sample, the sample shall prevail.

It is not necessary for bidders to submit bids for all sections to be considered for an award. However, bidder is expected to submit pricing for all items within each section that the bidder chooses to respond, in order to be considered for award for that particular section.

Over runs: Hidalgo County shall not pay for over-runs. Vendor is cautioned to provide only the quantity of print copies as stated on the Purchase Order. Any over-runs delivered to the County shall be considered as a donation and no additional fees will be allowed and/or paid.

CD –Samples of most of the printing forms will be provided to all bidders in a CD File for your review and consideration.

Specifications: Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Hidalgo County uses during the course of routine County business.

SECTION I: CONSTABLES

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No 1:			
• **BUSINESS CARDS** – 3 ½" x 2", Blue Ink, w/Watermark Seal (Seven individuals) Single sided flat print, Landscape layout	500 per box	7 persons/ 1 box per each	
• **FIELD CONTACT CARD** – Index Card 5" x3",Black Ink, Double sided flat print, white stock card	2,000		
• **BUILDING CHECK CARD** – 4 ½" x 5 ½" – Black Ink, Single sided flat Print w/2 Logos (black ink) white stock card	500 ea		
• **WARNING CARD** – 4 ½" x 5½" – Black Ink, Single Sided flat Print w/2 Logos (black ink) Neon Orange Stock Card	2,000		
• **NOTICE/AVISO – DOOR HANGER CARD** 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side/Spanish other side) Neon Yellow Card Stock w/die cut	5,000		
• **VEHICLE IMPOUNDMENT** –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book	100 books of 25 sheets per bk		
• **HIDALGO COUNTY CONSTABLE PCT. 1 WARNING BOOK** – 6" x 4 ¼" -2 part white and canary yellow paper sequence, black ink single sided flat print, 50 sheets per book	200 books of 50 pages per bklt.	Top Glue Bind	
• **TICKET BOOK** – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book	200 books of 50 pages per bk	Starting Number **CA 1000** Top Bind	
• **OFFICIAL RECEIPT FOR CONSTABLES FEES** – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out rcpt)	10 books of 100 sheets per bk.	Starting Number **10050-1** Side Glue bind	

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No 2:			
• **LETTERHEAD PAPER** – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, black/gray ink, watermark seal, 5,000 sheets per box	2 boxes of 5,000		
• **BUSINESS CARDS** – 3 ½" x 2", Black Card w/ Gold Lettering w /Seal, Single sided print, landscape layout	3 bxs of 1,000		
• **BUSINESS CARDS** - 3½" X 2", Black ink Raised Lettering, w/Seal, Single sided print, landscape layout	4 bxs of 1000		
• **ENVELOPES W/CONSTABLE LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, Black Ink,	4 boxes of 500		
• **OFFICIAL RECEIPT FOR CONSTABLES FEES** – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink Commencing Number **8693**, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt)	20 books of 100 sheets per bk	Starting Number 8693 Side Glue Bind	
• **TICKET BOOK** – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink, 50 sheets per book	50 books of 20 sheets per bk	Starting Number **2600** Top Bind	
• **WARNING FLYERS** - Size: 8 ½" x 11", Peel Stick, Neon Yellow, Black ink one sided flat print, 5,000 per box	4 boxes of 5,000		
• **ADVERTENCIA FLYER-** Size 8 ½" x 11", Peel Stick, Limeade Green, Black ink one sided flat print, 5,000 per box	4 boxes of 5,000		
CONSTABLE PRECINCT No. 3:			
• **LETTERHEAD PAPER** – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream	4 reams		
• **NOTICE/AVISO – DOOR HANGER CARD** 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one side - Spanish other side) Neon Orange Card Stock w/die cut	5,000	Double sided print English & Spanish	
• **ENVELOPES W/CONSTABLE LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	4 bxs /500		

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No. 3 CONTINUATION:			
• **VEHICLE IMPOUNDMENT** –Inventory Record – 7 ½" x 5", 4 Part NCR, Paper Color Sequence- White, Canary Yellow, Pink and Golden Rod, Black Ink, Single Sided flat print, 25 sheets per book	80/25 per bk		
• **BUSINESS CARDS** - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout	250 per box	8 persons/ 1 box per each	
• **BUSINESS CARDS** - 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, landscape layout	2 boxes of 1000		
• **WARNING FLYERS** – Size 8 ½" x 11", Peel Stick, Neon Orange, Black Ink one sided flat print	750 sheets		
• **ADVERTENCIA FLYERS** – Size 8 ½" x 11", Peel Stick, Neon Limeade Green, Black Ink one sided flat print,	750 sheets		
• **WARNING NOTICE TO VACATE** – Size 8½" x 11, Peel Stick, Neon Yellow, Black Ink one sided flat print,	750 sheets		
• **TICKET BOOK** – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black and red ink flat print, number sequence in red ink, 25 sheets per book,	40-booklets/ 25 sheets per bk	Starting Nº **6000** Top Glue Bind	
• **OFFICIAL RECEIPT FOR CONSTABLES FEES** – 3 part NCR – Paper Color Sequence – White, Canary Yellow, Pink, Black ink, single sided flat print Number Sequence black ink, three (3) Receipts per page, 100 sheets per book, Die cut (tear out receipt)		Starting Number **11162** Side Glue Bind	
• **NOTICE/AVISO – DOOR HANGER CARD** 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one Side / Spanish other side) Neon Orange Card Stock w/die cut	500		
CONSTABLE PRECINCT No. 4:			
• **LETTERHEAD PAPER** – 8.5" X 11", #20 Bond Paper 92 Brightness one sided print, flat Print, 2 Color Ink (Blue/Gold),w/seal (gold/blue), 500 sheets per ream	2 reams of 500		
• **NOTICE/AVISO – DOOR HANGER CARD** 8 ½" x 3 ¾" Black Ink, Double Sided flat print (English one Side / Spanish other side) Neon Orange Card Stock w/die cut	2,000 ea		

Description	Quantity	Special Instructions	Price
CONSTABLE PRECINCT No.4 CONTINUATION:			
• **ENVELOPES W/CONSTABLE LOGO -** Size 4 ⅛" x 9 ½", Standard Envelopes, Flat Print, 2 color ink Blue and Gold, 2 color seal (Blue and Gold 500 per box	2 bxs. Of 500		
• **BUSINESS CARD-** 3½" X 2", Blue and Gold ink Raised Lettering, w/Seal two colors blue/gold, Single sided print, 500 per box, 8 individuals, landscape layout			
• **VEHICLE IMPOUND AND INVENTORY RECORD –** 3 part NCR, Paper Color Sequence White, Canary Yellow & Pink, Black Ink with shading in gray and black, seal black/gray		Box shading in both black and gray w/white lettering	
• **TICKET BOOK** – 5 ¼" x 7 ¾" – 4 Part NCR, Paper Color Sequence- White, canary yellow, pink and golden rod, double sided print, black ink flat print, number sequence in red ink,	40 books of 20 tickets per bk	Starting Number *****	

SECTION II: <u>DISTRICT COURTS</u>

<u>206TH DISTRICT COURT:</u>			
• **LETTERHEAD PAPER -** 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black ink print , seal raised gold ink, 500 sheets per ream	2 reams of 500		
• **ORDER OF RELEASE/ORDER OF COMMITMENT –** 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page **<u>only</u>** front and back print, 2nd and 3rd page front only (same as page 1)	2,000/3 part	Top Glue Bind	
• **ENVELOPES W/LOGO -** Size 4 ⅛" x 9 ½", Standard Envelopes, raised Print, black ink and Gold for seal 500 per box	2 boxes of 500		
• **JUROR'S HANDBOOK PAMPHLETS** -17 ½" X 9", Flat Print Black Ink – Double Sided, 4 fold pamphlet, Light Blue Paper	1,000		
• **BUSINESS CARDS -** 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	1,000		
• **JUROR TAGS -** 3½" x 2", Black flat Print, Red Paper Stock, Laminated w/thumb grip clip	14		

DISTRICT COURTS CONTINUATION:

Description	Quantity	Special Instructions	Price
139TH DISTRICT COURT:			
• **BUSINESS CARDS** - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	4 bxs. Of 500		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold ink foil stamp seal, 500 sheets per ream	4 reams of 500		
398th DISTRICT COURT			
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, raised black and red ink print , seal raised gold	6 reams of 500		
• **BUSINESS CARDS** - 3½" X 2", Ink -Black and Red Raised Lettering, w/Gold Raised Seal , Single sided print, landscape layout	500 per box	5 persons 1 box per each	
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, Ink – Black and Red raised Print, black ink with Gold seal	6 boxes of 500		
• **ORDER OF RELEASE/ORDER OF COMMITMENT** – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page **only** front and back print, 2nd and 3rd page front only (same as page one)	3,000 3-Part	Top Glue Bind	
449TH DISTRICT COURT:			
• **ORDER OF RELEASE/ORDER OF COMMITMENT** – 8.5" X 11" Paper Size, three (3) part NCR, Paper sequence all three parts white paper, 1 page **only** front and back print, 2nd and 3rd page front only, with special instructions for upper and lower right hand corners	500 ea	w/449th District Court upper corner & Judges name on bottom Top glue bind	
• **BUSINESS CARDS** - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal w/ black lettering, Single sided print-500 per box, 5 individuals, landscape layout	5 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, raised Print, black ink and Gold foil seal w/black lettering 500 per box	1 box of 500		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Ivory Paper one sided print, raised black ink print , gold ink foil stamp seal w/black lettering, 500 sheets per ream,	2 reams/ of 500		

SECTION III: COMMISSIONERS

Description	Quantity	Special Instructions	Price
COMMISSIONER PRECINCT 3:			
• **BUSINESS CARDS** -- 3½" X 2", Ink -Black Raised Lettering, w/Gold Foil Seal , Single sided print, portrait business card layout, 500 per each	1box of 500	9 persons 1 box per ea/ Portrait Card Layout	
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond White Paper one sided print, raised blue ink print , gold foil stamp seal w/blue lettering, 500 sheets per ream	2 boxes/ of 500		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond White Paper one sided print, raised blue ink print, 500 sheets per ream,	2 boxes / Of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box	2 boxes / Of 500		
• **LANDFILL FORM**- Legal Size Paper 8½" x 14" - One sided print, Black ink, 100 sheets per tablet, Portrait Top glue bind	50 Tablets of /100 sheets per	Glue Bind Top Tablet	
• **PARKING PERMIT**- 3½" x 5 ½" Single sided print, White paper w/red lettering, glue bind top, 50 sheets per booklet	12 / 50 sheets per	Glue Bind Top Booklet	

SECTION IV: JUSTICE OF THE PEACE:

Description	Quantity	Special Instructions	Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
• **APPLICATION FOR BIRTH OR DEATH RECORD**- 8½" X 11" Page Size, Double sided print, black ink printing One side English other side Spanish			
• **MAGISTRATE'S WARNING** - 8½" X 11" Page Size, single sided print, black ink printing			
• **COMMUNITY HOURS FORM**- 8½" X 11" Page Size single sided print, black ink printing			
• **PLAINTIFF'S ORIGINAL PETITION FORM** - 8½" X 11" Page Size, Single sided print, black ink printing 2 pages			
• **INSTRUCTIONS FOR FILING SUIT FORM** - - 8½" X 11" Page Size, Single sided print, black ink printing, 2 pages			

Description	Quantity	Special Instructions	Price
SECTION IV: JUSTICE OF THE PEACE -CONTINUATION			
• **DRIVING SAFETY COURSE REQUEST**- - 8½" X 11" Page Size, Single sided print, black ink printing, 1 page form • 2nd page – Half page – print 2 times – Die cut on center of page			
• **APPLICATION FOR EMERGENCY COMMITMENT** - 8½" X 11" Page Size, Single sided print, black ink printing, 4 page form	1,000 ea page		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , 500 sheets per ream	1 ream of 500		
• **BUSINESS CARDS** - 3½" X 2", Blue and red ink, flat print, w/red watermark Seal and lettering, Single sided print-500 per box, landscape layout	2 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, no window,	2 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window	3boxes of 500		
• **PRINTED ENVELOPE**- Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink. 500 per box	3 BOXES OF 500		
• **CERTIFICATE OF VITAL RECORD PAPER** – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000		
• **CERTIFICATE OF VITAL RECORD PAPER** – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)	1,000		

SECTION V: DISTRICT ATTORNEY:

Description	Quantity	Special Instructions	Price
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper one sided print, flat black ink print , gold in foil stamp seal, 500 sheets per ream	20 boxes of 500		
• **BUSINESS CARDS** - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout	2 boxes of 500		
• **BUSINESS CARDS** - 3½" X 2", Black ink Raised Lettering, w/Gold Raised Seal and lettering, Single sided print-500 per box, landscape layout	500 per box	10 persons/ 1 box per ea	
• **WORTHLESS CHECK AFFIDAVIT** – 2 part NCR, Paper color sequence white and pink, one sided flat print, black ink only	10,000		

Description	Quantity	Special Instructions	Price
DISTRICT ATTORNEY CONTINUATION:			
• **HOT CHECK MAILER ENVELOPE–** 11" x 6" Continuous Feed Paper, black ink printing	15,000		
• **AUTHORIZATION FOR MEDICOLEGAL EXAMINATION** - 8.5" X 11" Paper size, 3 Part NCR, Paper color sequence-White, Canary Yellow and Pink, Black ink printing, Single sided print	500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and black ink seal 500 per box, with window, (Checks Department)	10 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink and gold foil seal 500 per box, with window, (Misdemeanor Department)	20 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat Print, black ink w/ gold foil seal 500 per box, no window	8 boxes of 500		
• **VICTIM IMPACT STATEMENT** - 8.5" X 11" Letter size paper, black ink print w/gold foil seal, double sided print	5,000 per year		
• **RECEIPT** - 8.5" X 11" Letter size Paper, watermark gray seal and lettering, 2 receipts per page,	10,000		
• **CHECK WRITER FLYERS** -8.5" X 11" Letter size paper, Canary Yellow Paper w/ white and red lettering on black background, Heavy weight paper, coated 80-110 lb. paper	3,000	End on 2010 or beginning 2011	
• **MISDEMEANER COMPLAINTS** - 8.5" X 11" Letter size paper,3-part NCR, Black ink printing, continuous feed	10,000		
• **CRIMINAL MANILA FOLDERS**- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box	10 boxes of 1,000		
• **CRIMINAL MANILA FOLDERS**- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box	10 boxes of 1,000		
• **CRIMINAL MANILA FOLDERS**- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print, 1,000 per box	10 boxes of 1,000		

SECTION VI – ALL DEPARTMENTS:

Description	Quantity	Special Instructions	Price
VETERANS SERVICES:			
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat blue print, foil gold seal w/blue lettering, 500 per ream	2 reams of 500		
• **BUSINESS CARDS** -- 3½" X 2", Ink -Blue Raised Lettering, w/Gold Raised Seal w/Blue lettering, Single sided print, portrait business card layout, 500 per each	1 boxes of 500	4persons 1 box per ea/ Portrait Card Layout	
• **BUSINESS CARDS** -- 3½" X 2", Ink -Blue and Black Raised Lettering, w/Black Raised Seal, Single sided print, landscape business card layout, 500 per each	2 boxes of 500		
COUNTY AUDITORS OFFICE:			
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat black ink print, watermark gray seal w/ light, dark gray and black shading 500 per ream	2 reams of 500		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality Bond Paper, one sided print, flat, w/gray watermark seal 500 per ream	2 reams of 500		
PLANNING DEPARTMENT:			
• **APPROVED APPLICATION** – 5 ½" X 8 ½" – Development Permit Posted Cards: Florescent Lemon Color, 10 point thickness, 90lb card stock, white back, Numbered, Black ink w/Gray Watermark Seal	7,600	This item needed later part of 2010 or Early 2011	
• **RECEIPT BOOKS** - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Each page paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	27 Books of 100/Receipts Per book	Starting № Precinct 1 RECEIPT № 1-7294	
• **RECEIPT BOOKS** - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	66 Books of 100/Receipts Per book	Starting № Precinct 2 RECEIPT № 2-1152	
• **RECEIPT BOOKS** - 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, Die cut (tear out receipt) Ea paper copy white- Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	27 Books of 100/Receipts per book	Starting № Precinct 3 RECEIPT № 3-10500	

Description	Quantity	Special Instructions	Price
PLANNING DEPARTMENT – CONTINUATION:			
• **RECEIPT BOOKS -** 5 ½" X 8 ½"-3-Part NCR, Paper Sequence White, Canary, Yellow & Pink, 50 pages per book 2 Receipts per page, (100 Receipts per booklet) Die cut (tear out receipt) Ea paper copy white-Customer Copy, Canary Copy – Auditor's Copy and Pink Copy – Office Copy	30 Books of 100/Receipts per book	Starting № Starting № Precinct 4 RECEIPT № 4-9972	
• **CULVERT INSTALLATION WORK ORDER-** 8.5" X 11", 4 Part NCR, Paper Sequence-White, Canary Yellow, Pink and Green, Pre-numbered, Routing White-Customer Copy, Canary Yellow-Auditor's Copy, Pink-Office Copy, Green-Permanent Copy	12 Books / 25 Work orders per bk	Pre-numbered Starting № 0002151	
PUBLIC DEFENDER'S OFFICE			
• **BUSINESS CARDS** - - 3½" X 2", Black ink Raised Lettering, w/ Raised Gold Seal and lettering, Single sided print-500 per box, landscape layout	19 boxes of 500		
• **LETTERHEAD PAPER -** 8.5" X 11", #20 Fine quality Bond Paper-Ivory Colored, one sided print, raised print black, foil gold seal w/black raised lettering, 500 per ream	4 reams		
• **ENVELOPES W/LOGO -** Size 4 ⅛" x 9 ½", Standard Envelopes, raised black lettering, w/ foil gold seal w/black raised lettering seal 500 per box, window envelope	8 boxes of 500 ea		
• **ENVELOPES W/LOGO -** Size 4 ⅛" x 9 ½", Standard Envelopes, raised black lettering, w/ foil gold seal w/black raised lettering seal 500 per box, Plain No window envelope	8 boxes of 500 ea		
JUVENILE JUSTICE CENTER:			
• **LETTERHEAD PAPER -** 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blue, foil gold seal w/blue flat lettering, shading light blue 500 per ream	10 reams	Light blue shading	
• **VISITOR'S LABELS – 4 ¼" X 3 ¼",** White, Blue Flat Print, w/Gold Foil Logo w/blue lettering, 6 self peel labels per page	10,000 sheets		
• **MAILING LABLES - 4 ¼" X 3 ¼",** White, Blue Flat Print, w/Gold Foil Logo w/blue lettering, 6 self peel labels per page	5,000 sheets		

Description	Quantity	Special Instructions	Price
JUVENILE JUSTICE CENTER – CONTINUATION			
• **BUSINESS CARDS** - - 3½" X 2", Blue ink Raised Lettering, w/Blue and Gold Raised Seal w/ blue lettering, Single sided print-500 per box, landscape layout	1 box of 500 ea		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue lettering, w/ foil gold seal w/blue flat lettering seal 500 per box, Plain no window envelope	20 boxes of 500 ea		
• **POLICY AND PROCEDURES MANUAL** - 8.5" X 11", 241 Sheets per book, w/Navy Blue 3 Ring Binder w/Clear Front, with 23 Tabs in each book	20 Books / 241 per bk.		
• **ANNUAL REPORT** 8.5" X 11" White Bond Paper, w/Blue Flat Print on cover stock. Plastic comb binding, front and back black ink printing,	100 bks. /80 pages per bk.	One page colored picture	
TREASURER'S DEPARTMENT			
• **BUSINESS CARDS** - - 3½" X 2", Green ink Raised Lettering, w/Green Raised Seal and lettering, Single sided print-250 per box, landscape layout	500 per box	2 persons/1 box per each	
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat green lettering, w/ foil gold seal w/green flat lettering seal 500 per box, with window	25-boxes 500 per box		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print green, foil gold seal w/green flat lettering, 500 per ream	1 ream of 500	Item needed until later part of 2010 or early 2011	
COUNTY CLERKS OFFICE:			
• **RECREATIONAL FISHING REGULATIONS CARDS**- 3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue	1,000	2010-2011 – YEAR ?	
• **RECREATIONAL HUNTING REGULATIONS CARDS** - 3½" X 2", Double sided print, black, blue, red, green ink, shading – light blue	1,000	2010-2011 YEAR?	
• **BUSINESS CARDS** - - 3½" X 2", Blue and red ink Raised Lettering, w/ blue Raised Seal and lettering, Single sided print-500 per box, landscape layout			
• **BUSINESS CARDS** - - 3½" X 2", Blue and red ink Raised Lettering, w/blue Raised Seal and lettering, Single sided print-500 per box, landscape layout			

SECTION VI ALL DEPARTMENTS CONTINUATION:

Description	Quantity	Special Instructions	Price
COUNTY CLERKS OFFICE – CONTINUATION			
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, with window	40 boxes of 500 per box		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue and red print, w/ blue flat print seal 500 per box, plain with no window	40 boxes of 500 per box		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window	40 boxes of 500 per box		
• **LETTERHEAD PAPER** - 8.5" X 11", #20 Fine quality White Bond Paper, one sided print, flat print blue/red ink, blue seal w/blue flat lettering, 500 per ream, Watermark seal	30 reams of 500 sheets		
• **CERTIFICATE OF WITHDRAWAL FROM BUSINESS**-- 8.5" X 11", Black ink printing, blue border, Fine quality bond paper	10,500 ea		
• **ASSUMED NAME CERTIFICATE**- 8.5" X 11" Form, Black border, Black ink printing, Double sided print, fine quality bond paper	10,500 ea		
• **NEWLY WED LETTER**-- 8.5" X 11", Fine quality bond paper, Blue/Red/Black ink, double sided, flat print with/watermark seal	10,000ea		
• **SCRATCH PADS** – 7" X 4 ¼" –Note pad,	500 pads of		
HUMAN RESOURCES:			
• **BUSINESS CARDS** - - 3½" X 2", Blue ink Raised Lettering, w/ gold foil stamp w/blue Raised lettering, Single sided print-500 per box, landscape layout	500 per box	6 persons/ 1 box per ea	
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue, w/ gold foil stamp seal 500 per box, plain with no window	4 boxes of 500 ea box		
• **INTERVIEW WORKSHEET** -- 8.5" X 11" Black ink printing, single sided	5,000 ea		
• **INTERVIEW SELECTION FORM**-- 8.5" X 11" Black ink printing, gold seal w/black lettering	5,000 ea		
• **LETTERHEAD PAPER** -- 8.5" X 11", Fine quality bond paper, blue lettering w/ gold foil stamp w/blue lettering, w/watermark print, 500 per ream	20 reams of 500		

Description	Quantity	Special Instructions	Price
HUMAN RESOURCES CONTINUATION			
• **DRAINAGE DISTRICT #1 APPLICATION** -- 8.5" X 11" page, White paper, double sided print, 2 sheet application, all black ink printing, minor gray shading	4,000 ea page	2 pages double sided print	
• **COUNTY OF HIDALGO APPLICATION**-- 8.5" X 11" Page, White Paper, double sided print, 2 sheet application, all black ink printing, minor gray shading	12,000 ea page	2 pages double sided print	
• **SHERIFF DEPARTMENT APPLICATION** - - 8.5" X 11" Page, White Paper, Single sided print, all black ink printing, 10 pages,	10,000 ea page		
• **SICK LEAVE DONATION FORM--** 8.5" X 11" Page, black ink printing, Single sided print, 4,000	4,000		
• **HIDALGO COUNTY EMPLOYEE MANUALS** - 8.5" X 11" Page, Single sided black ink print, w/clear plastic cover page front and back in blue paper, white plastic comb binding	3,500	158 page Manual w/Blue Cover Page front & back	
• **HIDALGO COUNTY PERSONNEL POLICY MANUAL**-8.5" X 11" Page, w/4 index tab dividers per book, double sided black print for 54 pages, single sided print for 54 pages	1,500	106 page Manual w/ Tan Color Cover & Back Page	
TAX OFFICE			
• **BUSINESS CARDS** - - 3½" X 2", Black ink Raised Lettering, w/ gold raised stamp w/gold Raised lettering, Single sided print-500 per box, landscape layout	60 bxs./of 500 box	30 persons/ 2 box per each	
• **LETTERHEAD PAPER** -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream	20 Reams of 500	2 bxs of 10 reams of 500	
• **LETTERHEAD PAPER** -- 8.5" X 11", Fine quality bond paper, black lettering w/ gray watermark seal w/picture in various stages of gray shade, 500 per ream	20 Reams of 500	2 bxs of 10 reams of 500	
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window (automobile License Dept)	100 bxs of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black and red print, w/ black flat print seal 500 per box, with window,	20 bxs of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window (TAX Assessor/Collector)	400 bxs of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window(Automobile License Dept)	50 bxs of 500		

Description	Quantity	Special Instructions	Price
TAX OFFICE CONTINUATION:			
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window w/RETURN ADDRESS	10 bxs of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, plain with no window	30 bxs of 500		
• **ENVELOPES W/LOGO** - 10 ½"x7 ½" Double-prong metal clasp w/reinforced eyelets for a secure closure Brown Clasp Envelopes/ 100 per box w/ black ink printing and black ink seal	10 bxs of 100		
• **ENVELOPES W/LOGO** - 12 ½" x6 ½" brown envelopes 500 per box w/ black ink printing and black ink seal w/gummed seal	10 bxs of 500		
HEALTH AND HUMAN SERVICES:			
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat blue, w/ blue flat print seal 500 per box, plain with no window	80 boxes of 500 per box		
• **LETTERHEAD PAPER** -- 8.5" X 11", Fine quality bond paper, blue raised lettering w/ gold raised seal, 500 per ream	20 reams of 500		
• **RECEIPT BOOKS** - 8.5" X 11" Page Size, 3 receipts per page, 3 part NCR, Paper sequence White, Canary Yellow and Pink, all black ink print, 150 receipts per book, Numbered, 4 part tear out receipt (die cut)	130 books per year of 150 receipts per book	9 Different Number Sequence	
• **APPLICATION FOR ON-SITE SEWAGE FACILITES-** 8½" X 11" Page Size, Two Part NCR, Black Ink Printing, Paper Color Sequence: White, Canary Yellow	4,000 per year		
• **TECHNICAL INFORMATION FOR ON-SITE-**8½" X 11" Page Size, Two Part NCR, black ink printing, Paper color sequence: White, Canary Yellow,	4,000 per year		
• **AUTHORIZATION TO CONSTRUCTION-**8½" X 11" Page Size, Two Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow	4,000 per year		
• **SOIL EVALUATION REPORT INFORMATION** 8½" X 11" Page Size, Blue color ink printing, Double sided print	4,000 per year		
• **FOOD SERVICE INSPECTION REPORT**8½" X 11" Page Size, Black ink printing, 3 Part NCR, Paper color sequence: White, Canary Yellow and Pink , Double Sided Print, w/multiple gray shading	6,000 to 8,000 yearly	Shading/double sided print	
• **ON SITE SEWAGE INSPECTION REPORT** - 8½" X 11" Page Size, Three Part NCR, Black ink printing, Paper color sequence: White, Canary Yellow and Pink	4,000 per year		

Description	Quantity	Special Instructions	Price
HEALTH AND HUMAN SERVICES CONTINUATION			
• **SERVICES OFFERED PAMPHLET –ENGLISH** - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print	30,000 per year		
• **SERVICES OFFERED PAMPHLET –SPANISH** - 8½" X 11" Page Size, Coated paper , offset printing, various color images, with black ink printing, tri-fold pamphlet, Light blue paper, double sided print	30,000 per year		
• **KEEP YOUR GERMS TO YOURSELF-ENGLISH**-8½" X 11" Page Size, Single sided print, green and black ink printing	30,000 per year		
• **CONTENGA SUS GÉRMENES-SPANISH**-8½" X 11" Page Size, Single sided print, green and black ink printing	30,000 per year		
• **STOP THE FLU**-8½" X 11" Page Size, Single sided print, black ink printing with/Yellow highlight	30,000 per year		
• **ALTO A LA GRIPE** -8½" X 11" Page Size, Single sided print, black ink printing with Yellow highlight	30,000 per year		
ADULT PROBATION DEPARTMENT:			
• **APPOINTMENT CARDS** - 8½" X 11" Page Size, black ink printing w/black ink logo, 6 cards per page, 110 lb. paper, double sided print cut into 6 cards	6,000 per year		
• **PROBATIONER ACKNOWLDEGMENT FORM**- 8½" X 11" Page Size, Single sided print, black ink printing	2,000 per year		
• **INITIAL ASSESSMENT FORM** - Legal Size Paper 8½" x 14", Double sided print, black ink printing,	1,000 per year		
• **COURT INFORMATION FORM** - 8½" X 11" Page Size, Double sided print, black ink printing	1,200 per year		
• **COMMUNITY SERVICE RESTITUTION ID CARD** - 8½" X 11" Page Size, 110 lb. paper 4 cards per page, Black ink printing, double sided print, cut into 4 cards	4,000 per year		
• **COURT NOTES** - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year		
• **COMMUNITY SERVICE RESTITUTION PROGRAM RULES** - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year		
• **AUTHORIZATION TO RELEASE INFORMATION** - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year		

Description	Quantity	Special Instructions	Price
ADULT PROBATION DEPARTMENT – CONTINUATION			
• **EMPLOYMENT SEARCH FORMS** -8½" X 11" Page Size, single sided print, black ink printing	1,000 per year		
• **FAMILY HISTORY INFORMATION** -8½" X 11" Page Size, Double sided print, black ink printing	6,000 per year		
• **FIELD VISIT LOG** - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year		
• **GUN CONTROL ACT** - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year		
• **GUIDELINES FOR PAYMENT TO THE ACCT. DEPT.**- 8½" X 11" Page Size, Double sided print, black ink printing	6,000 per year		
• **HOME VISIT CARDS** - 8½" X 11" Page Size, Double sided print, black ink printing, 110 lb. paper, 6 cards per page, cut into 6 cards	1,000 per year		
• **INTAKE CHECKLIST** - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year		
• **LEAVE REQUEST** - 8½" X 11" Page Size, single sided print, black ink printing (not cut)	2,000 per year		
• **INTAKE APPT. REFERRAL** -8½" X 11" Page Size, Double sided print, black ink printing	3,000 per year		
• **MONTHLY REPORT (BY MAIL)** -8½" X 11" Page Size, Double sided print, black ink printing English/Spanish	3,000 per year		
• **MONTHLY REPORT (IN PERSON)** -8½" X 11" Page Size, single sided print, black ink printing	3,000 per year		
• **OFFICE RULES AND REGULATIONS** - 8½" X 11" Page Size, Double sided print, black ink printing	3,000 per year		
• **PROBATIONER ACKNOWLEDGMENT FORM** -8½" X 11" Page Size, single sided print, black ink printing			
• **PERSONAL DATA FORM** - 8½" X 11" Page Size, Double sided print, black ink printing	2,000 per year		
• **PROBATIONER MONTHLY REPORT SIGN-IN-LEDGER** -8½" X 11" Page Size, single sided print, black ink printing	1,000 per year		
• **PAYMENT SCHEDULE** -8½" X 11" Page Size, Double sided print, black ink printing	1,500 per year		

Description	Quantity	Special Instructions	Price
ADULT PROBATION CONTINUATION			
• **RECEPTIONISTS' SLIPS** - 8½" X 11" Page Size, Double sided print, black ink printing, 8 slips per page, cut into 8 individual slips	1,000 per year		
• **RECORDS CONTROL UNIT PROCESSING CHECKLIST** - 8½" X 11" Page Size, single sided print, black ink printing (not cut)	3,000 per year		
• **R.C.U. INTAKE FILE TRACKING FORM** - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year		
• **REFERRAL CARDS** - 8½" X 14" Legal Page Size, single sided print, black ink printing, 110 lb paper, Green in color, 9 cards per page, cut into 9 cards	1,000 per year		
• **REASSESSMENT FORM** - 8½" X 14" Legal Page Size, Double sided print, black ink printing	1,000 per year		
• **TCIC/NCIC REQUEST** - 8½" X 11" Page Size, single sided print, black ink printing	500 per year		
• **SIGN-IN ROSTER** - 8½" X 14" Legal Page Size, single sided print, black ink printing	500 per year		
• **SCANNING CHECKLIST** - 8½" X 11" Page Size, single sided print, black ink printing	3,000 per year		
• **TEAS DPS INQUIRY LOG** -8½" X 11" Page Size, single sided print, black ink printing	4,000 per year		
• **TELEPHONE MESSAGE** - 8½" X 11" Page Size, single sided print, black ink printing, 4 messages per page, not cut	4,000 per year		
• **TRAVEL PERMIT SLIPS** - 8½" X 11" Page Size, Double sided print, black ink printing, 4 permits per page, not cut	3,000 per year		
• **TELEPHONE LOG**- 8½" X 11" Page Size, single sided print, black ink printing	1,500 per year		
• **WEBSITE LOG** - 8½" X 11" Page Size, single sided print, black ink printing	2,000 per year		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with no window	4 boxes of 500		
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, flat black print, w/ black flat print seal 500 per box, with window,	4 boxes of 500		
• **PRE-NUMBERED RECEIPTS** – 9 ½" x 11" Paper size, continuous feed paper, letters and numbers in red ink print	60,000 per year	Starting № **AP 745406**	

Description	Quantity	Special Instructions	Price
WIC OFFICE			
• **APPOINTMENT/NOTICE SLIPS** -8.5" X 11", Bond Paper – black ink flat print, double sided print, tri-fold, pink paper	20,000		
• **PROGRESS NOTES** - 8.5" X 11" Bond Paper, black ink flat print, Single sided print			
BORDER COLONIA ACCESS PROGRAM			
• **LETTERHEAD PAPER**-- 8.5" X 11", Fine quality paper, Raised lettering, blue ink, gold raised seal w/blue lettering	2 boxes		
• **BUSINESS CARDS** -3½" X 2", Blue ink Raised Lettering, w/ gold raised seal w/blue Raised lettering, Single sided print-500 per box, landscape layout	1 box of 500 per ea	2 persons	
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, raised blue ink print, w/ gold raised seal w/blue lettering 500 per box, with window	1 box of 500		
H.I.D.T.A. TASK FORCE:			
• **ENVELOPES W/LOGO** - Size 4 ⅛" x 9 ½", Standard Envelopes, raised black print, w/gold raised ink seal 500 per box, with window	4 boxes of 500		
• **LETTERHEAD PAPER** - -- 8.5" X 11", Fine quality paper, Raised lettering, black ink, gold raised seal 500 per ream	4 reams of 500		
• **BUSINESS CARDS** -3½" X 2", Black ink Raised print, w/ gold raised seal, Single sided print-500 per box, landscape layout	1 box of 500 Per each	9 persons	
• **MAILING LABELS** – 3"X4" flat print, black ink w/gold foil stamp, 500 per roll	Needed every other year		
• **VEHICLE IMPOUNDMENT REPORT** - 8.5" X 11" Page size, 3-part NCR, Paper Sequence: White, Canary Yellow and Pink, black ink flat print, one sided print	500		
• **RECEIPT FOR FORMS** -8.5" X 11" Page size, 2-part NCR, Paper sequence: White and Canary Yellow, Black ink flat print, one sided print	500		
• **INVESTIGATIVE FILE JACKET** – 9"X13" Page size, Light Blue Tag Board, Black ink front & back of front cover **back page blank** w/ two hole punch on top (centered)			
• **INVESTIGATIVE FILE JACKET** – 9"X13" Page size, Canary Yellow Tag Board, Black ink front & back of front cover page only **back page blank** w/ two hole punch on top (centered)			

Description	Quantity	Special Instructions	Price
H.I.D.T.A TASK FORCE CONTINUATION:			
• **DIVIDERS MULTI-COLOR** – 9"x11" - 8 Tab Dividers per set, labeled, Multi Color	400 sets purchase yearly		
• **NAME PLATE** – Wood Base, w/Black, brass double mounted, w/2 seals , w/name and title	On as needed basis		

TERMS AND CONDITIONS:

1. The initial term of the contract shall be for one (1) year and may be extended at the sole discretion of Hidalgo County for an additional one (1) year term under the same rate, terms and conditions.

2. Hidalgo County reserves the right to extend the contract for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the procurement of subsequent bid process.

3. The bidder(s) whom are awarded the bid will ensure that all insurance documentation as per Exhibit "C" will be submitted to the Hidalgo County Purchasing Department on a timely manner.

4. Bid prices are to remain firm from BID AWARD DATE through the entire term of the contract.

5. All costs and expenses associated with the preparation and submission of RFB's shall be the responsibility of the bidder and not the reimbursements for such charges or expenses shall be passed onto Hidalgo County.

6. Hidalgo County reserves the right to award the bid to **MULTIPLE responsible low** bidders per section if the County determines it is in its best interest to do so.

7. Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.

8. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to the County.

9. All purchases will be on an "As Needed Basis", there are no set quantities to be purchased throughout the term of the contract.

Market Volatility and Unit Price Adjustments:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1) **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

   - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
   - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
   - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
   - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
   - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2) **Price Reduction**: Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3) **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4) **Allowable Review Periods**: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

Dollar Limit to Price Changes: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL yolanda.velasquez@co.hidalgo.tx.us BY NO LATER THAN 5:00 P.M. on Wednesday, January 20, 2010 to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by **Friday, January 22, 2010.**

EXHIBIT "B"
HIDALGO COUNTY
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SECTION I – CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500		
FIELD CONTACT CARD	2,000		
BUILDING CHECK CARD	500		
WARNING CARD	2,000		
NOTICE/AVISO DOOR HANGER CARD	5,000		
VEHICLE IMPOUNDMENT	100 BOOKS		
H.C. CONSTABLE WARNING BOOK	200 BOOKS		
TICKET BOOK	200 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS		
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000		
BUSINESS CARDS	3 BXS OF 1,000		
BUSINESS CARDS	4 BXS OF 1,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500		
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS		
TICKET BOOK	50 BOOKS		
WARNING FLYERS	4BXS OF 5,000		
ADVERTENCIA FLYERS	4 BXS OF 5,000		
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS		
NOTICE/AVISO-DOOR HANGER CARD	5,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	4BXS OF 500		
VEHICLE IMPOUNDMENT	80 BOOKS		

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Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS	8 BXS OF 250		
BUSINESS CARDS	2 BXS OF 1,000		
WARNING FLYERS	750 SHEETS		
ADVERTENCIA FLYERS	750 SHEETS		
WARNING NOTICE TO VACATE	40 BOOKS		
TICKET BOOK	40 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES			
NOTICE/AVISO – DOOR HANGER CARD	500		
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS		
NOTICE/AVISO – DOOR HANGER CARD	2,000		
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500		
BUSINESS CARD			
VEHICLE IMPOUND AND INVENTORY RECORD			
TICKET BOOK	40 BOOKS		

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS		
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000		
ENVELOPES W/SEAL/LOGO	2BXS OF 500		
JUROR'S HANDVOOK PAMPHLETS	1,000		
BUSINESS CARDS	1,000		
JUROR TAGS	14		

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SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	6 BXS OF 500		
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000		
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	1 BOX		
LETTERHEAD PAPER	2 REAMS		

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500		
LETTERHEAD PAPER			
LETTERHEAD PAPER			
ENVELOPES W/SEAL/LOGO	2 BXS OF 500		
LANDFILL FORM	50 TABLETS		
PARKING PERMIT	12 BOOKLETS		

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SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD			
MAGISTRATE'S WARNING			
COMMUNITY HOURS FORM			
PLAINTIFF'S ORIGINAL PETITION FORM			
INSTRUCTIONS FOR FILING SUIT FORM			
DRIVING SAFETY COURSE REQUEST			
APPLICATION FOR EMERGENCY COMMITMENT	1,000		
LETTERHEAD PAPER	1 REAM		
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500		
PRINTED ENVELOPES	3 BXS OF 500		
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000		
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000		

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	2O REAMS		
BUSINESS CARDS	2 BXS OF 500		
BUSINESS CARDS	10 BXS OF 500		
WORTHLESS CHECK AFFIDAVIT	10,000		
HOT CHECK MAILER ENVELOPE	15,000		
AUTHORIZATION FOR MEDICOLEGAL EXAM	500		

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SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500		
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
VICTIM IMPACT STATEMENT	5,000		
RECEIPT	10,000		
CHECK WRITER FLYERS	3,000		
MISDEMEANOR COMPLAINTS	10,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS		
BUSINESS CARDS	4 BXS OF 500		
BUSINESS CARDS	2 BXS OF 500		
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS		
LETTERHEAD PAPER	2 REAMS		
PLANNING DEPARTMENT:			
APPROVED APPLICATION	LATE 2010		
RECEIPT BOOKS-PRECINCT 1	27 BOOKS		
RECEIPT BOOKS-PRECINCT 2	66 BOOKS		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS		
RECEIPT BOOK – PRECINCT 4	30 BOOKS		
CULVERT INSTALLATION WORK ORDER	12 BOOKS		
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS		
VISITOR'S LABELS	10,000 SHEETS		
MAILING LABELS	5,000 SHEETS		
BUSINESS CARDS	1 BX OF 500		
ENVELOPES W/SEAL/LOGO	20BXS OF 500		
POLICY AND PROCEDURES MANUAL	20 BKS		
ANNUAL REPORT	100 BKS		
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO	25 BXS OF 500		
LETTERHEAD PAPER	1 REAM		
COUNTY CLERKS OFFICE			
RECREATIONAL FISHING REGULATIONS CARDS	1,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000		
BUSINESS CARDS			
BUSINESS CARDS			
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
LETTERHEAD PAPER	30 REAMS		
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500		
ASSUMED NAME CERTIFICATE	10,500		
NEWLY WED LETTER	10,000		
SCRATCH PADS	500 PADS		
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500		
INTERVIEW WORKSHEET	5,000		
INTERVIEW SELECTION FORM	5,000		
LETTERHEAD PAPER	20 REAMS		
DRAINAGE EMPLOYMENT APPLICATION	4,000		
COUNTY OF HIDALGO EMPLOYMENT APPLICATION	12,000		
SHERIFF EMPLOYMENT APPLICATION	10,000		
SICK LEAVE DONATION FORM	4,000		
H.C. EMPLOYEE MANUALS	3,500		
H.C. PERSONNEL POLICY MANUAL	1,500		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS	60 bxs of 500		
LETTERHEAD PAPER	20 reams of 500		
LETTERHEAD PAPER	20 reams of 500		
ENVELOPES AUTOMOBILE L.W/WINDOW	100 bxs of 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500		
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500		
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500		
ENVELOPE W/SEAL/LOGONO WINDOW W/RETURN ADDRESS	10 bxs of 500		
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500		
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100		
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500		
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500		
LETTERHEAD PAPER	20 REAMS		
RECEIPT BOOKS	130 BOOKS		
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000		
TECHNICAL INFORMATION FOR ON-SITE	4,000		
AUTHORIZATION TO CONSTRUCTION	4,000		
SOIL EVALUATION REPORT INFORTMATION	4,000		
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY		
ON SITE SEWAGE INSPECTION REPORT	4,000		
SERVICES OFFERED PAMPHLET-ENGLISH	30,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000		
KEEP YOUR GERMS ...-ENGLISH	30,000		
CONTENGA SU GERMENENES...-SPANISH	30,000		
STOP THE FLU	30,000		
ALTO A LA GRIPE	30,000		
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000		
PROBATIONER ACKNOWLDEGMENT FORM	2,000		
INITIAL ASSESSMENT FORM	1,000		
COURT INFORMATION FORM	1,200		
COMMUNITY SERVICE RESTITUTION ID CARD	4,000		
COURT NOTES	2,000		
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000		
AUTHORIZATION TO RELEASE INFORMATION	2,000		
EMPLOYMENT SEARCH FORM	1,000		
FAMILY HISTORY INFORMATION	6,000		
FIELD VISIT LOG	2,000		
GUN CONTROL ACT	3,000		
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000		
HOME VISIT CARDS	1,000		
INTAKE CHECKLIST	3,000		
LEAVE REQUEST	2,000		
INTAKE APPTL REFERRAL	3,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT –BY MAIL	3,000		
MONTHLY REPORT – IN PERSON	3,000		
OFFICE RULES AND REGULATIONS	3,000		
PROBATIONER ACKNOWLEDGMENT FORM			
PERSONAL DATA FORM	2,000		
PROBATIONER MONTHLY REOPORT SIGN IN	1,000		
PAYMENT SCHEDULE	1,500		
RECEPTIONIST SLIPS	1,000		
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000		
R.C.U. INTAKE FILE TRACKING FORM	3,000		
REFERRAL CARDS	1,000		
REASSESSMENT FORM	1,000		
TCIC/NCIC REQUEST	500		
SIGN IN ROSTER	500		
SCANNING CHECKLIST	3,000		
TEAS DPS INQUIRY LOG	4,000		
TELEPHONE MESSAGE	4,000		
TRAVEL PERMIT SLIPS	3,000		
TELEPHONE LOG	1,500		
WEBSITE LOG	2,000		
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
PRE-NUMBERED RECEIPTS	60,000		

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SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000		
PROGRESS NOTES			
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES		
BUSINESS CARDS	2BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500		
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
BUSINESS CARDS	9 BXS OF 500		
MAILING LABELS			
VEHICLE IMPOUNDMENT REPORT	500		
RECEIPT FOR FORMS	500		
INVESTIGATIVE FILE JACKET-LIGHT BLUE			
INVESTIGATIVE FILE JACKET – CANARY YELLOW			
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8		
NAME PLATES			

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
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Vendor:_____

BIDDER/COMPANY NAME: _____

ADDRESS:_____

CITY/STATE/ZIP CODE: _____

PHONE №: _____ **FAX №:**_____

CELLULAR №:_____ **email:**_____

AUTHORIZED SIGNATURE:_____

PRINTED NAME: _____

TITLE: _____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder 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. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. 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 ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. 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 shall name Hidalgo County as additional insured and must 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.

Revised 10/01/08

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY** **OTHER**				WC STATU ☐ OTHER TORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-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.

SAMPLE

CERTIFICATE HOLDER

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY 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.

AUTHORIZED REPRESENTATIVE

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 bid awarded 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 bid award by the Hidalgo County Commissioners= Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

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

_____ _____
Authorized Representative Date

Notice to Bidder:
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 of bid 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 bid award to be rescinded and re-awarded to next lowest bidder. 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 BID 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 bid, 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 bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

EXHIBIT "D"

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

Adopted 05/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281, Edinburg, Texas 78539 or e-mail. purchasing@co.hidalgo.tx.us

Company Name: Telephone No. ( )

dba Name:

Legal Name:

Mailing Address : Fax No. ( )

Physical Address:

City, State, Zip Tax I.D. No.

Remit to Address : City, State, Zip

E-Mail Address:

Representative(s) Name(s) & Title(s)

Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit
_____ LLC _____ Sole Proprietor _____ 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: _____ Date:_____ Other:

Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker
_____ Distributor _____ Service Organization _____ Other, Specify

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:

Small and/or Disadvantaged Business Information (check application criteria)

Small Business:	Disadvantaged Business (At Least 51% Ownership)	
☐ Less than 125,000 annual gross receipt	☐ Black American	☐ Native American
☐ Less than 250,000 annual gross receipt	☐ Hispanic American	☐ Women
☐ Less than 499,000 annual gross receipt	☐ Asian Pacific American	☐ Other
☐ More than 500,000 annual gross receipt		

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

Indicate Certification No.(s):_____ or are Certificate(s) attached?: ☐ Yes ☐ 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?: ☐ Yes ☐ 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.:

Revised12/14/06

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:

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

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: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ..... ☐ 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.

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

Social security number
___ - ___ - ____

or

Employer identification number
__ - _____

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]

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

[2] However, 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.

THE STATE OF TEXAS '

'

COUNTY OF HIDALGO '

SERVICE CONTRACT
C-2010-025-01-27

THIS CONTRACT is made and entered into this_____day of_____, 20__ by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and_____ a Texas Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for "_____ "of _____ (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" respectively, and incorporated herein for all purposes (the "Specifications"); 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 locations at _____. 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 **Department Head, Commissioner, Sheriff 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_____ and ending on_____ and may be extended at the sole discretion of County for an additional sixty (60) days, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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.

WITNESS our hands in duplicate originals this_____ day of _____, 20___.

Approved by Commissioners' Court on, _____day of _____, 20___.

COUNTY OF HIDALGO

ATTEST:

By:_____
Rene A. Ramirez, County Judge

Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

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

By:_____

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, 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, 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 for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

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

PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: ADDENDUM NO.1
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED SUPPLIES"HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** Request for Bids **"PRINTED ITEMS & RELATED SUPPLIES".**

Please add this **ADDENDUM NO.1** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 1 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your RFB packet for **"PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY".**

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO1
ACKNOWLEDEMENT OF RECEIPT

_____
Firm Name

MLS/yzv
Enclosures

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal		Needed toward end of 2010

2. Please make the following notations for the following items:

Description	
Section I: Constables	**Replace with:**
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25%COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1
JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

Description	
Section VI: All Departments	
Auditors	Letterhead paper-8.5"x11" 25% Cotton
Juvenile	Letterhead paper-8.5"x11" 25% Cotton
	Linen Cover for Juvenile Annual Report Booklet
	Labels – Gold Ink
Treasures	Envelope special size window
County Clerk	Fishing and Hunting – Vinyl/Plastic Card stock
	Letterhead 8.5"x11" -25% COTTON Paper
	Scratch Pad – Rounded Corners
Human Resources	Letterhead 8.5"X11" Linen paper foil seal
Tax Office	Letterhead paper-8.5"x11" 25% Cotton
	Envelope special Size Window-"Automobile& License Envelope w/window
Health & Human	Letterhead paper-8.5"x11" Linen Paper
	80# Standard Gloss Paper for Pamphlet (Blue)
HIDTA	Letterhead paper-8.5"x11" 25% Cotton

I, _____, acknowledge receipt of ADDENDUM No.1 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

_____ _____
Printed Bidder's Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: ADDENDUM NO.2
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED SUPPLIES"HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** Request for Bids **"PRINTED ITEMS & RELATED SUPPLIES".**

Please add this **ADDENDUM NO.2** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 2 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your RFB packet for **"PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY".**

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO 2
ACKNOWLEDEMENT OF RECEIPT

_____
Firm Name

MLS/yzv
Enclosures

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

JANUARY 19, 2010
HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section IV: JUSTICE OF THE PEACE

Description	Estimated Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500
Business Cards – 3 ½" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 box es of 500	
Warrant Notice Postcards-5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Official Courtesy Notice Postcards - 5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2.000	
Envelopes - 9½"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	
Memorandum of Papers Filed Envelopes - 9½"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	
CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	
CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box		

I, _____, acknowledge receipt of ADDENDUM No.2 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

_____ _____
Printed Bidder's Name Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

EXHIBIT "B"
VENDOR'S BID

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Awarded by Sections: Gateway Printing based on unit price and extended to reflect minimum quantity.

Department
SECTION II DISTRICT COURTS:
District Court 206TH
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 3 PLACE 1
SECTION VI ALL DEPARTMENTS
Public Defenders Office
Juvenile Justice Center
WIC Office

OPENED
9:43am

JAN 2 7 2010
Witnessed

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GAWay Printing Office Supply, Inc. James Cook

SECTION I – CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500	17.00	119.00
FIELD CONTACT CARD	2,000	0.05968	119.35
BUILDING CHECK CARD	500	0.1462	73.10
WARNING CARD	2,000	0.10735	214.70
NOTICE/AVISO DOOR HANGER CARD	5,000	0.9318	465.90
VEHICLE IMPOUNDMENT	100 BOOKS	4.48	448.00
H.C. CONSTABLE WARNING BOOK	200 BOOKS	4.21	842.00
TICKET BOOK	200 BOOKS	13.08	2,616.00
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS	39.60	396.00
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000	0.02243	224.25
BUSINESS CARDS	3 BXS OF 1,000	0.05427	162.80
BUSINESS CARDS	4 BXS OF 1,000	38.50	154.00
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500	0.06198	123.95
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS	31.55	631.00
TICKET BOOK	50 BOOKS	52.32	2,616.00
WARNING FLYERS	4BXS OF 5,000	0.16186	3,237.20
ADVERTENCIA FLYERS	4 BXS OF 5,000	0.16186	3,237.20
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS 2000	0.11253	225.05
NOTICE/AVISO-DOOR HANGER CARD	5,000	0.08038	401.90
ENVELOPES W/ CONSTABLE SEAL/LOGO	4BXS OF 500	0.1539	307.80
VEHICLE IMPOUNDMENT	80 BOOKS	4.98	398.40

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc - Jonas Cook

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS No 250's In 2 Colors	8 BXS OF 250	NB	NB
BUSINESS CARDS	2 BXS OF 1,000	51.50	102.00
WARNING FLYERS	750 SHEETS	0.3334	250.05
ADVERTENCIA FLYERS	750 SHEETS	0.3334	250.05
WARNING NOTICE TO VACATE	0.29533	0.29533	221.50
TICKET BOOK	40 BOOKS	13.19	527.60
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 Books	31.55	631.00
NOTICE/AVISO – DOOR HANGER CARD	500	0.316	158.00
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS 1000	0.1968	196.80
NOTICE/AVISO – DOOR HANGER CARD	2,000	0.1196	239.20
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500	0.26135	261.35
BUSINESS CARD		45.95	367.60
VEHICLE IMPOUND AND INVENTORY RECORD	50 books	6.45	322.50
TICKET BOOK	40 BOOKS	12.42	496.80

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS	95.50	191.00
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000	0.24065	481.30
ENVELOPES W/SEAL/LOGO	2BXS OF 500	117.10	234.20
JUROR'S HANDVOOK PAMPHLETS	1,000	0.21435	214.35
BUSINESS CARDS	1,000		51.50
JUROR TAGS	14	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GATEWAY Printing & OFFICE Supply, Inc Sonya Cook

SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500	45.95	183.80
LETTERHEAD PAPER	4 REAMS	143.75	575.00
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS	86.00	516.00
BUSINESS CARDS	5 BXS OF 500	88.00	440.00
ENVELOPES W/SEAL/LOGO	6 BXS OF 500	109.00	654.00
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000	0.2163	648.90
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500	0.4587	229.35
BUSINESS CARDS	5 BXS OF 500	45.95	229.75
ENVELOPES W/SEAL/LOGO	1 BOX		207.50
LETTERHEAD PAPER	2 REAMS	148.10	296.20

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500	114.95	1,034.55
LETTERHEAD PAPER	2 bxs 500	74.40	148.80
LETTERHEAD PAPER	2 bxs 500	74.40	148.80
ENVELOPES W/SEAL/LOGO	2 BXS OF 500	0.09385	93.85
LANDFILL FORM	50 TABLETS 5000	0.05006	250.30
PARKING PERMIT	12 BOOKLETS 600	9.55	114.60

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc — Sonya Cook

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 3 PLACE 1:			
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	b+ 500 5 Sets	88.00	440.00
Business Cards – 3 ½" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 box of 500	42.00	168.00
Warrant Notice Postcards-5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2000	0.09733	194.65
Official Courtesy Notice Postcards - 5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2000	0.09733	194.65
Envelopes - 9½"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	2000	0.14713	294.25
Memorandum of Papers Filed Envelopes - 9½"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	2000	0.15475	309.50
CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	UNABLE TO ORDER Special Water Mark		
CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	PAPER		
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box	1000	0.2134	213.40

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc. Jones-Cook

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD	500 1000 2000	0.209 0.1165 0.07023	104.50 116.75 140.45
MAGISTRATE'S WARNING	500 1000 2000	0.1579 0.0907 0.05695	78.95 90.70 113.90
COMMUNITY HOURS FORM	500 1000 2000	0.1579 0.0907 0.05695	78.95 90.70 113.90
PLAINTIFF'S ORIGINAL PETITION FORM	1000 2500 4000	0.1145 0.06885 0.04074	114.50 137.70 162.95
INSTRUCTIONS FOR FILING SUIT FORM	1000 2500 4000	0.1145 0.06885 0.04074	114.50 137.70 162.95
DRIVING SAFETY COURSE REQUEST	1000 2000 4000	0.12505 0.07235 0.04621	123.05 144.70 186.65
APPLICATION FOR EMERGENCY COMMITMENT	1,000	0.2094	209.40
LETTERHEAD PAPER	1 REAM 500	0.2147	107.35
BUSINESS CARDS	2 BXS OF 500	0.1528	152.80
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500	0.09055	90.55
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500	0.07463	111.95
PRINTED ENVELOPES	3 BXS OF 500	0.0715	107.25
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000	UNABLE	TO ORDER
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000	Special Water Mark Paper	

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	20 REAMS	75.00	1,500
BUSINESS CARDS	2 BXS OF 500	45.95	91.90
BUSINESS CARDS	10 BXS OF 500	45.95	459.50
WORTHLESS CHECK AFFIDAVIT	10,000	0.0931.5	931.50
HOT CHECK MAILER ENVELOPE	15,000	NB	NB
AUTHORIZATION FOR MEDICOLEGAL EXAM	500	0.2905	145.25

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc - Jones Cook

SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500	0.04604	230.20
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500	191.25	1,912.50
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	109.75	878.00
VICTIM IMPACT STATEMENT	5,000	N B	N B
RECEIPT OFFset PAPER NCR 2 PART	10,000	0.5117 0.11452	511.70 1,145.20
CHECK WRITER FLYERS	3,000	0.1017	305.10
MISDEMEANOR COMPLAINTS	10,000	N B	N B
CRIMINAL MANILA FOLDERS	10BXS OF 1,000	6.29787	2,978.70
CRIMINAL MANILA FOLDERS	10BXS OF 1,000	6.29787	2,978.70

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS	148.10	296.20
BUSINESS CARDS	4 BXS OF 500	45.95	183.80
BUSINESS CARDS	2 BXS OF 500	45.95	91.90
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS 1000	0.0946	94.60
LETTERHEAD PAPER	2 REAMS 1000	0.0946	94.60
PLANNING DEPARTMENT:			
APPROVED APPLICATION	LATE 2010	N B	N B
RECEIPT BOOKS-PRECINCT 1	27 BOOKS	N B	N B
RECEIPT BOOKS-PRECINCT 2	66 BOOKS	N B	N B

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc James Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS	NB	NB
RECEIPT BOOK – PRECINCT 4	30 BOOKS	NB	NB
CULVERT INSTALLATION WORK ORDER	12 BOOKS	NB	NB
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500	40.00	760.00
LETTERHEAD PAPER	4 REAMS	118.50	474.00
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500	70.45	563.60
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	70.45	563.60
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS	44.00	440.00
VISITOR'S LABELS	10,000 SHEETS	46.90	469.00
MAILING LABELS	5,000 SHEETS	58.60	293.00
BUSINESS CARDS	1 BX OF 500		45.95
ENVELOPES W/SEAL/LOGO	20BXS OF 500	59.00	590.00
POLICY AND PROCEDURES MANUAL	20 BKS	45.40	908.00
ANNUAL REPORT	100 BKS	5.19	519.00
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500	NB	NB
ENVELOPES W/SEAL/LOGO	25 BXS OF 500	NB	NB
LETTERHEAD PAPER	1 REAM	NB	NB
COUNTY CLERKS OFFICE			
RECREATIONAL FISHING REGULATIONS CARDS	1,000	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Eastern Printing & Office Supply, Inc Sonia Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000	NB	NB
BUSINESS CARDS	1 bx 500		60.00
BUSINESS CARDS	1 bx 500		60.00
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	0.05496	1,099.25
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500	0.05116	1,023.15
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	0.04275	854.90
LETTERHEAD PAPER	30 REAMS 15,000	0.0673	1,009.65
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500	0.05023	527.45
ASSUMED NAME CERTIFICATE	10,500	0.05476	575.00
NEWLY WED LETTER	10,000	0.0892	891.95
SCRATCH PADS	500 PADS	.95	475.00
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500	99.00	594.00
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500	118.00	472.00
INTERVIEW WORKSHEET	5,000	0.0304	152.00
INTERVIEW SELECTION FORM	5,000	0.04945	247.25
LETTERHEAD PAPER	20 REAMS	75.00	1,500.00
DRAINAGE EMPLOYMENT APPLICATION 2 Sheets	~~4,000~~ 8000	0.0396	316.80
COUNTY OF HIDALGO EMPLOYMENT APPLICATION 2 Sheets	~~12,000~~ 24,000	0.02471	594.20
SHERIFF EMPLOYMENT APPLICATION	10,000	NB	NB
SICK LEAVE DONATION FORM	4,000	0.03479	139.15
H.C. EMPLOYEE MANUALS	3,500	NB	NB
H.C. PERSONNEL POLICY MANUAL	1,500	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS 30 bx 5-1000	60 bxs of 500	41.25	1,237.50
LETTERHEAD PAPER	20 reams of 500 10,000	0.049	489.95
LETTERHEAD PAPER	20 reams of 500 10,000	0.049	489.95
ENVELOPES AUTOMOBILE L.W/WINDOW spec wind	100 bxs of 500 50.000	HB	HB
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500	0.05231	523.10
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500	0.03451	6.90100
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500	0.03661	915.30
ENVELOPE W/SEAL/LOGONO WINDOW W/RETURN ADDRESS	10 bxs of 500 5000	0.04767	238.35
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500 15000	0.03525	528.80
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100	24.64	24640
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500 5000	0.20457	1,022.85
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500 40,000	0.03307	1,322.90
LETTERHEAD PAPER	20 REAMS	65.00	1,300.00
RECEIPT BOOKS	130 BOOKS	15.33	1,992.90
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000	0.1041 4	416.55
TECHNICAL INFORMATION FOR ON-SITE	4,000	0.1041 4	416.55
AUTHORIZATION TO CONSTRUCTION	4,000	0.1041 4	416.55
SOIL EVALUATION REPORT INFORTMATION	4,000	0.04874	194.95
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY	0.1974 0.19189	1,184.40 1,535.15
ON SITE SEWAGE INSPECTION REPORT	4,000	0.14924	596.95
SERVICES OFFERED PAMPHLET-ENGLISH	30,000	0.05826	1747.80

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GATEWAY Printing & Office Supply, Inc James Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000	0.05826	1,747.80
KEEP YOUR GERMS ...-ENGLISH	30,000	0.02363	708.75
CONTENGA SU GERMENENES...-SPANISH	30,000	0.02363	708.75
STOP THE FLU	30,000	0.02413	723.90
ALTO A LA GRIPE	30,000	0.02413	723.90
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000	0.01282	464.95
PROBATIONER ACKNOWLDEGMENT FORM	2,000	0.05695	113.90
INITIAL ASSESSMENT FORM	1,000	0.1724	172.40
COURT INFORMATION FORM	1,200	0.10117	121.40
COMMUNITY SERVICE RESTITUTION ID CARD	4,000	0.01933	309.30
COURT NOTES	2,000	0.05695	113.90
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000	0.05695	113.90
AUTHORIZATION TO RELEASE INFORMATION	2,000	0.05695	113.90
EMPLOYMENT SEARCH FORM	1,000	0.0907	90.70
FAMILY HISTORY INFORMATION	6,000	0.03604	216.25
FIELD VISIT LOG	2,000	0.05695	113.90
GUN CONTROL ACT	3,000	0.04048	121.45
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000	0.03604	216.25
HOME VISIT CARDS	1,000	0.02828	169.65
INTAKE CHECKLIST	3,000	0.04048	121.45
LEAVE REQUEST	2,000	0.05695	113.90
INTAKE APPTL REFERRAL	3,000	0.04958	148.75

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply Jones Lock

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT –BY MAIL	3,000	0.04958	148.75
MONTHLY REPORT – IN PERSON	3,000	0.04048	121.45
OFFICE RULES AND REGULATIONS	3,000	0.04958	148.75
PROBATIONER ACKNOWLEDGMENT FORM	3000	0.04048	121.45
PERSONAL DATA FORM	2,000	0.07023	140.45
PROBATIONER MONTHLY REOPORT SIGN IN	1,000	0.0907	90.70
PAYMENT SCHEDULE	1,500	0.08573	128.60
RECEPTIONIST SLIPS	1,000	0.01615	129.20
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000	0.04035	121.05
R.C.U. INTAKE FILE TRACKING FORM	3,000	0.04035	121.05
REFERRAL CARDS	1,000	0.0841	84.10
REASSESSMENT FORM	1,000	0.17225	172.25
TCIC/NCIC REQUEST	500	0.1579	78.95
SIGN IN ROSTER	500	0.18353	92.65
SCANNING CHECKLIST	3,000	0.04048	121.45
TEAS DPS INQUIRY LOG	4,000	0.03479	139.15
TELEPHONE MESSAGE	4,000	0.03464	138.55
TRAVEL PERMIT SLIPS	3,000	0.04048	121.45
TELEPHONE LOG	1,500	0.06827	102.40
WEBSITE LOG	2,000	0.05695	113.90
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500 2000	0.06635	132.70
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500 2000	0.06948	138.95
PRE-NUMBERED RECEIPTS	60,000	NB	NB

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc James Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000	0.04105	821.00
PROGRESS NOTES	5000 10000 20000	0.03201 0.02353 0.01971	160.05 235.30 394.15
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES	87.10	174.20
BUSINESS CARDS	2BXS OF 500	45.95	91.90
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500		153.00
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500	94.80	379.20
LETTERHEAD PAPER	4 REAMS	72.60	294.40
BUSINESS CARDS	9 BXS OF 500	41.35	372.15
MAILING LABELS			
VEHICLE IMPOUNDMENT REPORT	500	0.2917	145.85
RECEIPT FOR FORMS	500	0.2387	119.35
INVESTIGATIVE FILE JACKET-LIGHT BLUE		No Bid	No Bid
INVESTIGATIVE FILE JACKET – CANARY YELLOW		No Bid	No Bid
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8	No Bid	No Bid
NAME PLATES		No Bid	No Bid

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Gateway Printing & Office Supply, Inc Jones Cook

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
County Judge's office			
Business Cards NO 250	9 Persons 500	106.85	961.75
Letter Head	Needed	Toward End of 2010	

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: GATEWAY Printing & OFFICE Supply, Inc - JONES Cook

BIDDER/COMPANY NAME: GATEWAY Printing & OFFICE Supply, Inc - JONES - Cook

ADDRESS: 315 So. CLOSNER

CITY/STATE/ZIP CODE: Edinburg, TX 78539

PHONE №: 956-383-3861 **FAX №:** 956-383-4674

CELLULAR №: 952-821-3126 **email:** NONE

AUTHORIZED SIGNATURE: Junior Cordero

PRINTED NAME: JUNIOR CORDERO

TITLE: ACCOUNT MANAGER

EXHIBIT "C"
INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

OP ID NO: GATEW-1

DATE (MM/DD/YYYY): 12/09/09

PRODUCER
Shepard Walton King Ins. Group
801 N. Main
P. O. Box 1630
McAllen TX 78505-1630
Phone: 956-682-2841 Fax: 956-630-4015

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.

INSURED
Gateway Printing & Office
Mr. Lin Miller
315 S. Closner
Edinburg TX 78539

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Union Standard Insurance Co.	
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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	CPA425256713	11/30/09	11/30/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1000000 $ 100000 $ 5000 $ 1000000 $ 2000000 $ 2000000
A		AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS	CPA425256713	11/30/09	11/30/10	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
A		EXCESS / UMBRELLA LIABILITY [X] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [X] RETENTION $ 0	CUA425257013	11/30/09	11/30/10	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $ $ $
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	WCA425257213	11/30/09	11/30/10	[X] WC STATUTORY LIMITS [ ] OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER Hidalgo County

Hidalgo County
2802 S. Business Hwy 281
Edinburg, Texas 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ 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.

AUTHORIZED REPRESENTATIVE
SHEPARD WALTON KING INS. GROUP

ACORD 25 (2009/01)

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EXHIBIT "A-1"
(ADDENDUM #1)

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal		Needed toward end of 2010

2. Please make the following notations for the following items:

Description	
Section I: Constables	**Replace with:**
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25%COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: ADDENDUM NO.1
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED SUPPLIES"HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** Request for Bids **"PRINTED ITEMS & RELATED SUPPLIES".**

Please add this **ADDENDUM NO.1** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 1 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your RFB packet for **"PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY".**

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: Juanita Cordero
ADDENDUM NO1
ACKNOWLEDEMENT OF RECEIPT

GATEWAY Printing - James Cook
Firm Name

MLS/yzv
Enclosures

EXHIBIT "A-2"
(ADDENDUM #2)

PURCHASING DEPARTMENT
County Of Hidalgo

January 19, 2010

RE: ADDENDUM NO.2
FOR RFB No: 2010-025-01-27-YZV
"PRINTED ITEMS & RELATED SUPPLIES"HIDALGO COUNTY

Dear Sir or Madam:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with **"HIDALGO COUNTY"** Request for Bids **"PRINTED ITEMS & RELATED SUPPLIES".**

Please add this **ADDENDUM NO.2** to your Request for Bids so as to permit your company to submit a complete packet. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of ADDENDUM NO. 2 by signing and returning this notice to us VIA FAX AT (956) 318-2629 or VIA E-MAIL TO yolanda.velasquez@co.hidalgo.tx.us .

If you do not receive all pages of **ADDENDUM NO.2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your RFB packet for **"PRINTED ITEMS & RELATED SUPPLIES-HIDALGO COUNTY".**

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: Junior Cordero
ADDENDUM NO 2
ACKNOWLEDEMENT OF RECEIPT

GATEWAY Printing - James Cook
Firm Name

MLS/yzv
Enclosures

THE STATE OF TEXAS §

§

COUNTY OF HIDALGO §

SERVICE CONTRACT
C-10-025A-02-16

THIS CONTRACT is made and entered into this **16th** day of **February, 2010** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **E. A. Stone Inc. dba/Gulf Data Products** a **Texas Corporation**. ("Company").

WHEREAS, Company responded to advertised notices for bids for **"PRINTED ITEMS AND RELATED SUPPLIES "** the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, 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 Packet"); 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 locations at **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 **Commissioners' Court** or their 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 of one year beginning **February 16, 2010** and ending on **February 15, 2011.** Hidalgo County at its sole discretion may elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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 **E. A. Stone, Inc.**
DBA/Gulf Data Products
810 E. Harrison
Harlingen, Texas 78550

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.

WITNESS our hands in duplicate originals this_____ day of _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By:_____
Rene A. Ramirez, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED BY COMMISSIONES COURT:_____

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

By:_____
Stephen L. Crain

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCURMENT PACKET

EXHIBIT "B"
VENDOR'S BID

OPENED
9:44am
JAN 27 2010
Witnessed

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION I – CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500	39.00	273.00
FIELD CONTACT CARD	2,000	32.00M	64.00
BUILDING CHECK CARD	500	53.80	53.80
WARNING CARD	2,000	89.80M	175.60
NOTICE/AVISO DOOR HANGER CARD	5,000	77.90M	389.50
VEHICLE IMPOUNDMENT	100 BOOKS	3.96BK	396.00
H.C. CONSTABLE WARNING BOOK	200 BOOKS	2.64BK	528.60
TICKET BOOK	200 BOOKS	5.69BK	1138.00
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS	25.90BK	259.00
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000	249.50BX	499.00
BUSINESS CARDS	3 BXS OF 1,000	89.00BX	267.00
BUSINESS CARDS	4 BXS OF 1,000	32.00BX	128.00
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500	19.70BX	78.80
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS	19.45BK	389.00
TICKET BOOK	50 BOOKS	6.18BK	309.00
WARNING FLYERS	4BXS OF 5,000	667.50BX	2670.00
ADVERTENCIA FLYERS	4 BXS OF 5,000	667.50BX	2670.00
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS	44.75RM	179.00
NOTICE/AVISO-DOOR HANGER CARD	5,000	89.80M	449.00
ENVELOPES W/ CONSTABLE SEAL/LOGO	4BXS OF 500	69.75BX	279.00
VEHICLE IMPOUNDMENT	80 BOOKS	4.20BK	335.50

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS	8 BXS OF 250	39.00	312.00
BUSINESS CARDS	2 BXS OF 1,000	45.00	90.00
WARNING FLYERS	750 SHEETS	.357 ST	269.00
ADVERTENCIA FLYERS	750 SHEETS	.357 ST	269.00
WARNING NOTICE TO VACATE 750 SHEETS	~~40 BOOKS~~	.357 ST	269.00
TICKET BOOK	40 BOOKS	12.36 BK	309.00
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS	25.90 BK	259.00
NOTICE/AVISO – DOOR HANGER CARD	500	.174 ea	87.00
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS	49.50 RM	99.00
NOTICE/AVISO – DOOR HANGER CARD	2,000	111.25 MX	222.50
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500	77.50	155.00
BUSINESS CARD	500	42.00	42.00
VEHICLE IMPOUND AND INVENTORY RECORD	1000	177.00 M	177.00
TICKET BOOK	40 BOOKS	7.30 BK	292.00

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS	84.50 RM	169.00
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000	152.50 M	305.00
ENVELOPES W/SEAL/LOGO	2BXS OF 500	113.00 BX	226.00
JUROR'S HANDVOOK PAMPHLETS	1,000	.528 ea	528.00
BUSINESS CARDS	1,000	41.00	41.00
JUROR TAGS	14	1.95 ea	27.30

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500	25.88 BX	103.50
LETTERHEAD PAPER	4 REAMS	36.75 RM	147.00
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS	98.50 RM	591.00
BUSINESS CARDS	5 BXS OF 500	84.95 BX	424.75
ENVELOPES W/SEAL/LOGO	6 BXS OF 500	116.34 BX	698.00
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000	151.67 M	455.00
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500	.189 ea	94.50
BUSINESS CARDS	5 BXS OF 500	41.00	205.00
ENVELOPES W/SEAL/LOGO	1 BOX	.298 ea	149.00
LETTERHEAD PAPER	2 REAMS	71.00 M	142.00

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500	93.00	837.00
LETTERHEAD PAPER	2 BX - 500	136.00 BX	272.00
LETTERHEAD PAPER	2 BX - 500	73.00 BX	146.00
ENVELOPES W/SEAL/LOGO	2 BXS OF 500	40.50 BX	81.00
LANDFILL FORM	50 TABLETS	2.86 TAB	143.00
PARKING PERMIT	12 BOOKLETS	3.50 ea	42.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD	1000	.049 ea	49.00
MAGISTRATE'S WARNING	1000	.047 ea	47.00
COMMUNITY HOURS FORM	1000	.047 ea	47.00
PLAINTIFF'S ORIGINAL PETITION FORM	1000	.062 ea	62.00
INSTRUCTIONS FOR FILING SUIT FORM	1000	.062 ea	62.00
DRIVING SAFETY COURSE REQUEST	1000	.076 ea	76.00
APPLICATION FOR EMERGENCY COMMITMENT	1,000	.134 ea	134.00
LETTERHEAD PAPER	1 REAM	.135 ea	67.50
BUSINESS CARDS	2 BXS OF 500	65.00 BX	130.00
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500	34.43 BX	68.86
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500	34.98 BX	69.96
PRINTED ENVELOPES	3 BXS OF 500	25.17 BX	75.51
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000	1.46 ea	1460
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000	1.76 ea	1760

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	20 REAMS	23.45 RM	469.00
BUSINESS CARDS	2 BXS OF 500	19.00 BX	38.00
BUSINESS CARDS	10 BXS OF 500	34.90 BX	349.00
WORTHLESS CHECK AFFIDAVIT	10,000	52.90 M	529.00
HOT CHECK MAILER ENVELOPE	15,000	191.95 M	2879.25
AUTHORIZATION FOR MEDICOLEGAL EXAM	500	.1623 ea	81.15

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500	18.25 BX	182.50
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500	17.125 BX	342.50
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	16.50 BX	132.00
VICTIM IMPACT STATEMENT	5,000	.030 ea	154.00
RECEIPT	10,000	.0259 ea	259.00
CHECK WRITER FLYERS	3,000	.0633 ea	199.00
MISDEMEANOR COMPLAINTS	10,000	.08236 ea	823.60
CRIMINAL MANILA FOLDERS WITH DIE CUT	10BXS OF 1,000	.26 ea	2600.00
CRIMINAL MANILA FOLDERS	10BXS OF 1,000	.275 ea	2750.00

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS	104.50	209.00
BUSINESS CARDS	4 BXS OF 500	44.00	176.00
BUSINESS CARDS	2 BXS OF 500	47.00	94.00
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS	42.00 RM	84.00
LETTERHEAD PAPER	2 REAMS	42.00 RM	84.00
PLANNING DEPARTMENT:			
APPROVED APPLICATION 7600	LATE 2010	.0354 ea	269.00
RECEIPT BOOKS-PRECINCT 1	27 BOOKS	17.29 BK	466.83
RECEIPT BOOKS-PRECINCT 2	66 BOOKS	13.50 BK	891.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS	17.29BK	466.83
RECEIPT BOOK – PRECINCT 4	30 BOOKS	16.99BK	509.70
CULVERT INSTALLATION WORK ORDER	12 BOOKS	12.67BK	152.00
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500	37.50 BX	712.50
LETTERHEAD PAPER	4 REAMS	89.75RM	359.00
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500	105.25BX	842.00
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500	105.25BX	842.00
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS	26.90RM	269.00
VISITOR'S LABELS	10,000 SHEETS	.1395ea	1395.00
MAILING LABELS	5,000 SHEETS	.1786ea	893.00
BUSINESS CARDS	1 BX OF 500	38.00BX	38.00
ENVELOPES W/SEAL/LOGO	20BXS OF 500	17.00BX	340.00
POLICY AND PROCEDURES MANUAL	20 BKS	43.00BK	860.00
ANNUAL REPORT	100 BKS	6.93	693.00
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500	32.00BX	64.00
ENVELOPES W/SEAL/LOGO	25 BXS OF 500	32.50BX	812.50
LETTERHEAD PAPER	1 REAM	69.00RM	69.00
COUNTY CLERKS OFFICE		6.0715ea	21,250
RECREATIONAL FISHING REGULATIONS CARDS	1,000	1.39ea	1390.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000	1.39 ea	1390.00
BUSINESS CARDS 1- 500		37.50 BX	37.50
BUSINESS CARDS 1- 500		37.50 BX	37.50
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	15.38 BX	615.20
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500	16.48 BX	659.20
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500	16.48 BX	659.20
LETTERHEAD PAPER	30 REAMS	23.27 RM	698.10
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500	.05095 ea	535.00
ASSUMED NAME CERTIFICATE	10,500	.056 ea	589.00
NEWLY WED LETTER	10,000	.0349 ea	349.00
SCRATCH PADS SQUARE CORNERS	500 PADS	.594 PD	297.00
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500	43.00 BX	258.00
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500	163.50 BX	654.00
INTERVIEW WORKSHEET	5,000	.0238 ea	119.00
INTERVIEW SELECTION FORM	5,000	.0254 ea	127.00
LETTERHEAD PAPER	20 REAMS	86.00 RM	1720.00
DRAINAGE EMPLOYMENT APPLICATION	4,000	.0695 ea	279.00
COUNTY OF HIDALGO EMPLOYMENT APPLICATION 2 PAGES	12,000	53.25 MR SETS	639.00
SHERIFF EMPLOYMENT APPLICATION 10 PAGES	10,000	179.00 MR SETS	1790.00
SICK LEAVE DONATION FORM	4,000	23.75 MR	95.00
H.C. EMPLOYEE MANUALS	3,500		
H.C. PERSONNEL POLICY MANUAL	1,500	3.1933a	4790.50

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS	60 bxs of 500	36.00BX	2160.00
LETTERHEAD PAPER	20 reams of 500	57.00 Rm	1140.00
LETTERHEAD PAPER	20 reams of 500	57.00 Rm	1140.00
ENVELOPES AUTOMOBILE L.W/WINDOW	100 bxs of 500	16.25BX	1625.00
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500	17.00BX	340.00
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500	9.48BX	3792.00
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500	16.49BX	824.50
ENVELOPE W/SEAL/LOGONO WINDOW W/RETURN ADDRESS	10 bxs of 500	18.50BX	185.00
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500	17.49BX	524.70
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100	44.90BX	449.00
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500	133.90BX	1339.00
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500	13.78BX	1102.40
LETTERHEAD PAPER	20 REAMS	45.45RM	909.00
RECEIPT BOOKS	130 BOOKS	9.60BK	1248.00
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000	.08 ea	320.00
TECHNICAL INFORMATION FOR ON-SITE	4,000	.08 ea	320.00
AUTHORIZATION TO CONSTRUCTION	4,000	.08 ea	320.00
SOIL EVALUATION REPORT INFORTMATION	4,000	.0355 ea	142.00
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY	.1415 ea	849.00
ON SITE SEWAGE INSPECTION REPORT	4,000	.11 ea	440.00
SERVICES OFFERED PAMPHLET-ENGLISH	30,000	.0745 ea	2235.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000	.0745ea	2235.00
KEEP YOUR GERMS ...-ENGLISH	30,000	.0183ea	549.00
CONTENGA SU GERMENENES...-SPANISH	30,000	.0183ea	549.00
STOP THE FLU	30,000	.0183ea	549.00
ALTO A LA GRIPE	30,000	.0183ea	549.00
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000	.0615ea	369.00
PROBATIONER ACKNOWLDEGMENT FORM	2,000	.0295ea	59.00
INITIAL ASSESSMENT FORM	1,000	.059ea	59.00
COURT INFORMATION FORM	1,200	.0434ea	52.08
COMMUNITY SERVICE RESTITUTION ID CARD	4,000	.062ea	248.00
COURT NOTES	2,000	.0295ea	59.00
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000	.0295ea	59.00
AUTHORIZATION TO RELEASE INFORMATION	2,000	.0295ea	59.00
EMPLOYMENT SEARCH FORM	1,000	.052ea	52.00
FAMILY HISTORY INFORMATION	6,000	.0315ea	189.00
FIELD VISIT LOG	2,000	.0295ea	59.00
GUN CONTROL ACT	3,000	.02367ea	71.01
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000	.0315ea	189.00
HOME VISIT CARDS	1,000	.092ea	92.00
INTAKE CHECKLIST	3,000	.02367ea	71.01
LEAVE REQUEST	2,000	.0295ea	59.00
INTAKE APPTL REFERRAL	3,000	.035ea	105.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT –BY MAIL	3,000	.035 ea	105.00
MONTHLY REPORT – IN PERSON	3,000	.02367 ea	71.00
OFFICE RULES AND REGULATIONS	3,000	.0350 ea	105.00
PROBATIONER ACKNOWLEDGMENT FORM	3000	.02367	71.00
PERSONAL DATA FORM	2,000	.044 ea	88.00
PROBATIONER MONTHLY REOPORT SIGN IN	1,000	.052 ea	52.00
PAYMENT SCHEDULE	1,500	.04767 ea	71.50
RECEPTIONIST SLIPS	1,000	.0765 ea	76.50
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000	.02367 ea	71.00
R.C.U. INTAKE FILE TRACKING FORM	3,000	.02367 ea	71.00
REFERRAL CARDS	1,000	.082 ea	82.00
REASSESSMENT FORM	1,000	.064 ea	64.00
TCIC/NCIC REQUEST	500	.0862 ea	43.00
SIGN IN ROSTER	500	.108 ea	54.00
SCANNING CHECKLIST	3,000	.02367 ea	71.00
TEAS DPS INQUIRY LOG	4,000	.021375 ea	85.50
TELEPHONE MESSAGE	4,000	.021375 ea	85.50
TRAVEL PERMIT SLIPS	3,000	.0350 ea	105.00
TELEPHONE LOG	1,500	.0367 ea	55.00
WEBSITE LOG	2,000	.02975 ea	59.50
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500	21.375 BX	85.50
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500	26.00 BX	104.00
PRE-NUMBERED RECEIPTS	60,000	17.60 M	1056.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: GULF DATA PRODUCTS

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000	.03935ea	787.00
PROGRESS NOTES	1000	.052ea	52
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES	91.00BX	182.00
BUSINESS CARDS	2BXS OF 500	39.00BX	78.00
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500	154 BX	154.00
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500	105. RM	420.00
LETTERHEAD PAPER	4 REAMS	85.00RM	340.00
BUSINESS CARDS	9 BXS OF 500	36.00BX	324.00
MAILING LABELS	500	133.50	133.50
VEHICLE IMPOUNDMENT REPORT	500	.206ea	103.00
RECEIPT FOR FORMS	500	.15ea	75.00
INVESTIGATIVE FILE JACKET-LIGHT BLUE	1000	757.00	757.00
INVESTIGATIVE FILE JACKET – CANARY YELLOW	1000	757.00	757.00
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8	1.23SET	492.00
NAME PLATES		125.00	125.00

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: GULF DATA PRODUCTS

BIDDER/COMPANY NAME: KEVIN KANIPE - GULF DATA PRODUCTS
ADDRESS: 810 E. HARRISON
CITY/STATE/ZIP CODE: HARLINGEN TX 78550
PHONE №: 800-825-5395 **FAX №:** 956-425-5535
CELLULAR №: 956-802-7467 **email:** gulfdata2@sbcglobal.net
AUTHORIZED SIGNATURE: Kevin Kanipe
PRINTED NAME: KEVIN KANIPE
TITLE: PRESIDENT

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Award by Sections: Gulf Data Products based on unit price and extended to reflect minimum quantity.

Department
SECTION I CONSTABLES
Precinct 1,2,3&4
SECTION II DISTRICT COURTS
District Court 139th 398th and 449th
SECTION III COMMISSIONERS
Precinct 3
SECTION IV JUSTICE OF THE PEACE
JP Precinct 1Place 1
SECTION V – DISTRICT ATTORNEY
District Attorney
SECTION VI ALL DEPARTMENTS
Adult Probation
Veterans Services
County Auditors
Planning Department
Treasurer's Department
Human Resources
Tax Office
Health & Human Services
H.I.D.T.A. Task Force
Border Colonia Access Program

EXHIBIT "C"
INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/9/2010

PRODUCER
RICK VILLARREAL INS AGENCY
2116 W University Dr
Edinburg, TX 78539
(956) 383-7001

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.

INSURED
E.A. Stone Inc.
DBA Gulf Data Products
810 E Harrison
Harlingen, TX 78550
956-421-5711

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: Farmers Insurance Exchange	
INSURER B: Farmers Truck Insurance Exchange	
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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER [X] POLICY [ ] PRO-JECT [ ] LOC	60191-95-32	05-18-09	05-18-10	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurance)	$ 1,000,000
						MED EXP (Any one person)	$ 5,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 2,000,000
		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS / UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] If yes, describe under SPECIAL PROVISIONS below	A07076872	04-18-09	04-18-10	WC STATU-TORY LIMITS [X] OTH-ER	
						E.L. EACH ACCIDENT	$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Hidalgo County
2802 S Business Hwy 281
Edinburg, Texas 78539

CANCELLATION

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.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2009/01)

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EXHIBIT "A-1"
(ADDENDUM #1)

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal	1000	Needed toward end of 2010

92.00 | BX

.182 ea

182.00

2. Please make the following notations for the following items:

Description	
Section I: Constables	**Replace with:**
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25%COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1
JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

Description	
Section VI: All Departments	
Auditors	Letterhead paper-8.5"x11" 25% Cotton
Juvenile	Letterhead paper-8.5"x11" 25% Cotton
	Linen Cover for Juvenile Annual Report Booklet
	Labels – Gold Ink
Treasures	Envelope special size window
County Clerk	Fishing and Hunting – Vinyl/Plastic Card stock
	Letterhead 8.5"x11" -25% COTTON Paper
	Scratch Pad – Rounded Corners
Human Resources	Letterhead 8.5"X11" Linen paper foil seal
Tax Office	Letterhead paper-8.5"x11" 25% Cotton
	Envelope special Size Window-"Automobile& License Envelope w/window
Health & Human	Letterhead paper-8.5"x11" Linen Paper
	80# Standard Gloss Paper for Pamphlet (Blue)
HIDTA	Letterhead paper-8.5"x11" 25% Cotton

I, Ken Hargis, acknowledge receipt of ADDENDUM No.1 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

GULF DATA PRODUCTS — Printed Bidder's Name

1-26-10 — Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

EXHIBIT "A-2"
(ADDENDUM #2)

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

JANUARY 19, 2010
HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section IV: JUSTICE OF THE PEACE

Description	Estimated Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500 93.00 BX
Business Cards – 3 ½" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 box es of 500	39.00 BX
Warrant Notice Postcards-5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	79.00
Official Courtesy Notice Postcards - 5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2.000	79.00
Envelopes - 9½"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	229.00
Memorandum of Papers Filed Envelopes - 9½"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	354.44
CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	1160.00
CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	1260.00
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box	1000	650.00

I, KEVIN KANIPE / Kevin Kanipe, acknowledge receipt of ADDENDUM No.1 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

GULF DATA PRODUCTS
Printed Bidder's Name

1-20-10
Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

THE STATE OF TEXAS §

§

COUNTY OF HIDALGO §

SERVICE CONTRACT
C-10-025B-02-16

THIS CONTRACT is made and entered into this **16th** day of **February, 2010** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Scott Merriman Inc.** a **Texas Corporation**. ("Company").

WHEREAS, Company responded to advertised notices for bids for **"PRINTED ITEMS AND RELATED SUPPLIES "** the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, 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 Packet"); 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 locations at **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 **Commissioners' Court** or their 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 of one year beginning **February 16, 2010** and ending on **February 15, 2011.** Hidalgo County at its sole discretion may elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

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	**Scott Merriman, INC.** **11212 Goodnight Lane Bldg. 200** **Dallas, Texas 75229**

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.

WITNESS our hands in duplicate originals this_____ day of _____, 2010.

COUNTY OF HIDALGO

ATTEST:

By:_____
Rene A. Ramirez, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED BY COMMISSIONES COURT:_____

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

By:_____
Stephen L. Crain

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCURMENT PACKET

EXHIBIT "B"
VENDOR'S BID

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Awarded by Sections:_____Scott Merriman_____based on unit price and extended to reflect minimum quantity.

Department
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 1 &3 PLACE 1

OPENED
9:41am
JAN 2 7 2010
Witnessed

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc

SECTION I – CONSTABLES:

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 1:			
BUSINESS CARDS	7 BXS. OF 500		
FIELD CONTACT CARD	2,000		
BUILDING CHECK CARD	500		
WARNING CARD	2,000		
NOTICE/AVISO DOOR HANGER CARD	5,000		
VEHICLE IMPOUNDMENT	100 BOOKS		
H.C. CONSTABLE WARNING BOOK	200 BOOKS		
TICKET BOOK	200 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES	10 BOOKS		
CONSTABLE PRECINCT 2:			
LETTERHEAD PAPER	2 BXS OF 5,000		
BUSINESS CARDS	3 BXS OF 1,000		
BUSINESS CARDS	4 BXS OF 1,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	4 BXS OF 500		
OFFICIAL RECEIPT FOR CONSTABLES FEES	20 BOOKS		
TICKET BOOK	50 BOOKS		
WARNING FLYERS	4BXS OF 5,000		
ADVERTENCIA FLYERS	4 BXS OF 5,000		
CONSTABLES PRECINCT 3:			
LETTERHEAD PAPER	4 REAMS		
NOTICE/AVISO-DOOR HANGER CARD	5,000		
ENVELOPES W/ CONSTABLE SEAL/LOGO	4BXS OF 500		
VEHICLE IMPOUNDMENT	80 BOOKS		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc.

Description	Estimated Quantity	Unit Price	Total Price
CONSTABLES PRECINCT 3 CONTINUATION:			
BUSINESS CARDS	8 BXS OF 250		
BUSINESS CARDS	2 BXS OF 1,000		
WARNING FLYERS	750 SHEETS		
ADVERTENCIA FLYERS	750 SHEETS		
WARNING NOTICE TO VACATE	40 BOOKS		
TICKET BOOK	40 BOOKS		
OFFICIAL RECEIPT FOR CONSTABLES FEES			
NOTICE/AVISO – DOOR HANGER CARD	500		
CONSTABLES PRECINCT 4:			
LETTERHEAD PAPER	2 REAMS		
NOTICE/AVISO – DOOR HANGER CARD	2,000		
ENVELOPE W/ CONSTABLE SEAL/LOGO	2 BXS OF 500		
BUSINESS CARD			
VEHICLE IMPOUND AND INVENTORY RECORD			
TICKET BOOK	40 BOOKS		

SECTION II-DISTRICT COURTS:

Description	Estimated Quantity	Unit Price	Total Price
206TH DISTRICT COURT:			
LETTERHEAD PAPER	2 REAMS		
ORDER OF RELEASE/ORDER OF COMMITMENT	2,000		
ENVELOPES W/SEAL/LOGO	2BXS OF 500		
JUROR'S HANDVOOK PAMPHLETS	1,000		
BUSINESS CARDS	1,000		
JUROR TAGS	14		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc.

SECTION II: DISTRICT COURTS CONTINUATION:

Description	Estimated Quantity	Unit Price	Total Price
139TH DISTRICT COURT:			
BUSINESS CARDS	4 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
398TH DISTRICT COURT:			
LETTERHEAD PAPER	6 REAMS		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	6 BXS OF 500		
ORDER OF RELEASE/ORDER OF COMMITMENT	3,000		
449TH DISTRICT COURT:			
ORDER OF RELEASE/ORDER OF COMMITMENT	500		
BUSINESS CARDS	5 BXS OF 500		
ENVELOPES W/SEAL/LOGO	1 BOX		
LETTERHEAD PAPER	2 REAMS		

SECTION III - COUNTY COMMISSIONERS:

Description	Estimated Quantity	Unit Price	Total Price
COMMISSIONER PRECINCT 3:			
BUSINESS CARDS	9 BXS OF 500		
LETTERHEAD PAPER			
LETTERHEAD PAPER			
ENVELOPES W/SEAL/LOGO	2 BXS OF 500		
LANDFILL FORM	50 TABLETS		
PARKING PERMIT	12 BOOKLETS		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

OPENED 9:41 am
JAN 27 2010
Witnessed

Vendor: Scott-Merriman, Inc.

SECTION IV – JUSTICE OF THE PEACE:

Description	Estimated Quantity	Unit Price	Total Price
JUSTICE OF THE PEACE PRECINCT 1 PLACE 1:			
APPLICATION FOR BIRTH OR DEATH RECORD			
MAGISTRATE'S WARNING			
COMMUNITY HOURS FORM			
PLAINTIFF'S ORIGINAL PETITION FORM			
INSTRUCTIONS FOR FILING SUIT FORM			
DRIVING SAFETY COURSE REQUEST			
APPLICATION FOR EMERGENCY COMMITMENT	1,000		
LETTERHEAD PAPER	1 REAM		
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/ SEAL/LOGO NO WINDOW	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	3 BXS OF 500		
PRINTED ENVELOPES	3 BXS OF 500		
CERTIFICATE OF VITAL RECORD PAPER-LETTER	1,000	1.26 ea	1260.00
CERTIFICATE OF VITAL RECORD PAPER-LEGAL	1,000	1.43 ea	1430.00

SECTION V - DISTRICT ATTORNEY:

Description	Estimated Quantity	Unit Price	Total Price
LETTERHEAD PAPER	20 REAMS		
BUSINESS CARDS	2 BXS OF 500		
BUSINESS CARDS	10 BXS OF 500		
WORTHLESS CHECK AFFIDAVIT	10,000		
HOT CHECK MAILER ENVELOPE	15,000		
AUTHORIZATION FOR MEDICOLEGAL EXAM	500		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc

SECTION V: DISTRICT ATTORNEY CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ENVELOPES W/SEAL/LOGO-CHECKS DEPT	10 BXS OF 500		
ENVELOPES W/SEAL/LOGO-MISDEMEANOR DEPT	20 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
VICTIM IMPACT STATEMENT	5,000		
RECEIPT	10,000		
CHECK WRITER FLYERS	3,000		
MISDEMEANOR COMPLAINTS	10,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		
CRIMINAL MANILA FOLDERS	10BXS OF 1,000		

SECTION VI: ALL DEPARTMENTS:

Description	Estimated Quantity	Unit Price	Total Price
VETERANS SERVICES:			
LETTERHEAD PAPER	2 REAMS		
BUSINESS CARDS	4 BXS OF 500		
BUSINESS CARDS	2 BXS OF 500		
COUNTY AUDITORS:			
LETTERHEAD PAPER	2 REAMS		
LETTERHEAD PAPER	2 REAMS		
PLANNING DEPARTMENT:			
APPROVED APPLICATION	LATE 2010		
RECEIPT BOOKS-PRECINCT 1	27 BOOKS		
RECEIPT BOOKS-PRECINCT 2	66 BOOKS		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
PLANNING DEPARTMENT CONTINUATION:			
RECEIPT BOOK – PRECINCT 3	27 BOOKS		
RECEIPT BOOK – PRECINCT 4	30 BOOKS		
CULVERT INSTALLATION WORK ORDER	12 BOOKS		
PUBLIC DEFENDER'S OFFICE:			
BUSINESS CARDS	19 BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
ENVELOPES W/SEAL/LOGO-W/WINDOW	8 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	8 BXS OF 500		
JUVENILE JUSTICE CENTER:			
LETTERHEAD PAPER	10 REAMS		
VISITOR'S LABELS	10,000 SHEETS		
MAILING LABELS	5,000 SHEETS		
BUSINESS CARDS	1 BX OF 500		
ENVELOPES W/SEAL/LOGO	20BXS OF 500		
POLICY AND PROCEDURES MANUAL	20 BKS		
ANNUAL REPORT	100 BKS		
TREASURER'S DEPARTMENT:			
BUSINESS CARDS	2 BXS OF 500		
ENVELOPES W/SEAL/LOGO	25 BXS OF 500		
LETTERHEAD PAPER	1 REAM		
COUNTY CLERKS OFFICE			
RECREATIONAL FISHING REGULATIONS CARDS	1,000		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott Merriman, Inc

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
COUNTY CLERKS OFFICE			
RECREATIONAL HUNTING REGULATIONS CARDS	1,000		
BUSINESS CARDS			
BUSINESS CARDS			
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	40 BXS OF 500		
ENVELOPES W/SEAL/LOGO-W/WINDOW	40 BXS OF 500		
LETTERHEAD PAPER	30 REAMS		
CERTIFICATE OF WITHDRAWAL FROM BUSINESS	10,500		
ASSUMED NAME CERTIFICATE	10,500		
NEWLY WED LETTER	10,000		
SCRATCH PADS	500 PADS		
HUMAN RESOURCES:			
BUSINESS CARDS	6 BXS OF 500		
ENVELOPES W/SEAL/LOGO-NO WINDOW	4 BXS OF 500		
INTERVIEW WORKSHEET	5,000		
INTERVIEW SELECTION FORM	5,000		
LETTERHEAD PAPER	20 REAMS		
DRAINAGE EMPLOYMENT APPLICATION	4,000		
COUNTY OF HIDALGO EMPLOYMENT APPLICATION	12,000		
SHERIFF EMPLOYMENT APPLICATION	10,000		
SICK LEAVE DONATION FORM	4,000		
H.C. EMPLOYEE MANUALS	3,500		
H.C. PERSONNEL POLICY MANUAL	1,500		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
TAX OFFICE:			
BUSINESS CARDS	60 bxs of 500		
LETTERHEAD PAPER	20 reams of 500		
LETTERHEAD PAPER	20 reams of 500		
ENVELOPES AUTOMOBILE L.W/WINDOW	100 bxs of 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	20 bxs of 500		
ENVELOPE W/SEAL/LOGO W/WINDOW TAX A	400 bxs of 500		
ENVELOPE W/SEAL/LOGO NO WINDOW AUTO/LIC	50 bxs of 500		
ENVELOPE W/SEAL/LOGONO WINDOW W/RETURN ADDRESS	10 bxs of 500		
ENVELOPES W/SEAL/LOGO NO WINDOW	30 bxs of 500		
ENVELOPES W/SEAL/LOGO BROWN DOUBLE PRONT METAL CLASP	10 bxs of 100		
ENVELOPES W/SEAL/LOGO BROWN W/GUMMED SEAL	10 bxs of 500		
HEALTH AND HUMAN SERVICES:			
ENVELOPES W/SEAL/LOGO NO WINDOW	80 BXS OF 500		
LETTERHEAD PAPER	20 REAMS		
RECEIPT BOOKS	130 BOOKS		
APPLICATION FOR ON SITE SEWAGE FACILITIES	4,000		
TECHNICAL INFORMATION FOR ON-SITE	4,000		
AUTHORIZATION TO CONSTRUCTION	4,000		
SOIL EVALUATION REPORT INFORTMATION	4,000		
FOOD SERVICE INSPECTION	6,000 TO 8,000 YEARLY		
ON SITE SEWAGE INSPECTION REPORT	4,000		
SERVICES OFFERED PAMPHLET-ENGLISH	30,000		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
HEALTH & HUMAN SERVICES:			
SERVICES OFFERED PAMPHLET – SPANISH	30,000		
KEEP YOUR GERMS ...-ENGLISH	30,000		
CONTENGA SU GERMENENES...-SPANISH	30,000		
STOP THE FLU	30,000		
ALTO A LA GRIPE	30,000		
ADULT PROBATION DEPARTMENT:			
APPOINTMENT CARDS	6,000		
PROBATIONER ACKNOWLDEGMENT FORM	2,000		
INITIAL ASSESSMENT FORM	1,000		
COURT INFORMATION FORM	1,200		
COMMUNITY SERVICE RESTITUTION ID CARD	4,000		
COURT NOTES	2,000		
COMMUNITY SERVICE RESTITUTION PROGRAM RULES	2,000		
AUTHORIZATION TO RELEASE INFORMATION	2,000		
EMPLOYMENT SEARCH FORM	1,000		
FAMILY HISTORY INFORMATION	6,000		
FIELD VISIT LOG	2,000		
GUN CONTROL ACT	3,000		
GUIDELINES FOR PAYMENT TO THE ACCT.	6,000		
HOME VISIT CARDS	1,000		
INTAKE CHECKLIST	3,000		
LEAVE REQUEST	2,000		
INTAKE APPTL REFERRAL	3,000		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman, Inc.

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
ADULT PROBATION CONTINUATION			
MONTHLY REPORT –BY MAIL	3,000		
MONTHLY REPORT – IN PERSON	3,000		
OFFICE RULES AND REGULATIONS	3,000		
PROBATIONER ACKNOWLEDGMENT FORM			
PERSONAL DATA FORM	2,000		
PROBATIONER MONTHLY REOPORT SIGN IN	1,000		
PAYMENT SCHEDULE	1,500		
RECEPTIONIST SLIPS	1,000		
RECORDS CONTROL UNIT PROCESSING CHECKLIST	3,000		
R.C.U. INTAKE FILE TRACKING FORM	3,000		
REFERRAL CARDS	1,000		
REASSESSMENT FORM	1,000		
TCIC/NCIC REQUEST	500		
SIGN IN ROSTER	500		
SCANNING CHECKLIST	3,000		
TEAS DPS INQUIRY LOG	4,000		
TELEPHONE MESSAGE	4,000		
TRAVEL PERMIT SLIPS	3,000		
TELEPHONE LOG	1,500		
WEBSITE LOG	2,000		
ENVELOPES W/SEAL/LOGO NO WINDOW	4BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
PRE-NUMBERED RECEIPTS	60,000		

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED IT EMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV
BID PAGE

Vendor: Scott-Merriman Inc

SECTION VI: ALL DEPARTMENTS CONTINUATION

Description	Estimated Quantity	Unit Price	Total Price
WIC OFFICE			
APPOINTMENT/NOTICE SLIPS	20,000		
PROGRESS NOTES			
BORDER COLONIA ACCESS PROGRAM			
LETTERHEAD PAPER	2 BOXES		
BUSINESS CARDS	2BXS OF 500		
ENVELOPES W/SEAL/LOGO W/WINDOW	1BX OF 500		
H.I.D.T.A. TASK FORCE			
ENVELOPES W/SEAL/LOGO W/WINDOW	4BXS OF 500		
LETTERHEAD PAPER	4 REAMS		
BUSINESS CARDS	9 BXS OF 500		
MAILING LABELS			
VEHICLE IMPOUNDMENT REPORT	500		
RECEIPT FOR FORMS	500		
INVESTIGATIVE FILE JACKET-LIGHT BLUE			
INVESTIGATIVE FILE JACKET – CANARY YELLOW			
DIVIDERS MULTI COLORED LABELED	400 SETS OF 8		
NAME PLATES			

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: Scott-Merriman, Inc

BIDDER/COMPANY NAME: Scott-Merriman, Inc.

ADDRESS: 11212 Goodnight Ln # 200

CITY/STATE/ZIP CODE: Dallas, TX 75229

PHONE №: 800-648-7022 FAX №: 972 484 8908

CELLULAR №: email: scott-merriman@sbcglobal.n

AUTHORIZED SIGNATURE:

PRINTED NAME: Jeff Biggs

TITLE: V.P.

EXHIBIT "C"
INSURANCE REQUIREMENTS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 11/30/2009

PRODUCER
Sentry Insurance a Mutual Company
1800 N. Point Drive
Stevens Point, WI 54481
1-800-295-6919

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.

INSURED
SCOTT-MERRIMAN INC
11212 GOODNIGHT LN BLDG 200
DALLAS TX 75229

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: SENTRY INSURANCE A MUTUAL CO	24988
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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YYYY)	POLICY EXPIRATION DATE(MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	49-98535-02	01/01/09	01/01/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 200,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 1,000,000
		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS / UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

HIDALGO COUNTY PURCHASING
ATTN YOLONDA VELASQUEZ
2812 S BUSINESS HWY 281
EDINBURG TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 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.

AUTHORIZED REPRESENTATIVE Maria Lepp

ACORD 25 (2009/01)

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EXHIBIT "A-1"
(ADDENDUM #1)

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.1

JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section VI: COUNTY JUDGE'S OFFICE

Description	Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box	1 box of 250	9 persons/1 bx per ea of 250
Letterhead Paper – 8.5"x11" 25% Cotton Paper, Raised lettering w/gold Ink Seal		Needed toward end of 2010

2. Please make the following notations for the following items:

Description	
Section I: Constables	**Replace with:**
Precinct No. 1	Warning Card – Self Stick
Precinct No.3	Letterhead paper-8.5"X 11" LINEN Paper
Precinct No. 4	Letterhead paper-8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
All Constables	Tickets – ALL DIFFERENT BACK SIDE PRINTING
Section II: District Courts:	
206th	Letterhead paper 8.5"x11" 25% COTTON Paper
	Envelopes w/logo/seal-25% Cotton
398th	Letterhead paper 8.5"x11" 25%COTTON Paper
449th	Letterhead Paper 8.5"x11" Linen Paper
Section III: Commissioner	
Precinct 3	Letterhead paper 8.5"x11" Linen paper
Section V: District Attorney	
District Attorney	Letterhead paper 8.5"x11" -25% COTTON Paper
	Manila Folder-Special die cut end

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1
JANUARY 19, 2010

HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

Description	
Section VI: All Departments	
Auditors	Letterhead paper-8.5"x11" 25% Cotton
Juvenile	Letterhead paper-8.5"x11" 25% Cotton
	Linen Cover for Juvenile Annual Report Booklet
	Labels – Gold Ink
Treasures	Envelope special size window
County Clerk	Fishing and Hunting – Vinyl/Plastic Card stock
	Letterhead 8.5"x11" -25% COTTON Paper
	Scratch Pad – Rounded Corners
Human Resources	Letterhead 8.5"X11" Linen paper foil seal
Tax Office	Letterhead paper-8.5"x11" 25% Cotton
	Envelope special Size Window-"Automobile& License Envelope w/window
Health & Human	Letterhead paper-8.5"x11" Linen Paper
	80# Standard Gloss Paper for Pamphlet (Blue)
HIDTA	Letterhead paper-8.5"x11" 25% Cotton

I, Jeff Biggs, acknowledge receipt of ADDENDUM No.1 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

Jeff Biggs
Printed Bidder's Name

1-25-10
Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

EXHIBIT "A-2"
(ADDENDUM #2)

PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO.2

JANUARY 19, 2010
HIDALGO COUNTY
"PRINTED ITEMS & RELATED SUPPLIES"

RFB No. 2010-025-01-27-YZV

Please note the following Information for RFB No. 2010-025-01-27-yzv

1. Please add Under Section IV: JUSTICE OF THE PEACE

Description	Estimated Qty	Special Instructions
Business Cards – 3 ½" x 2", Raised Lettering Blue w/gold foil seal single sided print-500 per box-Landscape layout	1 box of 500	5 persons/1bx Per ea of 500
Business Cards – 3 ½" x 2", Raised Lettering Blue /red single sided print-500 per box-Portrait layout	4 box es of 500	
Warrant Notice Postcards-5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2,000	
Official Courtesy Notice Postcards - 5½"x3½" Post Card, Double Sided Print, Black and Red Ink, Flat Print	2.000	
Envelopes - 9½"x4" Envelopes, Blue and Gold Ink Flat Print, No Window, Peel and Seal, 500 per box	4 boxes of 500	
Memorandum of Papers Filed Envelopes - 9½"x4 Envelopes, 60# Fluorescent Red Stock, Black Flat Print, 500 per box	4 boxes of 500	
CERTIFICATE OF VITAL RECORD PAPER – Size 8.5"x11" Page Size, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	250	535.00
CERTIFICATE OF VITAL RECORD PAPER – Size - 8½" X 14" Legal Page, single sided print (PLEASE REFER TO SAMPLE) (NUMBERED)(Banknote Paper)	500	712.25
CRIMINAL MANILA FOLDERS- Legal Size, Folder Stock, End tab, ½ Cut Folders w/ black ink print,1,000 per box		

I, Jeff Biggs, acknowledge receipt of ADDENDUM No.2 dated January 19, 2010 for RFB No 2010-025-01-27-YZV-Hidalgo County-"PRINTED ITEMS & RELATED SUPPLIES."

Jeff Biggs
Printed Bidder's Name

1-25-10
Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER TO COMPLETE THE REQUEST FOR BIDS.

EXHIBIT "B"
HIDALGO COUNTY
"PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2010-025-01-27-YZV

BID PAGE

Vendor: Scott-Merriman, Inc

BIDDER/COMPANY NAME: Scott-Merriman, Inc.

ADDRESS: 11212 Goodnight Ln # 200

CITY/STATE/ZIP CODE: Dallas, TX 75229

PHONE №: 800-648-7022 FAX №: 972 484 8908

CELLULAR №: email: scott-merriman@sbcglobal.n

AUTHORIZED SIGNATURE:

PRINTED NAME: Jeff Biggs

TITLE: V.P.

Hidalgo County

Expenditure Summary Report

Standard Report Format

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-412-00-001-001-0-550	92ND DC-PRINTING & BINDING	836.00	.00	.00	.00	836.00	.00
0-1100-412-00-001-001-0-601	92ND DC-OFFICE & COMPUTER SUPPLIES	1,500.00	.00	.00	.00	1,500.00	.00
0-1100-412-00-002-001-0-550	93RD DC-PRINTING & BINDING	1,700.00	.00	.00	.00	1,700.00	.00
0-1100-412-00-002-001-0-601	93RD DC-OFFICE & COMPUTER SUPPLIES	5,600.00	79.86	.00	.00	5,520.14	1.43
0-1100-412-00-003-001-0-550	139TH DC-PRINTING & BINDING	500.00	.00	.00	.00	500.00	.00
0-1100-412-00-003-001-0-601	139TH DC-OFFICE & COMPUTER SUPPLIES	2,800.00	.00	.00	.00	2,800.00	.00
0-1100-412-00-004-001-0-550	206TH DC-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-1100-412-00-004-001-0-601	206TH DC-OFFICE & COMPUTER SUPPLIES	3,200.00	23.95	.00	.00	3,176.05	.75
0-1100-412-00-005-001-0-550	275TH DC-PRINTING & BINDING	300.00	.00	.00	.00	300.00	.00
0-1100-412-00-005-001-0-601	275TH DC-OFFICE & COMPUTER SUPPLIES	1,500.00	.00	.00	.00	1,500.00	.00
0-1100-412-00-006-001-0-550	332ND DC-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-1100-412-00-006-001-0-601	332ND DC-OFFICE & COMPUTER SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
0-1100-412-00-007-001-0-601	370TH DC-OFFICE & COMPUTER SUPPLIES	500.00	47.24	.00	.00	452.76	9.45
0-1100-412-00-008-001-0-550	389TH DC-PRINTING & BINDING	800.00	.00	.00	.00	800.00	.00
0-1100-412-00-008-001-0-601	389TH DC-OFFICE & COMPUTER SUPPLIES	2,700.00	.00	.00	.00	2,700.00	.00
0-1100-412-00-009-001-0-550	398TH DC-PRINTING & BINDING	1,094.00	.00	.00	.00	1,094.00	.00
0-1100-412-00-009-001-0-601	398TH DC-OFFICE & COMPUTER SUPPLIES	2,800.00	277.05	93.00	93.00	2,429.95	13.22
0-1100-412-00-009-003-0-550	INDIGENT DEFENSE-PRINTING & BINDING	1,875.00	.00	.00	.00	1,875.00	.00
0-1100-412-00-009-003-0-601	INDIGENT DEFENSE-OFFICE & COMPUTER SUPPL	2,494.00	560.35	.00	.00	1,933.65	22.47
0-1100-412-00-010-001-0-550	430TH DC-PRINTING & BINDING	1,500.00	.00	.00	.00	1,500.00	.00
0-1100-412-00-010-001-0-601	430TH DC-OFFICE & COMPUTER SUPPLIES	2,750.00	1,507.51	.00	.00	1,242.49	54.82
0-1100-412-00-011-001-0-550	449TH DC-PRINTING & BINDING	836.00	.00	.00	.00	836.00	.00
0-1100-412-00-011-001-0-601	449TH DC-OFFICE & COMPUTER SUPPLIES	4,500.00	.00	.00	.00	4,500.00	.00
0-1100-412-00-021-001-0-550	CCL#1-PRINTING & BINDING	400.00	.00	.00	.00	400.00	.00
0-1100-412-00-021-001-0-601	CCL#1-OFFICE & COMPUTER SUPPLIES	1,262.40	.00	.00	.00	1,262.40	.00
0-1100-412-00-022-001-0-550	CCL#2-PRINTING & BINDING	800.00	.00	.00	.00	800.00	.00
0-1100-412-00-022-001-0-601	CCL#2-OFFICE & COMPUTER SUPPLIES	2,292.00	.00	.00	.00	2,292.00	.00
0-1100-412-00-023-001-0-550	PROBATE CRT-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-1100-412-00-023-001-0-601	PROBATE CRT-OFFICE & COMPUTER SUPPLIES	1,000.00	262.85	.00	.00	737.15	26.29
0-1100-412-00-024-001-0-550	CCL#4-PRINTING & BINDING	400.00	.00	.00	.00	400.00	.00
0-1100-412-00-024-001-0-601	CCL#4-OFFICE & COMPU SUPPL	716.00	.00	.00	.00	716.00	.00
0-1100-412-00-025-001-0-550	CCL#5-PRINTING & BINDING	1,500.00	.00	.00	.00	1,500.00	.00
0-1100-412-00-025-001-0-601	CCL#5-OFFICE & COMPUTER SUPPLIES	2,288.00	.00	.00	.00	2,288.00	.00

Hidalgo County

Expenditure Summary Report

Standard Report Format

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-412-00-026-001-0-550	CCL#6-PRINTING & BINDING	1,048.00	.00	.00	.00	1,048.00	.00
0-1100-412-00-026-001-0-601	CCL#6-OFFICE & COMPUTER SUPPLIES	2,800.00	265.86	.00	.00	2,534.14	9.50
0-1100-412-00-032-001-0-601	MASTER CRT II-OFFICE & COMPUTER SUPPLIES	1,110.00	284.88	.00	.00	825.12	25.66
0-1100-412-00-045-001-0-550	AUXILIARY COURT-PRINTING & BINDING	375.00	.00	.00	.00	375.00	.00
0-1100-412-00-045-001-0-601	AUXILIARY COURT-OFFICE & COMPUTER SUPPLI	1,200.00	.00	.00	.00	1,200.00	.00
0-1100-412-00-061-001-0-550	JP PCT 1/PL 1-PRINTING & BINDING	2,000.00	.00	.00	.00	2,000.00	.00
0-1100-412-00-061-001-0-601	JP PCT 1/PL 1-OFFICE & COMPUTER SUPPLIES	2,615.00	231.68	.00	.00	2,383.32	8.86
0-1100-412-00-062-001-0-550	JP PCT 1/PL 2-PRINTING & BINDING	1,148.00	.00	.00	.00	1,148.00	.00
0-1100-412-00-062-001-0-601	JP PCT 1/PL 2-OFFICE & COMPUTER SUPPLIES	4,123.00	330.00	.00	.00	3,793.00	8.00
0-1100-412-00-063-001-0-550	JP PCT 2/PL 1-PRINTING & BINDING	975.00	480.90	.00	.00	494.10	49.32
0-1100-412-00-063-001-0-601	JP PCT 2/PL 1-OFFICE & COMPUTER SUPPLIES	2,220.00	226.14	.00	.00	1,993.86	10.19
0-1100-412-00-064-001-0-550	JP PCT 2/PL 2-PRINTING & BINDING	1,125.00	.00	362.58	362.58	762.42	32.23
0-1100-412-00-064-001-0-601	JP PCT 2/PL 2-OFFICE & COMPUTER SUPPLIES	1,942.00	.00	.00	.00	1,942.00	.00
0-1100-412-00-065-001-0-550	JP PCT 3/PL 1-PRINTING & BINDING	2,250.00	1,410.85	.00	.00	839.15	62.70
0-1100-412-00-065-001-0-601	JP PCT 3/PL 1-OFFICE & COMPUTER SUPPLIES	2,053.00	.00	338.00	338.00	1,715.00	16.46
0-1100-412-00-066-001-0-550	JP PCT 3/PL 2-PRINTING & BINDING	2,000.00	.00	.00	.00	2,000.00	.00
0-1100-412-00-066-001-0-601	JP PCT 3/PL 2-OFFICE & COMPUTER SUPPLIES	2,500.00	1,078.79	.00	.00	1,421.21	43.15
0-1100-412-00-067-001-0-550	JP PCT 4/PL 1-PRINTING & BINDING	2,625.00	495.00	.00	.00	2,130.00	18.86
0-1100-412-00-067-001-0-601	JP PCT 4/PL 1-OFFICE & COMPUTER SUPPLIES	2,053.00	484.31	.00	.00	1,568.69	23.59
0-1100-412-00-068-001-0-550	JP PCT 4/PL 2-PRINTING & BINDING	2,625.00	.00	.00	.00	2,625.00	.00
0-1100-412-00-068-001-0-601	JP PCT 4/PL 2-OFFICE & COMPU SUPPL	1,942.00	1,867.70	.00	.00	74.30	96.17
0-1100-412-00-069-001-0-550	JP PCT 5/PL 1-PRINTING & BINDING	150.00	.00	.00	.00	150.00	.00
0-1100-412-00-069-001-0-601	JP PCT 5/PL 1-OFFICE & COMPUTER SUPPLIES	1,498.00	.00	.00	.00	1,498.00	.00
0-1100-412-00-080-002-0-550	CRIM DA-PRINTING & BINDING	4,875.00	2,294.50	.00	.00	2,580.50	47.07
0-1100-412-00-080-002-0-601	CRIM DA-OFFICE & COMPUTER SUPPLIES	20,535.00	17.40	1,058.00	1,058.00	19,459.60	5.24
0-1100-412-00-090-001-0-550	DIST CLERK-PRINTING & BINDING	45,000.00	21,598.20	.00	.00	23,401.80	48.00
0-1100-412-00-090-001-0-601	DIST CLERK-OFFICE & COMPUTER SUPPLIES	38,850.00	16,421.41	.00	.00	22,428.59	42.27
0-1100-412-20-080-001-0-601	GRAND JURY-OFFICE & COMPU SUPPL	82.00	.00	.00	.00	82.00	.00
0-1100-412-30-085-003-0-550	PUBLIC DEFENDER-PRINTING & BINDING	75.00	.00	.00	.00	75.00	.00
0-1100-412-30-085-003-0-601	PUBLIC DEFENDER-OFFICE & COMPUTER SUPPL	499.00	.00	.00	.00	499.00	.00
0-1100-413-00-110-006-0-550	CO JUDGE-PRINTING & BINDING	2,625.00	453.15	.00	.00	2,171.85	17.26
0-1100-413-00-110-006-0-601	CO JUDGE-OFFICE & COMPU SUPPL	7,077.00	1,070.75	232.01	232.01	5,774.24	18.41
0-1100-414-00-130-001-0-550	ELECTIONS DEPT-PRINTING & BINDING	60,000.00	894.00	.00	.00	59,106.00	1.49

Hidalgo County

Expenditure Summary Report

Standard Report Format

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-414-00-130-001-0-601	ELECTIONS DEPT-OFFICE & COMPUTER SUPPL	69,925.64	2,524.40	.00	.00	67,401.24	3.61
0-1100-415-00-200-001-0-550	INFO TECH DEPT-PRINTING & BINDING	225.00	.00	.00	.00	225.00	.00
0-1100-415-00-200-001-0-601	INFO TECH DEPT-OFFICE & COMPUTER SUPPL	9,851.00	1,733.18	2,791.01	2,791.01	5,326.81	45.93
0-1100-415-00-200-002-0-601	IT COUNTYWIDE-OFFICE & COMPU SUPPL	4,000.00	2,936.71	.00	.00	1,063.29	73.42
0-1100-415-14-115-001-0-550	DBM-BUDGET DIV-PRINTING & BINDING	1,125.00	.00	.00	.00	1,125.00	.00
0-1100-415-14-115-001-0-601	DBM-BUDGET DIV-OFFICE & COMPUTER SUPPL	5,383.00	.00	.00	.00	5,383.00	.00
0-1100-415-15-140-001-0-550	TAX OFF-PRINTING & BINDING	18,750.00	1,396.75	.00	.00	17,353.25	7.45
0-1100-415-15-140-001-0-601	TAX OFF-OFFICE & COMPUTER SUPPLIES	72,150.00	12,052.43	3,834.75	3,834.75	56,262.82	22.02
0-1100-415-16-150-001-0-550	CO TREASURER-PRINTING & BINDING	2,250.00	.00	.00	.00	2,250.00	.00
0-1100-415-16-150-001-0-601	CO TREASURER-OFFICE & COMPUTER SUPPLIES	6,756.00	1,466.83	421.23	421.23	4,867.94	27.95
0-1100-415-18-160-001-0-550	PURCHASING-PRINTING & BINDING	3,750.00	86.89	.00	.00	3,663.11	2.32
0-1100-415-18-160-001-0-601	PURCHASING-OFFICE & COMPUTER SUPPLIES	10,850.00	5,236.70	.00	.00	5,613.30	48.26
0-1100-415-21-170-001-0-550	CO AUDITOR-PRINTING & BINDING	3,000.00	.00	.00	.00	3,000.00	.00
0-1100-415-21-170-001-0-601	CO AUDITOR-OFFICE & COMPUTER SUPPLIES	22,000.00	6,874.51	572.70	572.70	14,552.79	33.85
0-1100-415-40-180-001-0-550	CO CLERK-PRINTING & BINDING	30,000.00	12,405.00	.00	.00	17,595.00	41.35
0-1100-415-40-180-001-0-601	CO CLERK-OFFICE & COMPUTER SUPPLIES	59,895.00	3,293.96	399.96	399.96	56,201.08	6.17
0-1100-415-40-180-002-0-550	CO CLERK RECORD ARCHIVE-PRINT & BIND	750.00	.00	.00	.00	750.00	.00
0-1100-415-40-180-002-0-601	CO CLERK RECORD ARCHIVE-OFFICE&COMPU SUP	2,775.00	.00	.00	.00	2,775.00	.00
0-1100-415-50-190-001-0-550	CIVIL SERVICE-PRINTING & BINDING	2,250.00	.00	.00	.00	2,250.00	.00
0-1100-415-50-190-001-0-601	CIVIL SERVICE-OFFICE & COMPUTER SUPPLIES	1,554.00	116.97	.00	.00	1,437.03	7.53
0-1100-415-50-190-002-0-550	HUMAN RESOURCES-PRINTING & BINDING	3,000.00	.00	.00	.00	3,000.00	.00
0-1100-415-50-190-002-0-601	HUMAN RESOURCES-OFFICE & COMPUTER SUPPL	9,435.00	7,081.59	.00	.00	2,353.41	75.06
0-1100-419-10-210-001-0-550	PLANNING DEPT-PRINTING & BINDING	1,800.00	.00	.00	.00	1,800.00	.00
0-1100-419-10-210-001-0-601	PLANNING DEPT-OFFICE & COMPUTER SUPPLIES	6,000.00	1,960.55	.00	.00	4,039.45	32.68
0-1100-419-40-220-001-0-550	FACILITIES MGMT-PRINTING & BINDING	2,516.66	.00	.00	.00	2,516.66	.00
0-1100-419-40-220-001-0-601	FACILITIES MGMT-OFFICE & COMPUTER SUPPL	9,990.00	1,903.10	15.96	15.96	8,070.94	19.21
0-1100-419-50-115-059-0-550	DBM-SAFETY DIV-PRINTING & BINDING	1,875.00	.00	.00	.00	1,875.00	.00
0-1100-419-50-115-059-0-601	DBM-SAFETY DIV-OFFICE & COMPUTER SUPPL	8,325.00	1,135.24	.00	.00	7,189.76	13.64
0-1100-421-00-115-027-0-550	TX DPS-PRINTING & BINDING	1,125.00	.00	.00	.00	1,125.00	.00
0-1100-421-00-115-027-0-601	TX DPS-OFFICE & COMPU SUPPL	1,055.00	.00	.00	.00	1,055.00	.00
0-1100-421-00-280-001-0-550	SHERIFF-PRINTING & BINDING	25,000.00	70.00	.00	.00	24,930.00	.28
0-1100-421-00-280-001-0-601	SHERIFF-OFFICE & COMPUTER SUPPLIES	60,000.00	3,092.34	6,920.37	6,920.37	49,987.29	16.69

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-421-00-291-001-0-550	CONSTABLE PCT.1-PRINTING & BINDING	1,125.00	.00	.00	.00	1,125.00	.00
0-1100-421-00-291-001-0-601	CONSTABLE PCT.1-OFFICE & COMPUTER SUPPL	888.00	.00	.00	.00	888.00	.00
0-1100-421-00-292-001-0-550	CONSTABLE PCT.2-PRINTING & BINDING	600.00	.00	316.60	316.60	283.40	52.77
0-1100-421-00-292-001-0-601	CONSTABLE PCT.2-OFFICE & COMPUTER SUPPL	355.00	.00	.00	.00	355.00	.00
0-1100-421-00-293-001-0-550	CONSTABLE PCT.3-PRINTING & BINDING	1,875.00	.00	.00	.00	1,875.00	.00
0-1100-421-00-293-001-0-601	CONSTABLE PCT.3-OFFICE & COMPUTER SUPPL	1,587.00	1,570.64	.00	.00	16.36	98.97
0-1100-421-00-294-001-0-550	CONSTABLE PCT.4-PRINTING & BINDING	1,950.00	957.00	.00	.00	993.00	49.08
0-1100-421-00-294-001-0-601	CONSTABLE PCT.4-OFFICE & COMPUTER SUPPL	3,444.00	1,955.32	.00	.00	1,488.68	56.77
0-1100-421-00-294-007-0-550	CONST PCT4-PK LOT SEC-PRINTING & BINDING	.00	.00	.00	.00	.00	.00
0-1100-421-00-294-007-0-601	CONST PCT4-PK LOT SEC-OFFICE & COMP SUPP	.00	.00	.00	.00	.00	.00
0-1100-421-00-295-001-0-550	CONSTABLE PCT.5-PRINTING & BINDING	375.00	.00	.00	.00	375.00	.00
0-1100-421-00-295-001-0-601	CONSTABLE PCT.5-OFFICE & COMPUTER SUPPL	1,191.00	1,103.62	.00	.00	87.38	92.66
0-1100-422-10-300-001-0-550	EMERG SRVS-FM-PRINTING & BINDING	2,663.00	.00	.00	.00	2,663.00	.00
0-1100-422-10-300-001-0-601	EMERG SRVS-FM-OFFICE & COMPUTER SUPPLIES	3,108.00	1,859.38	.00	.00	1,248.62	59.83
0-1100-423-21-280-002-0-550	JAIL-PRINTING & BINDING	18,000.00	.00	.00	.00	18,000.00	.00
0-1100-423-21-280-002-0-601	JAIL-OFFICE & COMPUTER SUPPLIES	65,000.00	913.39	3,175.99	3,175.99	60,910.62	6.29
0-1100-423-32-330-001-0-601	JUV DET HM-OFFICE & COMPUTER SUPPLIES	8,000.00	.00	.00	.00	8,000.00	.00
0-1100-423-60-330-002-0-550	JUV PROB-PRINTING & BINDING	4,200.00	292.50	.00	.00	3,907.50	6.96
0-1100-423-60-330-002-0-601	JUV PROB-OFFICE & COMPUTER SUPPLIES	20,000.00	1,114.93	64.80	64.80	18,820.27	5.90
0-1100-429-00-300-023-0-550	EMERG SRVS-EM-PRINTING & BINDING	1,625.00	179.20	.00	.00	1,445.80	11.03
0-1100-429-00-300-023-0-601	EMERG SRVS-EM-OFFICE & COMPU SUPPL	2,775.00	1,107.69	.00	.00	1,667.31	39.92
0-1100-432-00-121-001-0-550	PCT1 SANITATION-PRINTING AND BINDING	750.00	.00	.00	.00	750.00	.00
0-1100-432-00-121-001-0-601	PCT1 SANITATION-OFFICE & COMPUTER SUPPL	2,553.00	1,928.29	.00	.00	624.71	75.53
0-1100-432-00-122-001-0-550	PCT2 SANITATION-PRINTING & BINDING	1,250.00	.00	.00	.00	1,250.00	.00
0-1100-432-00-122-001-0-601	PCT2 SANITATION-OFFICE & COMPUTER SUPPL	200.00	.00	.00	.00	200.00	.00
0-1100-432-00-123-001-0-550	PCT3 SANITATION-PRINTING & BINDING	375.00	205.00	.00	.00	170.00	54.67
0-1100-432-00-123-001-0-601	PCT3 SANITATION-OFFICE & COMPUTER SUPPL	360.00	141.63	.00	.00	218.37	39.34
0-1100-432-00-124-001-0-550	PCT4 SANITATION-PRINTING & BINDING	3,000.00	.00	.00	.00	3,000.00	.00
0-1100-432-00-124-001-0-601	PCT4 SANITATION-OFFICE & COMPUTER SUPPL	555.00	.00	.00	.00	555.00	.00
0-1100-441-00-340-001-0-550	HEALTH ADM-PRINTING & BINDING	6,375.00	4,368.04	.00	.00	2,006.96	68.52
0-1100-441-00-340-001-0-601	HEALTH ADM-OFFICE & COMPUTER SUPPLIES	16,428.00	5,356.98	.00	.00	11,071.02	32.61
0-1100-441-00-340-003-0-550	HEALTH CLINICS-PRINTING & BINDING	1,500.00	.00	.00	.00	1,500.00	.00
0-1100-441-00-340-003-0-601	HEALTH CLINICS-OFFICE & COMPUTER SUPPL	15,213.00	3,165.00	.00	.00	12,048.00	20.80

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-444-00-240-001-0-550	HUMAN SERVICES-PRINTING & BINDING	2,000.00	1,387.44	.00	.00	612.56	69.37
0-1100-444-00-240-001-0-601	HUMAN SERVICES-OFFICE & COMPUTER SUPPL	22,197.00	1,656.25	323.15	323.15	20,217.60	8.92
0-1100-444-00-360-001-0-601	CHILD WELFARE-OFFICE & COMPU SUPPL	388.00	.00	.00	.00	388.00	.00
0-1100-444-00-370-001-0-550	VETERAN'S SRV-PRINTING & BINDING	750.00	.00	.00	.00	750.00	.00
0-1100-444-00-370-001-0-601	VETERAN'S SRV-OFFICE & COMPUTER SUPPLIES	1,909.00	.00	.00	.00	1,909.00	.00
0-1100-451-10-115-033-0-550	HISTORICAL COMM-PRINTING & BINDING	1,125.00	.00	.00	.00	1,125.00	.00
0-1100-451-10-115-033-0-601	HISTORICAL COMM-OFFICE & COMPU SUPPL	468.00	.00	.00	.00	468.00	.00
0-1100-461-00-380-001-0-550	TX AGRILIFE EXT-PRINTING & BINDING	1,125.00	.00	.00	.00	1,125.00	.00
0-1100-461-00-380-001-0-601	TX AGRILIFE EXT-OFFICE & COMPUTER SUPPL	5,481.00	771.42	77.24	77.24	4,632.34	15.48
0-1100-466-00-121-050-0-601	PCT1 CRC-OFFICE & COMPUTER SUPPLIES	2,000.00	.00	.00	.00	2,000.00	.00
0-1100-466-00-122-018-0-601	PCT2 CRC-OFFICE & COMPUTER SUPPLIES	970.00	736.97	.00	.00	233.03	75.98
0-1100-466-00-122-082-0-550	PCT2 CRC (S.TOWER)-PRINTING & BINDING	300.00	45.95	.00	.00	254.05	15.32
0-1100-466-00-122-082-0-601	PCT2 CRC (S.TOWER)-OFFICE &COMPUTER SUPP	1,521.00	838.89	.00	.00	682.11	55.15
0-1200-431-00-115-042-0-550	COLONIA ACCESS PRG-PRINTING & BINDING	100.00	.00	.00	.00	100.00	.00
0-1200-431-00-115-042-0-601	COLONIA ACCESS PRG-OFFICE & COMPU SUPPL	700.00	119.24	.00	.00	580.76	17.03
0-1200-431-00-122-004-0-601	CO SHOP-OFFICE & COMPU SUPPL	75.00	.00	.00	.00	75.00	.00
0-1200-431-00-260-001-0-550	R-O-W DEPT-PRINTING & BINDING	3,050.00	.00	.00	.00	3,050.00	.00
0-1200-431-00-260-001-0-601	R-O-W DEPT-OFFICE & COMPUTER SUPPLIES	3,253.14	411.80	.00	.00	2,841.34	12.66
0-1201-431-00-121-004-0-550	PCT1 RD ADM-PRINTING & BINDING	150.00	.00	.00	.00	150.00	.00
0-1201-431-00-121-004-0-601	PCT1 RD ADM-OFFICE & COMPUTER SUPPLIES	18,500.00	4,108.44	700.64	700.64	13,690.92	26.00
0-1202-431-00-122-005-0-550	PCT2 RD ADM-PRINTING & BINDING	1,000.00	45.95	.00	.00	954.05	4.60
0-1202-431-00-122-005-0-601	PCT2 RD ADM-OFFICE & COMPUTER SUPPLIES	2,600.00	1,759.17	.00	.00	840.83	67.66
0-1203-431-00-123-004-0-550	PCT3 RD ADM-PRINTING & BINDING	2,000.00	.00	.00	.00	2,000.00	.00
0-1203-431-00-123-004-0-601	PCT3 RD ADM-OFFICE & COMPUTER SUPPLIES	4,978.47	2,609.80	.00	.00	2,368.67	52.42
0-1204-431-00-124-005-0-550	PCT4 RD ADM-PRINTING & BINDING	700.00	.00	.00	.00	700.00	.00
0-1204-431-00-124-005-0-601	PCT4 RD ADM-OFFICE & COMPUTER SUPPL	3,178.00	3,043.72	.00	.00	134.28	95.77
0-1211-452-00-121-013-0-550	PCT1 PARKS-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-1211-452-00-121-013-0-601	PCT1 PARKS-OFFICE & COMPUTER SUPPL	5,000.00	226.20	368.36	368.36	4,405.44	11.89
0-1212-452-00-122-008-0-550	PCT2 PARKS-PRINTING & BINDING	500.00	.00	.00	.00	500.00	.00
0-1212-452-00-122-008-0-601	PCT2 PARKS-OFFICE & COMPUTER SUPPL	600.00	578.85	.00	.00	21.15	96.48

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1213-452-00-123-008-0-550	PCT3 PARKS-PRINTING & BINDING	500.00	.00	.00	.00	500.00	.00
0-1213-452-00-123-008-0-601	PCT3 PARKS-OFFICE & COMPUTER SUPPL	1,500.00	225.18	.00	.00	1,274.82	15.01
0-1222-412-00-080-006-0-550	DA BAD CK-PRINTING & BINDING	3,500.00	.00	.00	.00	3,500.00	.00
0-1222-412-00-080-006-0-601	DA BAD CK-OFFICE & COMPU SUPPL	1,500.00	1,112.94	99.00	99.00	288.06	80.80
0-1223-412-00-080-007-0-550	DA INVESTIGATION HB65-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-1223-412-00-080-007-0-601	DA INVESTIGATION HB65-OFFICE & COMP SUPP	1,000.00	577.98	.00	.00	422.02	57.80
0-1229-421-00-280-007-0-550	SHRF FED SHARING-USDJ-PRINTING & BINDING	2,000.00	.00	.00	.00	2,000.00	.00
0-1237-415-40-180-003-0-601	CC REC MGMT-OFFICE & COMPU SUPPL	6,733.00	.00	.00	.00	6,733.00	.00
0-1243-412-00-023-002-0-601	PROBATE COURT-OFFICE & COMPU SUPPL	500.00	.00	.00	.00	500.00	.00
0-1246-415-15-140-003-0-550	TAX OFF-PRINTING & BINDING	6,250.00	.00	.00	.00	6,250.00	.00
0-1246-415-15-140-003-0-601	TAX OFF-OFFICE & COMPU SUPPL	25,000.00	.00	.00	.00	25,000.00	.00
0-1247-412-50-100-001-0-550	LAW LIBRARY-PRINTING & BINDING	2,500.00	.00	.00	.00	2,500.00	.00
0-1247-412-50-100-001-0-601	LAW LIBRARY-OFFICE & COMPU SUPPL	4,500.00	341.54	.00	.00	4,158.46	7.59
0-1254-412-00-270-014-0-550	HIDTA US JUSTICE-PRINTING & BINDING	2,500.00	1,400.00	.00	.00	1,100.00	56.00
0-1254-412-00-270-014-0-601	HIDTA US JUSTICE-OFFICE & COMPUTER SUPPL	5,000.00	.00	.00	.00	5,000.00	.00
0-1281-412-00-080-010-0-601	DA STATE SUPPLEMENT-OFFICE & COMPU SUPPL	.00	2,358.96	.00	.00	-2,358.96	.00
0-1287-465-20-110-070-9-550	EDA-PRINTING & BINDING	.00	5,943.78	.00	.00	-5,943.78	.00
0-1287-465-20-110-070-9-601	EDA-OFFICE & COMPU SUPPL	.00	.00	449.12	449.12	-449.12	.00
0-1291-412-00-270-003-9-601	HIDTA TASK FORCE-OFFICE & COMPU SUPPL	.00	347.80	.00	.00	-347.80	.00
0-1292-441-00-350-001-0-550	WIC ADM-PRINTING & BINDING	.00	720.26	.00	.00	-720.26	.00
0-1292-441-00-350-001-0-601	WIC ADM-OFFICE & COMPU SUPPL	.00	12,676.20	4,340.04	4,340.04	-17,016.24	.00
0-1293-441-00-340-011-0-550	TDH T.B.ELIM-PRINTING & BINDING	2,340.00	.00	.00	.00	2,340.00	.00
0-1293-441-00-340-011-0-601	TDH T.B.ELIM-OFFICE & COMPU SUPPL	10,096.00	.00	.00	.00	10,096.00	.00
0-1295-423-00-330-028-0-601	WESL B/C-OFFICE & COMPU SUPPL	7,500.00	.00	.00	.00	7,500.00	.00
0-1297-423-00-320-002-0-550	BASIC SUPERVISION-PRINTING & BINDING	.00	509.33	2,131.80	2,131.80	-2,641.13	.00
0-1297-423-00-320-002-0-601	BASIC SUPERVISION-OFFICE & COMPU SUPPL	.00	6,302.52	2,546.02	2,546.02	-8,848.54	.00
0-1297-423-00-320-020-0-601	SATF-OFFICE & COMPU SUPPL	.00	153.99	.00	.00	-153.99	.00
0-2201-415-00-115-009-0-601	DBM-HEALTH INS ADM-OFFICE & COMPU SUPPL	325.00	.00	.00	.00	325.00	.00

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-2202-419-50-115-065-0-550	DBM-W/C DIV-PRINTING & BINDING	1,000.00	.00	.00	.00	1,000.00	.00
0-2202-419-50-115-065-0-601	DBM-W/C DIV-OFFICE & COMPU SUPPL	5,066.08	.00	.00	.00	5,066.08	.00

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS

RFB-RFP-RFQ

BID OPENING DATE: JANUARY 27, 2010 **BID OPENING TIME:** 9:30 A.M.

DEPARTMENT/BID DESCRIPTION: "Printed Items & Related Supplies"

BID NO.: 2010-025-01-27-YZV

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. COPY PLUS Requested by: Robert Chapa	EM/IP	Copy-express@sbcglobal.net YZV	01/12/10	4500 N. 10TH STRE 240 McALLEN, TX 78504 TEL:668-7587
2. Curtis 1000 Oscar Zapata	EM	OZapata@Curtis1000.com OZ	1/12/10	P.O. Box 4547 Mcallen, TX 952-605-1309
3. KEVIN KANIPE GULF DATA PRODUCTS	EM	gulfdata2@sbcglobal.net 802-7467	1/12/10 (956) 381-9996	810 E. HARRISON HARLINGEN TX 78550 956-421-5711
4. Lisa & Associates Requested by: Lisa	EM	ldhellwige aol.com UPS	1/12/10	
5. Atlas Pen & Pencil Corp Requested by Lorraine Loyal	EM	lorraine.loyal@atlaspen.com UPS	1/12/10	tel (888) 622-65169
6. Requested by: Danieka	IP/EM	abamitoe@gmail.com	1/12/10	
7. Gateway Printing Javier Cook	EM	— 0 —	1-12-10	956-821-3126
8. Professional Electing Material by: Eileen Rogers	EM	eileen@pem2010.com	1-15-2010	5012 Frances Street Omaha, NE 68106 Tel: 402.315.3744
9. Fred Maldonado	EM	littleal1993@mac.com	1-15-2010	Tel: 292-5869
10. 1st Source America Requested by: Debbie Gelmini	EM	georgeg@firstsourceamerica.com	1-15-2010	832-226-2266 Tel 281-970-4626 FAX
11. AC Printing	EM	debbie@acprinting.com	1-13-2010	Tel: 817-267-8990 Fax: 817-354-0880
12. Alamo Printing & Adverts	EM	787-7650 basiliorendon@yahoo.com	1-21-2010	P.O. Box 49 Alamo, TX 78516

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

E-MAIL (EM)
FACSIMILE (FAX)

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY

BID OPENING DATE: JANUARY 27, 2010	**BID OPENING TIME: 9:30 A.M.**
DESCRIPTION OF BID: "PRINTED ITEMS & RELATED SUPPLIES"	
BID NO: 2010-025-01-27-YZV	**BUYER: YOLANDA VELASQUEZ**

BID # RFB#	NAME OF COMPANY	Acknowledgement	Addendum 1	Addendum 2
#1	CURTIS 1000	√	√	√
#2	SCOTT MERRIMAN	√	√	√
#3	GATEWAY PRINTING	√	√	√
#4	GULF DATA PRODUCTS	√	√	√
#5				
#6				
#7				
#8				
#9				
#10				
#11				
#12				

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Award by Sections: Gulf Data Products based on unit price and extended to reflect minimum quantity.

Department
SECTION I CONSTABLES
Precinct 1,2,3&4
SECTION II DISTRICT COURTS
District Court 139th 398th and 449th
SECTION III COMMISSIONERS
Precinct 3
SECTION IV JUSTICE OF THE PEACE
JP Precinct 1Place 1
SECTION V – DISTRICT ATTORNEY
District Attorney
SECTION VI ALL DEPARTMENTS
Adult Probation
Veterans Services
County Auditors
Planning Department
Treasurer's Department
Human Resources
Tax Office
Health & Human Services
H.I.D.T.A. Task Force
Border Colonia Access Program

Request for Bids No 2010-025-01-27-YZV

Printed Items and Related Supplies

Awarded by Sections: Gateway Printing based on unit price and extended to reflect minimum quantity.

Department
SECTION II DISTRICT COURTS:
District Court 206TH
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 3 PLACE 1
SECTION VI ALL DEPARTMENTS
Public Defenders Office
Juvenile Justice Center
WIC Office

Request for Bids No 2010-025-01-27-YZV

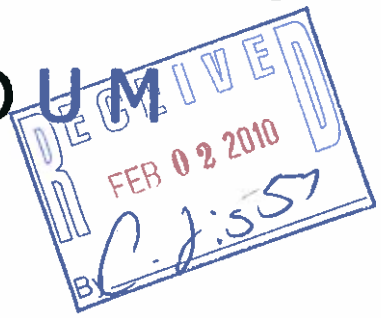
Printed Items and Related Supplies

Awarded by Sections: Scott Merriman based on unit price and extended to reflect minimum quantity.

Department
SECTION IV JUSTICE OF THE PEACE
JP PRECINCT 1 &3 PLACE 1

Juvenile Justice

MEMORANDUM



TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
GATEWAY	OVERALL LESS PRICED, LOGOS AND COLORS ALREADY SETUP,
	FAMILIAR WITH DEPARTMENTS REQUIREMENT

Budget Acct №: 0-1100-423-60-330-002-0-550

Department: JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER-JUVENILE PROBATION DEPARTMENT

Concerns: _____

_____

Authorized Signature | Israel "Buddy" Silva Jr. | 2/1/10
Printed Name | Date

MEMORANDUM

RECEIVED
FEB 01 2010
By

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

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RECEIVED BY
COUNTY AUDITOR
FEB 1 PM 1 59

Award to Vendor(s):	Recommendation
Gulf Data	6 items
Gateway Printing	2 items

Budget Acct №: 0-1100-421-00-292-001-0

Department: Constable PCT 2

Concerns: _____

_____

Frank Sanchez — Authorized Signature

Frank Sanchez — Printed Name

2/1/10 — Date

RECEIVED
FEB 04 2010
By

Human Resources

RECEIVED
FEB -1 2010
Human Resources

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

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Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
Gulf Data Products	overall lowest bid

Budget Acct №: 0-1100-415-50-190-002-0.550

Department: Human Resources'

Concerns: n/a

Esther A. Cortez — 02/01/10

Authorized Signature — Printed Name — Date

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

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Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
GULF DATA	AWARD ALL EXCEPT FOR HOT
	CHECK MAILER ENVELOPE. HAVE
	ORDERED FROM GULF BEFORE BUT HAD PROBLEMS WITH PRINTER JAMMING

Budget Acct №: 0-1100-412-00-080-002-0-550
0-1223-412-00080001-0-550
0-1222-412-00-080-006-0-550

Department: DISTRICT ATTY'S OFFICE

Concerns: _____

Authorized Signature — Printed Name: ROY CAZARES FOR RENE GUERRA — Date: 2/1/2010

Border Colonia

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
	Letterhead paper
	Envelopes
Bosit Gulf Data	Business Cards

Budget Acct №: D-1200-431-00-115-042-0-6001

Department: Colonias Access Program

Concerns: _____

Agapito Vargas Jr — 2/2/10

Authorized Signature — Printed Name — Date

Hault Probation

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27—YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation

Budget Acct №: 0-1297-423-00-320-002-0-550

Department: Hidalgo County CSCD

Concerns: _____

Arnold Patrick 2/4/10

Authorized Signature Printed Name Date

449th

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
GULF DATA	BEST PRICE

Budget Acct №: 0-1100-412-00-011-001-0-550

Department: 449th District Court

Concerns: _____

Brenda Gonzalez — Brenda Gonzalez — 2/3/10
Authorized Signature — Printed Name — Date

9563810730 449TH D.C. 5:25PM 03 Feb 2010

H.I.D.T.A

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
GULF DATA	

Budget Acct №: 9-1291-412-00-270-003-9-601
0-1254-412-00-270-014-0-550

Department: Hidalgo County HIDTA TAsk Force

Concerns: _____

Authorized Signature — Dora L. Munoz, Commander — Printed Name — 02 FST 2010 — Date

Commissioner Precinct 3

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
Def Plate	Award Overall Bidder

Budget Acct №: 0-1110-432,00-123-001-0-550 0-1203-431-00-123-004-0-550 0-1213-452-00-123.008-0-550

Department: Precinct #3

Concerns: _____

_____

J. M. Flores 2/8/10

Authorized Signature | Printed Name | Date

Yolanda Velasquez

From: rene perez [rene.perez@co.hidalgo.tx.us]
Sent: Tuesday, February 09, 2010 8:39 AM
To: 'Yolanda Velasquez'
Subject: RE: Request for Bids (RFB) No2010-025-01-27-YZV "Printed Items & Related Supplies"

Good Morning as per our conversation this morning We did not recommend a vendor due to the fact that we would like for you all to go out for new bids. Thanks should you have a any questions or concerns feel free to contact me.

Rene Perez

Administrative Assistant

Office of Arturo Guajardo Jr.

Hidalgo County Clerk

Post Office Box 58

Edinburg, Texas 78540

956-318-2992

rene.perez@co.hidalgo.tx.us

Please refrain from printing this email unless completely necessary. Go Green!

From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Monday, February 01, 2010 10:48 AM
To: 'rene perez'
Subject: FW: Request for Bids (RFB) No2010-025-01-27-YZV "Printed Items & Related Supplies"



Good morning

Please read and reply.

Have a great day!

Yolanda Z. Velasquez, Buyer

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
Scott Merriman	I would like to recommend that the current vendor be awarded. Re: only vendor that carries item(s)
	at a reasonable rate. I would also like to add that we have used the vendor before & satisfied.
Gateway Printing	Primary vendor; job(s)are effective

Budget Acct №: 0-1100-412-00-065-001-0-550

Department: 065- Justice of the Peace Pct. 3 Pl. 1

Concerns: _____

Kimberly Echavarria 2 /5 /2010

Authorized Signature | Printed Name | Date

Yolanda Velasquez

From: Terri Garcia [terri.garcia@hidalgocountyjudge.com]
Sent: Tuesday, February 09, 2010 3:18 PM
To: Yolanda Velasquez
Subject: Rejection of bids

Ms Yolanda,

Please be advise that we (County Judge's Office) is rejecting the bids for staff business cards due pricing is too high. Please resubmit for bids again. If you need further information please let me know.

Thank you,
Terri

Terri Garcia
Administrative Aide I I
Hidalgo County Judge's Office
100 E. Cano, 2nd Floor - Edinburg, Texas 78539
(956) 318-2600 - (956) 318-2699 Fax
terri.garcia@hidalgocountyjudge.com

WIC

MEMORANDUM

TO: All Departments

FROM: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

DATE: February 1, 2010

RE: Request Recommendation for RFB 2010-025-01-27--YZV
"Printed Items and Related Supplies"

Attach you will find a copy of the bid tabulation form for the above referenced project for your review and consideration. Please reply with your recommendation. We will attempt to present award of bid/contract at the next Commissioners Court Meeting therefore; please reply by 10:00 a.m. Wednesday, February 03, 2010.

Indicate recommendations or concerns on the space provided below and reply via email: yolanda.velasquez@co.hidalgo.tx.us or fax 318-2629. Please include the account number(s) for the above mentioned project.

Should you have any questions or require further information, do not hesitate to call me at 318-2626 extension 4881. Thank you for your attention and cooperation to this matter.

Award to Vendor(s):	Recommendation
Gateway Printing	Gateway Printing

Budget Acct №: 0.1292.441.00.350.001.0.550

Department: WIC Program

Concerns: _____

Norma L Longoria/vc

Norma Longoria — 2/1/10

Authorized Signature — Printed Name — Date

AI-19873 **21.A.6.**

Purchase-"Library Solution" thru GSA Contract-Schedule 70 Items-Hidalgo County Library System

CC REGULAR

Date:	02/16/2010
Submitted By:	Vangie Garcia, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

Requesting authority to purchase the "Library Solution" System (i.e. Hardware,Software, Licenses, Support & Maintenance and related Accessories and/or Services) with "The Library Corporation" (TLC), through Contract #GS-35F-0508K off of the General Service Commission's (GSA's) Schedule 70 in the amount of $97,511.00 for the first (1st year) AND with the 2nd Year Cost in the amount of $27,317.00 in connection with the inter-local agreement between Hidalgo County and the member libraries of the Hidalgo County Library System.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-455-00-115-035-0-841

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

$235,000.00 available funding as of 02/11/10. rc

Attachments

Link: GSA Contract Documentation

Link: The Library Corporation Correspondence

Link: The Library Corporation's Price List

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/10/2010 05:07 PM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 08:24 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/11/2010 11:53 AM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:33 PM	APRV

Form Started By: Vangie Garcia Started On: 02/10/2010 12:22 PM

Final Approval Date: 02/11/2010

GSA eLibrary

Home | eBuy - quotes | GSA Advantage - online shopping | Help

Search: all the words Go

Search Results Summary

Search Criteria: **THE LIBRARY CORPORATION**

Contractor/Manufacturer matches

Source	Description
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of **the** e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and **the Corporate** contracts for associated special item numbers. Contracts with **the** COOP PURC icon indicate that authorized state and local government entities may procure from that contract.

Contractors

THE LIBRARY CORPORATION [GS-35F-0508K]

Manufacturers

THE LIBRARY CORPORATION

Keyword matches - The following may be possible matches for the keywords entered. A search was conducted on GSA Advantage to identify possible matches.

Source	Description
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of **the** e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and **the Corporate** contracts for associated special item numbers. Contracts with **the** COOP PURC icon indicate that authorized state and local government entities may procure from that contract.

Category	Description
132 33	Perpetual Software License - SUBJECT TO COOPERATIVE PURCHASING - Includes operating system software, application software, EDI translation and mapping software, enabled E-mail message based products, Internet software, database management programs, and other software. Software maintenance as a product includes **the** publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain **the** operability and usability of **the** software product. It may also include other no charge support that is included in **the** purchase price of **the** product in **the** commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help **libraries**

and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for users self diagnostics. Subsin categories include: Ancillary Financial Systems Software, Application Software, Communications Software, Core Financial Management Software, Electronic Commerce (EC) Software, Large Scale Computers, Microcomputers, Operating System Software, Special Physical, Visual, Speech, and Hearing Aid Software. Provide specific information and Utility Software. Software maintenance as a product does NOT include **the** creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service under SIN 132.34 Software Maintenance as a Service. Software Maintenance as a product is billed at **the** time of purchase.

132 34 Maintenance of Software as a Service - SUBJECT TO COOPERATIVE PURCHASING - Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with **the** price of **the** software. Software maintenance as a service includes person-to-person communications regardless of **the** medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

75 OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW PRODUCTS/TECHNOLOGY - Schedule 75 now includes Videotapes, Audiotapes, Tape Cartridges, Diskettes/Optical Disks, Disk Packs, Disk Cartridges, Anti-Glare Screens, Cleaning Equipment & Supplies, Ergonomic Devices, Next Day Desktop Delivery of Office Supplies, and Restroom Products such as Roll Toilet Tissue Dispensers, Toilet Tissue, Paper Towels, Toilet Seat Covers, Facial Tissues, and Soaps for Restroom Dispensers.

Category	Description
75 200	OFFICE PRODUCTS - Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products. Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, printer paper, fax paper, binders, tape, envelopes, shredders, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, minivacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, and toner cartridges. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in **the** products packaging and/or rebates. EXCLUSIONS: All products which have been determined to be essentially **the** same as items available under **the** AbilityOne Program;(formerly JWOD)items which do not comply with **the**

requirements set forth in Executive Order 13423 and Items which are not in compliance with **the** Trade Agreements Act. Firms offering their entire commercial catalog are only authorized to distribute this catalog to our customers. Any other catalogs cannot be used, substituted, or distributed with **the** GSA contract number printed on it, to GSA customers or other federal agencies.

Evangelina Garcia

From: Gerry Davies [gdavies@tlcdelivers.com]
Sent: Wednesday, February 10, 2010 2:07 PM
To: 'Evangelina Garcia'
Subject: RE: TLC-CITY OF EDINBURG LIBRARY SYSTEM
Attachments: LS 6 10.pdf

Vangie,

Here is the full quote that backed up the Order Confirmation Letty had.

My head office is in West Virginia and is closed today because of heavy snow so I cannot confer with anyone on the category number and description; I believe the following categories would apply however:

Category 132 33 applies to the following components and their annual licensing charges:

Library•Solution 55 Technical Station Licenses
Library•Solution Annual Support Renewal for 55 technical stations
Library•Solution Server License
Library•Z (Z39.50 server)
Oracle Database Licensing
Reports Manager (one user license per site)
Online Selection & Acquisitions™ Renewal
OPAC Enrichment Renewal
LS2 Kids Renewal
LS2 PAC
Dataserver (with three years of onsite support)
Webserver (with three years of onsite support)
AuthorityWorks: Authority Control Processing and Automatic Updates

Category 132 34 would appear to apply to the following:

Data Preparation ($.10/rec)
Installation
Training

If you have any questions and fear I may have misunderstood the categories and their descriptions please call me.

Gerry
Gerry Davies
Automation Consultant
TLC - The Library Corporation
http://www.tlcdelivers.com
Tel. (800) 767.4784
Fax. (813) 643.7839
gdavies@tlcdelivers.com

-----Original Message-----
From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Wednesday, February 10, 2010 2:14 PM
To: gdavies@tlcdelivers.com
Subject: TLC-CITY OF EDINBURG LIBRARY SYSTEM
Importance: High

Mr. Davies,

Please review the attached information that was provided to Ms. Letty Leija of the Edinburg Public Library. It is the information on the Software/Hardware/Services to be provided by The Library Corporation.

I've also attached your contract under the "General Services Administration (GSA)", so at this time what I need for you to do is to please reference the "Category Number and Description Information" for every item that is stated in the list that you sent Ms. Letty Leija. Is every one of those items in your GSA Contract? Please let me know and if you can respond back if possibly by the end of the day with the category number in order to have as my backup for our agenda item.

Call me if you have any questions at the following listed telephone number. Thank you.

Vangie Y. Garcia, Contract's Manager

2802 S. Business Hwy. 281

New Administration Building

Edinburg, Texas 78539

(956) 292-7000-Extension 4856

email: evangelina.garcia@co.hidalgo.tx.us

No virus found in this incoming message.
Checked by AVG - www.avg.com
Version: 9.0.733 / Virus Database: 271.1.1/2678 - Release Date: 02/09/10 14:35:00

TLC
Solutions that Deliver

September 29, 2009

Ms. Letty Leija
Hidalgo County Library System
Edinburg Public Library
1906 S Closner Blvd
Edinburg, TX 78539

Dear Letty:

Thank you for your Library•**Solution**® order. In order to satisfy your expectations, please take a moment to revie
the following confirmation of your order:

	1st Year	2nd Year
	Costs	**Costs**
Software:		
Library•**Solution** 55 Technical Station Licenses	No Charge	N/A
Library•**Solution** Annual Support Renewal for 55 technical stations	$ 11,550.00	$ 12,128.00
Library•Solution Server License	$ 27,000.00	$ 5,400.00
Library•**Z** (Z39.50 server)	Included	Included
Oracle Database Licensing	Included	Included
Reports Manager (one user license per site)	Included	Included
Online Selection & Acquisitions™ Renewal	$ 1,499.00	$ 1,499.00
OPAC Enrichment Renewal	$ 3,595.00	$ 3,595.00
LS2 Kids Renewal	$ 695.00	$ 695.00
LS2 PAC	$ 4,000.00	$ 4,000.00
Hardware:		
Dataserver (with three years of onsite support)	$ 6,419.00	Included
Webserver (with three years of onsite support)	$ 3,953.00	Included
Services:		
Data Preparation ($.10/rec)	$ 35,200.00	
AuthorityWorks: Authority Control Processing and Automatic Updates	Included	Included
Installation	$ 3,600.00	
Training	N/A	
Total 1st Year Costs	**$ 97,511.00**	
Total 2nd Year Costs		**$ 27,317.00**

Annual support after year 2 will not increase more than 5% per year.

Payment terms are net 30 following installation.

Headquarters • The Library Corporation
Research Park • Inwood, WV 25428-9733
Phone: 800.325.7759 or 304.229.0100
FAX: 304.229.0295

Denver Office • The Library Corporation
3801 E. Florida Ave., Suite 300 • Denver, CO 80210
Phone: 877.694.1452 or 303.758.3030
FAX: 303.758.0606

International • The Library Corporation/Asia-Pacific
80 Robinson Road #09-04 • Singapore 068898
Phone: 65.6236.1450 • FAX: 65.6220.9821

AI-19872 **21.A.7.**

Professional Engineering Agreement Approval-TEDSI Infrastructure Group, Inc.-J-09 PROJECT

CC REGULAR

Date:	02/16/2010
Submitted By:	Vangie Garcia, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

Acceptance and approval of final contract document with TEDSI Infrastructure Group, Inc. (authorized for negotiations by CC on 02/02/10) for the provision of Professional Engineering Services for "Design And Right Of Way Mapping Of HCMDS Phase II-J-09 Lateral Drain Ditch From North Main Drain To County Road 3601 (Approx. 8 Miles) located inr Hidalgo County Precinct Number 4."

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1341-431-50-115-079-0-733

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

REF: AI-19915 (Intra. transfer from 890-other to 733-Drainage Ditches) for funding availability. $849,400.00 needed in object 733 in relation to WA No. 1. Funding available in calendar year 2009 pending rollover to 2010.

FISCAL YEAR: 2010 **ACCT. #:** 0-1341-431-50-115-079-0-711

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available funding as of 02/11/10. $237,500.00 needed in object 711 in relation to WA No. 1. rc

Attachments

Link: Contract Documentation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/10/2010 05:09 PM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 08:21 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/11/2010 02:21 PM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:42 PM	APRV

5	Joy Hsu	Monica Badillo	02/12/2010 09:51 AM	APRV
6	Linda Fong	Linda Fong	02/12/2010 10:47 AM	APRV
7	Martha Salazar		02/12/2010 03:34 PM	NEW

Form Started By: Vangie Garcia

Started On: 02/10/2010 11:59 AM

Final Approval Date: 02/12/2010

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

AGREEMENT FOR GENERAL ENGINEERING SERVICES
Contract No. 10-062-02-16

THIS AGREEMENT is made, by and between **HIDALGO COUNTY,** acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **TEDSI Infrastructure Group, Inc.**, professional engineers of Mission, Texas, hereinafter called the "**Engineer**".

W I T N E S S E T H:

WHEREAS, the **Owner** desires to contract with the **Engineer** to provide **General Engineering Services** for the **Design and Right Of Way Mapping of HCMDS Phase II – J-09 Lateral Drain Ditch from North Main Drain to County Road 3601 (Approx. 8 Miles)** for Hidalgo County Precinct Number Four.

NOW, THEREFORE, the **Owner** and the **Engineer** in consideration of the mutual covenants and agreements herein contained do mutually agree as follows:

ARTICLE 1. Employment of Engineer. The **Owner** agrees to employ the **Engineer** and the **Engineer** agrees to perform general engineering, rights of way & field topographic services as stated in the articles to follow, and for having rendered such services, the **Owner** agrees to pay the **Engineer** compensation as stated in the articles to follow.

ARTICLE 2. Character and Extent of Services. This Agreement will provide for of the **Project** with the following:

2.1. Scope of Work. The **Owner** will furnish items and provide those services for the development of Work Authorizations and fulfillment of this Agreement, as identified in **EXHIBIT "A"** -***Services to be Provided by the Owner***, attached hereto and made a part of this Agreement. The **Engineer** shall render professional engineering services for the development of said Work Authorizations and fulfillment of this Agreement as identified in **EXHIBIT "B"**-***Services to be Provided by the Engineer***, attached hereto and made a part of this Agreement.

2.2 Classification of Services. For this Agreement, the professional services to be provided by the **Engineer**, as more particularly identified in **EXHIBIT "B"**, attached hereto.

2.3 Schedule of Work. The **Engineer** shall prepare a schedule of work (hereinafter referred to as "**Work Schedule**") in accordance with the terms identified in **EXHIBIT "C"**-***Work Schedule***, attached hereto and made a part of this Agreement.

ARTICLE 3. Period of Service. Upon execution of this Agreement, the **Engineer** shall proceed with the work outlined under Article 2 hereof.

3.1 Termination Date. This Agreement shall terminate at the completion of services as defined in Exhibit B, attached hereto. The **Owner** assumes no liability or obligation for payment to the **Engineer** for work performed or costs incurred by the **Engineer** prior to the date authorized by the **Owner** for the **Engineer** to begin work or during periods when work is suspended.

3.2 Suspension of Work. Should the **Owner** desire to suspend the work under this Agreement, but not terminate this Agreement, the Owner shall provide thirty (30) calendar days verbal notification to the **Engineer**, followed by written confirmation from the **Owner** to the **Engineer** to that effect. The thirty-day notice may be waived as agreed in writing by both the **Owner** and the **Engineer**. The work under this Agreement may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from the **Owner** to the **Engineer**. The sixty-day notice may be waived as agreed in writing by both the **Owner** and the **Engineer**.

3.3 Termination of Agreement. This Agreement may be terminated by any of the following conditions:

(1) **Commitment of Current Revenues.** In the event that, during any term hereof, the **Owner** does not appropriate sufficient funds to meet to the obligations of this Agreement, the **Owner** may terminate this Agreement upon thirty (30) days written notice to the **Engineer**. The **Owner** 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 the **Owner** pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp.1995).

(2) By mutual agreement and consent, in writing, of both the **Engineer** and the **Owner**.

(3) By the **Owner**, upon failure of the **Engineer** to fulfill the **Engineer**'s obligations set forth herein in a satisfactory manner as determined by the **Owner** and in sole opinion of the **Owner**, after the **Owner** provides written notice to the **Engineer** of such failure and the **Engineer** has not corrected such failure within (30) days of such written notice by the **Owner**.

(4) By the **Engineer**, upon failure of the **Owner** to fulfill the **Owner**'s obligations set forth herein, after the **Engineer** provides written notice to the **Owner** of such failure and the **Owner** has not corrected such failure within thirty (30) days of such written notice by the **Engineer**.

(5) By the **Owner** with cause upon thirty (30) days written notice to the **Engineer**.

(6) By satisfactory completion of all services and obligations described herein.

Should the **Owner** terminate this Agreement as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the **Engineer** notwithstanding anything herein to the contrary. In determining the value of the work performed by the **Engineer** prior to termination, the **Owner** shall be the sole judge of the value of such work performed. Compensation for work at termination will be based on a percentage of the work completed at that time. Should the **Owner** terminate this Agreement under (5) of the paragraph above, the amount charged during the thirty (30) day notice period shall not exceed the amount charged during the preceding ninety (90) days.

If the termination of this Agreement is due to the failure of the **Engineer** to fulfill the **Engineer**'s obligations under this Agreement, the **Owner** may take over the Work Authorization and prosecute the work to completion. In such case, the **Engineer** shall be liable to the **Owner** for any additional cost occasioned by the **Owner**.

If the **Engineer** defaults in the performance of this Agreement or if the **Owner** terminates this Agreement for fault on the part of the **Engineer**, the **Owner** will give consideration to payment of an amount in settlement to include: the actual costs incurred by the **Engineer** in performing the work to the date of default, the amount of work required which was satisfactorily completed to date of default, the value of the work which is usable to the **Owner**, the cost to the **Owner** of employing another consultant and/or firm to complete the work required and the time required to do so, and other factors which affect the value to the **Owner** of the work performed at the time of default. This Agreement shall not be considered as specifying the exclusive remedy for any default by the **Engineer**, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

The termination of the Agreement and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of the **Owner** and the **Engineer** under this Agreement, except the obligations set forth in Articles 11.2, 12, 13, 15, 16, 17, 18.3, 19, 22, and 26, hereto.

ARTICLE 4. Progress and Coordination. The **Engineer** shall, from time to time during the progress of the work, confer with the **Owner**. The **Engineer** shall prepare and present such information as may be pertinent and necessary, or as may be requested by the **Owner**, in order to evaluate features of the **Engineer**'s services and work.

At the request of the **Owner** or the **Engineer**, conferences shall be provided at the **Engineer**'s office, the office of the **Owner**, or at other locations designated by the **Owner**. These conferences shall also include evaluation of the **Engineer**'s services and work when requested by the **Owner**.

All applicable study reports shall be submitted in preliminary form for approval by the **Owner** before the final report is issued. The **Owner**'s comments regarding the **Engineer**'s preliminary report will be addressed by the **Engineer** in the final report.

If funds by other agencies or entities are to be used for the development of the **Project** under this Agreement, the **Engineer**'s services and work will be subject to periodic review and approval by other agencies or entities, including those of the city, county, state, and/or federal agencies.

Should it be determined that the progress in the production of the **Engineer**'s services and work does not satisfy the requirements of the approved **Work Schedule** as provided by **EXHIBIT "C"**, attached hereto, the **Owner** shall review the approved **Work Schedule** with the **Engineer** to determine the corrective action needed by either the **Owner** or the **Engineer**.

The **Engineer** shall promptly advise the **Owner** in writing of events which have a significant impact upon the progress of the **Engineer**'s services and work and the approved **Work Schedule**, including:

(1) problems, delays, adverse conditions which will materially affect the ability to attain contract objectives, prevent the meeting of time schedules and goals, or preclude the timely completion and submittal of Work Authorization deliverables by the **Engineer** within established time periods; this disclosure will be accompanied by a statement by the **Engineer** of recommended or immediate action taken, or contemplated, and any **Owner** or other agency or entity assistance needed to resolve the situation; and

(2) favorable developments or events which enable meeting the **Work Schedule** goals sooner than anticipated.

ARTICLE 5. Compensation and Fees. For and in consideration of the services to be rendered by the **Engineer**, the **Owner** shall compensate the **Engineer** as follows:

5.1 ***Services.*** For and in consideration of the ***Services*** to be rendered by the **Engineer**, as identified in Article 2 and more particularly identified in **EXHIBIT "B"**, attached hereto, the maximum amount payable by the **Owner** to the **Engineer** for ***Services***, subject to adjustment in accordance with Article 6.1 herein, will be provided in each work authorization issued. Payments to the **Engineer** for ***Services*** shall be made by the **Owner,** upon presentation by the **Engineer** of the monthly **Request for Payment**, in accordance with the terms and provisions of Article 6 herein.

5.2 ***Special Services.*** Those services that may be required to be provided by the **Engineer** as ***Special Services*** are set forth below and more particularly described in **EXHIBIT "B"**, attached hereto. For and in consideration of these ***Special Services*** rendered as required by the **Engineer**, the **Owner** shall pay the **Engineer** a negotiated lump sum fee (hereinafter referred to as "**Special Services Fee**") at the hourly labor rates and non-labor rates (hereinafter referred to as "**Contract Rates**") specified in **EXHIBIT "D"-*Contract Rates***, attached hereto and made a part of this Agreement, and as follows:

1. RESIDENT OR SITE ENGINEER, INSPECTOR. Actual performance of services of project site engineer, resident engineer and/or inspector, if required by **Owner.**

2. DOCUMENT COPIES. Actual performance and / or providing of additional copies (over 3) of reports; additional copies (over 3) of plans (contract drawings), specifications, and estimates (PS&E); additional copies (over 3) of bidding documents; additional copies (over 3) of as-built drawings.

3. EXTRA TRAVEL. Extra travel required of **Engineer** and authorized by **Owner** to points outside of Hidalgo County.

4. EXPERT WITNESS. Assistance to the **Owner** as expert witness in any litigation with third parties, arising from the development or construction of the improvements provided in each Work Authorization.

5. MISCELLANEOUS. Investigations involving detailed consideration of operation, maintenance and overhead expenses and (unless otherwise agreed) the preparation of rate schedules, earning and expense statements; preparation of feasibility studies; environmental document preparation; appraisals, valuations, and material audits; or inventories required for certification of force account construction performed by the **Owner**; preparation of change orders for extra work done by the **Contractor.**

ARTICLE 6. Method of Payment.

6. 1 Request for Payment. Payments to the **Engineer** for services rendered will be made while work is in progress as executed through a lump sum fee assigned to each work authorization (hereinafter referred to as "**Work Authorization**") in accordance with Article 7 herein. For each **Work Authorization**, the **Engineer** shall prepare and submit to the **Owner** monthly progress reports in sufficient detail to support the progress of the work and in support of a request for payment (hereinafter referred to as "**Request for Payment**"). The progress report shall indicate the percent completion of the work accomplished by the **Engineer** during the billing period and to the date of the **Request for Payment**. On or before noon of the first Monday of each month during the performance of the services, the **Engineer** shall submit to the **Owner** for approval a **Request for Payment**. Payment of the lump sum fee for each **Work Authorization** identified in the **Request for Payment** will be in proportion to the percent completion of the work tasks identified in such **Work Authorization**s together with a detailed breakdown of the amount and the sum of all prior payments. The **Owner** shall review each such **Request for Payment** and may make such exceptions as the **Owner** reasonably deems necessary or appropriate under the circumstances then existing. About ten (10) working days after the Commissioners Court of the **Owner** meets approving such payment, the **Owner** shall

make payment to the **Engineer** in the amount approved as aforesaid subject to Article 6.4 herein and below. If OWNER fails to make any payment due ENGINEER for services and expenses within thirty days after receipt of ENGINEER's invoice therefore, the amounts due ENGINEER will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and, in addition, ENGINEER may, after giving seven days' written notice to OWNER, suspend services under this Agreement until ENGINEER has been paid in full all amounts due for services, expenses and charges. Payments will be credited first to interest and then to principal. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

If the Work Authorization, or any portion(s) thereof, are deleted or otherwise not constructed, compensation to the **Engineer** by the **Owner** for the Work Authorization or such portions of the Work Authorization shall be only the amounts paid the **Engineer** for actual work performed in accordance with the **Work Authorization**(s) approved by the **Owner**.

6.2 Final Payment. After final completion of the work and acceptance thereof by the **Owner**, the **Engineer** shall submit a final request for payment ("**Final Request for Payment**") which shall set forth all amounts due and remaining unpaid to the **Engineer** and upon approval thereof by the **Owner**, the **Owner** shall pay to the **Engineer** the amount due ("**Final Payment**") under such **Final Request for Payment** in accordance with the provisions of Article 6.1 hereof. The **Final Payment** shall not be made until the **Engineer** delivers to the **Owner** an affidavit that so far as the **Engineer** has knowledge or information any and all amounts due for materials and services over which the **Engineer** has control have been paid.

6.3 Qualification on Obligations to Pay. Any provision hereof to the contrary notwithstanding, the **Owner** shall not be obligated to make any payment (whether a payment under Article 6.1 hereof or **Final Payment**) to the **Engineer** hereunder if any one or more of the following conditions precedent exist:

(1) The **Engineer** is in default of any of its obligations hereunder or otherwise is in default under this Agreement or under any contract documents related to this Agreement;

(2) Any part of such payment is attributable to the **Engineer**'s services which are not performed in accordance with this Agreement; provided, however, such payment shall be made as to the part thereof attributable to the **Engineer**'s services which were performed in accordance with this Agreement;

(3) The **Engineer** has failed to make payments promptly to consultants or other third parties used in connection with the Work Authorization for which the **Owner** has made payment to the **Engineer**;

(4) If the **Owner**, in good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the **Engineer**'s services in accordance with this Agreement, no additional payments will be due the **Engineer** hereunder unless and until the **Engineer**, at its sole cost, performs a sufficient portion of the **Engineer**'s services so that such portion of the compensation then remaining unpaid is determined by the **Owner** to be sufficient to so complete the **Engineer**'s services.

6.4 No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the **Engineer**'s services to which such partial payment related or relieves the **Engineer** of any of its obligations hereunder with respect thereto.

6.5 The **Engineer** shall promptly pay all bills for labor and material performed and furnished by others in connection with the performance of the **Engineer**'s services.

6.6 Waiver. The making of the **Final Payment** shall constitute a waiver of all claims by the **Owner** except those arising from (1) faulty or defective services of the **Engineer** appearing after completion of the **Project**, (2) failure of the **Engineer**'s services to comply with the requirements of this Agreement or any contracts or Agreements related to the Work Authorization, or (3) terms of any special warranties required by this Agreement or provided at law or in equity. The acceptance of **Final Payment** shall constitute a waiver of all claims by the **Engineer** except those previously made in writing and identified by the **Engineer** as unsettled at the time of the **Final Request for Payment**.

ARTICLE 7. Work Authorization. After execution of this Agreement, the **Engineer** shall proceed with the work outlined under Article 2 hereof, only as authorized by the **Owner** through an agreed **Work Authorization** document in the form identified in **EXHIBIT "E"** – ***Work Authorization Form***, attached hereto and made a part of this Agreement. The **Engineer** will identify, as approved by the **Owner**, the needed services for the Work Authorization, as required through the course of the development of the Work Authorization. The **Owner** shall authorize the **Engineer** to perform one or more of the agreed tasks identified in **EXHIBIT "B"**, attached hereto, in the form of individual work authorizations. Upon authorization from the **Owner**, the **Engineer** will prepare a **Work Authorization** document, which will include a description of the work to be performed, including a description of the tasks and milestones, a work schedule, and an estimated cost proposal agreed upon by the **Owner** and the **Engineer**. The estimated cost proposal shall set forth in detail the computation of the cost of each work task, at the hourly rates established and identified in **EXHIBIT "D"**, attached hereto. The **Work Authorization** shall not waive the **Owner**'s and the **Engineer**'s responsibilities and obligations established in this Agreement.

The estimated cost proposal for each **Work Authorization**, developed by the **Engineer** and approved by the **Owner**, shall be used by the **Owner** to appropriate a purchase order for the **Work Authorization**. Each executed **Work Authorization** shall become a part of this Agreement. Upon satisfactory completion of the **Work Authorization**, the **Engineer**

shall submit the Work Authorization's deliverables as specified in the executed **Work Authorization** to the **Owner** for review and acceptance.

Work included in a **Work Authorization** shall not begin until the **Owner** and the **Engineer** have signed the **Work Authorization**. All work must be completed on or before the completion date specified in the **Work Authorization**, unless extended by written agreement by the **Engineer** and the **Owner**. The **Engineer** shall promptly notify the **Owner** of any event that will affect completion of the **Work Authorization**. All **Work Authorization**s must be executed and completed by both the **Engineer** and the **Owner** within the period established for this Agreement as specified in Article 3 hereof.

The final acceptance by the **Owner** of each **Work Authorization** shall serve as evidence of completion, on the part of the **Engineer**, of all services under this Agreement insofar as they pertain to that portion of work identified in the applicable work authorization.

ARTICLE 8. Supplemental Agreements. The terms of this Agreement may be amended by supplemental agreement if the **Owner** determines that (1) there is a need to extend the **Termination Date** identified in Article 3.1 hereof, (2) there has been a significant change in the scope, complexity or character of the services to be performed by the **Engineer**, and/or (3) for any other reason agreeable to the **Owner** and the **Engineer**. All supplemental agreements will be developed in the form identified in **EXHIBIT "F"** – ***Supplemental Agreement Form***, attached hereto and made a part of this Agreement, and incorporated herein by reference as "**Supplemental Agreement**".

If determined appropriate by the **Owner**, additional compensation to the **Engineer** for (1), (2) and/or (3) above shall be paid as a negotiated lump sum fee at the **Contract Rates** specified in **EXHIBIT "D"**, attached hereto. The negotiated lump sum fee shall be incorporated into the **Supplemental Agreement**.

Any **Supplemental Agreement** must be executed by both the **Engineer** and the **Owner** prior to the **Termination Date** specified in Article 3 hereof.

It is distinctly understood and agreed that no claim by the **Engineer** for additional work, as identified in Article 9 hereof, or changes or revisions in work, as identified in Article 10 hereof, shall be made by the **Engineer** until full execution of the **Supplemental Agreement** and authorization to proceed is granted by the **Owner**. The **Owner** reserves the right to withhold payment to the **Engineer** pending verification of satisfactory work performed by the **Engineer**.

ARTICLE 9. Additional Work. If the **Engineer** is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the **Engineer** shall promptly notify the **Owner** in writing. In

the event the **Owner** finds that such work does constitute extra work, the **Owner** shall so advise the **Engineer** and a written supplemental agreement will be executed between the **Owner** and the **Engineer** as provided herein. The **Engineer** shall not perform any proposed additional work or incur any additional costs prior to the execution by both the **Engineer** and the **Owner** of a supplemental agreement. Additional compensation from the Owner to the Engineer shall be paid as a negotiated lump sum fee at the **Contract Rates** specified in **EXHIBIT "D"**, attached hereto. The negotiated lump sum fee shall be incorporated into the supplemental agreement as specified in Article 8 hereof. The **Owner** shall not be liable or under any obligation to compensate the **Engineer** for work performed or costs incurred by the **Engineer** relating to additional work not directly associated with the performance of the work authorized in this Agreement or as amended through supplemental agreement.

ARTICLE 10. Changes or Revisions in Work. If the **Owner** finds it necessary to request changes to the work, and the changes are within the applications of sound engineering principles, the **Engineer** shall make such revisions if requested and directed by the **Owner**.

10.1 Preliminary Work. The **Engineer** will make, without expense to the **Owner**, such revisions of any preliminary reports or drawings as may be required to meet the needs of the **Owner** and the applications of sound engineering principles.

10.2 Previously Approved or Satisfactorily Completed Work. If the **Owner** finds it necessary to request the **Engineer** to make changes to work previously approved by the **Owner** or work satisfactorily completed for which the **Owner** approves or, after a definite plan has been approved by the **Owner**, if a decision is subsequently made by the **Owner**, which for proper execution involves extra services and expenses for changes in or additions to the drawings, specifications or other documents, this will be considered as additional work, and compensation from the **Owner** to the **Engineer** will be in accordance with Article 9 hereof.

10.3 Project Delays. If the **Engineer** is required to perform additional work due to delays by the imposition of causes not within the **Engineer**'s control, such as by the re-advertisement of bids or by the delinquency or insolvency of contractors, such work associated with these delays shall be considered additional work, and the **Engineer** shall be compensated by the **Owner** for such extra services and expense in accordance with Article 9 hereof.

10.4 Reduction of Project Cost. Notwithstanding any provision herein to the contrary, in the event it is necessary for the **Owner** to require changes in the final plan to enable it to reduce the construction cost the **Engineer** will be required to make such revisions or changes. These changes will be considered additional work by the **Engineer**. Payment for this additional work will then be made to the **Engineer** in accordance with Article 9 hereof.

ARTICLE 11. Ownership and Release of Documents.

11.1 Ownership of Documents. Original drawings and specifications are the property of the **Engineer**; however, the Work Authorization deliverables are the property of the **Owner**, and the **Engineer** may not use the drawings and specifications thereof for any purpose not relating to the Work Authorization without the **Owner**'s consent. The **Owner** shall be furnished with such reproductions of drawings and specifications as the **Owner** may reasonably require. Upon completion of the work or any earlier termination of this Agreement under Article 3.4 hereof, the **Engineer** will revise drawings to reflect changes made during construction and will promptly furnish the **Owner** with one complete set of reproducible record prints. Prints shall be furnished by the **Engineer**, as an additional service, at any other time requested by **Owner**. All such reproductions shall be the property of the **Owner** who may use them without the **Engineer**'s permission for any proper purpose relating to the Work Authorization, including, but not limited to, additions to or completion of the Work Authorization. Any additions or revisions by the **Owner** to a drawing signed, sealed, and dated by a registered professional engineer, shall be made in accordance with the Texas Engineering Practice Act and the Rules of the State Board of Registration for Professional Engineers.

All documents furnished to the **Engineer** by the **Owner** shall be delivered to the **Owner** upon completion or termination of this Agreement. The **Engineer**, at the **Engineer**'s own expense, may retain copies of such documents or any other data under this Agreement.

11.2 Release of Documents or Information. Release of information to the public or others regarding the Work Authorization will be in accordance with the Texas Public Information Act.

ARTICLE 12. Discounts, Rebates, Refunds. In connection with procurement services rendered by the **Engineer**, if procurement services are required of the **Engineer** hereunder, all discounts, rebates and refunds shall accrue to the **Owner**. For some purchases, the **Engineer** may deem that payment within the discount period is not safe; and/or inspection, guarantees, or other considerations may dictate delay. In such cases, the **Engineer** shall promptly notify the **Owner** so that a course of action may be mutually agreed upon by the **Owner** and the **Engineer**.

ARTICLE 13. Records, Accounting, Inspection. The **Engineer** shall keep full and detailed records and accounts in a manner approved by the **Owner**. The **Engineer** shall afford the **Owner**'s authorized personnel and independent auditors, if any, full access to the work performed by the **Engineer** regarding the Work Authorization and to all of the **Engineer**'s books, records, correspondence, instructions, drawings, receipts, vouchers and other documents relating to such work under this Agreement, and the **Engineer** shall preserve all such records for three (3) years after final payment. The **Engineer** shall deliver

to the **Owner** upon completion of such work, a statement of the cost of such work detailed according to the accounting procedure and requirements of the **Owner**.

ARTICLE 14. Subcontracting and Assignment. The **Engineer** shall not assign, subcontract or transfer the **Engineer**'s interest in this Agreement without the prior written consent of the **Owner**. The **Engineer** shall bind every subconsultant by written subcontract to observe all the terms of this Agreement to the extent that they may be applicable to each subconsultant. No subcontract relieves the **Engineer** of any responsibilities under this Agreement.

The **Engineer**, and the **Owner**, do hereby bind themselves, their successors, executors, administrators and assigns to each other party of this Agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this contract.

ARTICLE 15. Patents. The **Engineer** shall indemnify and save the **Owner** harmless from all liability for alleged or actual infringement of any patent resulting from the use of apparatus or equipment furnished or designed by the **Engineer** or from the use of any process designed by the **Engineer** or effected by said apparatus or equipment, and the **Engineer** shall indemnify and save the **Owner** harmless from and against all costs, legal fees, expenses and liabilities incurred in or about any claim of or action for such infringement; provided, however, that the **Owner** shall promptly transmit to the **Engineer** all papers served on the **Owner** in any suit involving such claim of infringement, and provided further, that the **Owner** permits the **Engineer** to have entire charge and control of the defense of any such suit. If because of actual infringement the use of such apparatus, equipment, or process is enjoined, the **Engineer** shall refund the purchase price thereof in proportion to the length of service uncompleted, the life of such apparatus or equipment being assumed as five years. The **Engineer** hereby grants to the **Owner** a non-exclusive, royalty-free license under patents now or hereafter owned by the **Engineer** covering any machines, apparatus, processes, articles, or products included in the **Engineer**'s work hereunder.

ARTICLE 16. Confidential Information, Inventions and Other Restrictions.

16.1 Confidential Information. The **Engineer** shall not use in any way, commercial or otherwise, except to the extent required by the proper performance of this Agreement; and shall hold in confidence and not disclose to any person, for any reason or at any time, any information relating to the secret processes, products, compositions, machinery, apparatus or trade secrets of the **Owner**, or any other confidential information given to the **Engineer** by any of the **Owner**'s commissioners, elected officials, employees, or representatives or acquired by the **Engineer** during the term of or as a result of this Agreement. Any information not generally available to the public shall be considered secret and confidential for the foregoing purposes;

provided, however, that any technical information which was lawfully in the **Engineer**'s possession prior to such disclosure to the **Engineer** by the **Owner** or which is or shall lawfully be published or become part of general knowledge from sources other than the **Engineer** or which otherwise shall lawfully become available to the **Engineer** from a source other than the **Owner**, shall not be subject to these provisions. All the foregoing stipulations shall apply to such information and work hereunder as well as to any information and ideas originated or developed by the **Engineer** in performing such work. Such information may, of course, be disclosed to the proper officials or employees of the **Owner** if necessary to perform the work hereunder. The **Engineer** shall, however, inform each of its employees who receive such information of these restrictions and the **Engineer** shall take all reasonable precautions and exert all reasonable efforts to assure conformance with such restrictions by all of its officers, employees, and agents, obtaining from them if necessary, agreements satisfactory to the **Owner**, effectuating the purposes of this Article.

16.2 Inventions. The **Engineer** shall communicate to the **Owner** at once, and require the **Engineer**'s employees assigned to the Work Authorization to communicate to the **Owner** all inventions and improvements which any of the **Engineer**'s employees, either alone or in conjunction with any of the **Owner**'s employees may conceive, make or discover during the course of or as a result of work on any Work Authorization under this or any ensuing agreement with the **Owner** that relates to the processes, products, compositions, machinery or plants of the **Owner**, or relating in any way to any of the operations in which the **Owner** has been or is engaged at the time, and such inventions and improvements shall become the sole, exclusive property of the **Owner** without any obligation on its part to make any payment therefor in addition to any sums which the **Owner** may be obligated to pay to the **Engineer** as compensation for services rendered by the **Engineer** under contract with the **Owner**. The **Engineer** shall require its employees to execute patent applications and assignments thereof to the **Owner** or its nominees, and powers of attorney relating thereto for any country the **Owner** may designate, and shall take all other actions as the **Owner** may request to maintain and protect such inventions and improvements. The **Owner** shall pay all costs or charges incurred in protecting such inventions and improvements if the **Owner** desires to protect them. Before assigning any of the **Engineer**'s employees to work under any contract with the **Owner** concerning this Work Authorization, the **Engineer** shall obtain from them agreements satisfactory to **Owner** complying in all respects with the terms and provisions of this Article.

16.3 The rights and obligations set forth in Article 16 shall survive the performance of this Agreement, or any termination, discharge or cancellation thereof.

ARTICLE 17. Engineer's Seal, Responsibility and Warranties.

17.1 Engineer's Seal. The **Engineer** shall assign a responsible engineer or engineers licensed to practice in the State of Texas, who shall sign, seal and date all appropriate engineering submissions to the **Owner** in accordance with the Texas Engineering Practice Act and the Rules of the State Board of Registration for Professional Engineers.

17.2 Engineer's Responsibility. The **Engineer** shall be responsible for the accuracy of the work performed in Work Authorizations, and shall promptly make necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Engineer**. No additional compensation will be made to the **Engineer** for any necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Engineer**.

The **Engineer**'s responsibility for all questions arising from design errors and/or omissions will be determined by the **Owner** or a designee appointed by the **Owner**. The **Engineer** will not be relieved of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities until after the construction phase of the **Project** has been completed.

17.3 Warranties.

(a) The **Engineer** warrants that engineering design work performed by the **Engineer** hereunder shall be in accordance with sound engineering design practices and in conformance with applicable code and standards established for such work.

(b) Notwithstanding anything to the contrary contained in this Agreement, the **Owner** and the **Engineer** agree and acknowledge that the **Owner** is entering into this Agreement in reliance on the **Engineer**'s experience and abilities with respect to performing the **Engineer**'s services hereunder. The **Engineer** accepts the relationship of trust and confidence established between it and the **Owner** by this Agreement. The **Engineer** covenants with the **Owner** to use the **Engineer**'s **best** efforts, skill, judgment and abilities to design the improvements in each Work Authorization and to further the interests of the **Owner** in accordance with the **Owner**'s requirements and procedures, in accordance with all professional standards, and in compliance with all applicable national, federal, state, county and municipal laws, regulations, codes, ordinances, orders and with those of any other body having jurisdiction. If the development of plans, specifications and estimates (hereinafter referred to as "**PS&E**") are identified in this Agreement under Article 2 hereof or **EXHIBIT "B"**, attached hereto, as part of the services to be provided by the **Engineer** for the Work Authorization, prior to the commencement of construction, the **Engineer** shall certify in writing to the **Owner** that the **PS&E** for the Work Authorization, and the improvements when built in accordance

therewith, conform to all applicable governmental regulations, statutes and ordinances then in effect. The **Engineer** represents, covenants and agrees that there are no obligations, commitments or impediments of any kind that will limit or prevent performance of the **Engineer**'s services.

(c) The **Engineer** represents, covenants and agrees that all of **Engineer**'s services to be furnished by the **Engineer** under or pursuant to this Agreement from the inception of the Agreement until the Work Authorization has been fully completed, shall be of the standard and quality which prevail among engineers of similar experience, knowledge, skill and ability engaged in engineering practice throughout Texas under the same or similar circumstances involving the design and construction.

(d) The **Engineer** represents, covenants and agrees that the **Engineer**'s special talent, training and experience cause the **Engineer** to be the prime professional on the Work Authorization; that because of such talent and training, the **Engineer** envisions the construction of the Work Authorization in its entirety, and possesses the special skills which enable the **Engineer** to recognize dangerous conditions that a reasonable, prudent engineer having such special skills could anticipate may arise from the proper use of the improvements after acceptance by **Owner**; that as the design professional, the **Engineer** has some measure of control over any such dangerous conditions; that the **Engineer** has knowledge which will enable the **Engineer** to recognize specific dangers that may arise from the proper use of the improvements after acceptance by **Owner**; and, that the **Engineer** recognizes that any commissioners, elected officials, employees, and agents of the **Owner**, plus residents and owners of property within the area affected by the improvements are within a class of foreseeable persons who will be relying on the improvements being designed in a professional and safe manner.

(e) If the development of **PS&E** is identified in this Agreement under Article 2 hereof or **EXHIBIT "B"**, attached hereto, as part of the services to be provided by the **Engineer** for the Work Authorization, the **Engineer** represents, covenants and agrees that the **PS&E** of the improvements will be accurate and free from any material errors. The **Engineer** additionally represents, covenants, and agrees to the following: that the design of the improvements will conform to its foreseeable use with all the amenities as set forth in any **PS&E** developed by the **Engineer** for the Work Authorization; that the result of such **PS&E**, if built in accordance therewith, will be suitable for purposes for which the improvement is designed; that the result of **Engineer**'s inspection of the improvements will be suitable for purposes for which the improvements were designed; and, the improvements will be inspected in a workmanlike, professional manner and will be suitable for the Work Authorization's intended purpose. The **Engineer**'s responsibilities as set forth herein shall at no time be in any way diminished

by reason of any approval by the **Owner** of any **PS&E** developed by the **Engineer** for the Work Authorization, nor shall the **Engineer** be released from any liability by reason of such approval by the **Owner**, it being understood that the **Owner** at all times is ultimately relying upon the **Engineer**'s skill and knowledge in preparing such **PS&E**.

(f) In connection with the **Engineer**'s performance of procurement services hereunder, if any, the **Engineer** shall use its best efforts to obtain from all vendors of equipment and materials, fullest possible warranties against defective materials and workmanship for the benefit the **Owner**.

ARTICLE 18. Engineer's Resources. The **Engineer** shall furnish and maintain, at the **Engineer**'s own expense, office space for the performance of all services, skilled and sufficient personnel, as well as adequate and sufficient equipment to perform the services as required under this Agreement.

18.1 Project Manager. The **Engineer** shall provide a manager (**Project Manager**) for the Work Authorization that is a registered professional engineer in the State of Texas. The **Project Manager** shall have such knowledge and experience as will enable the **Project Manager** to perform the duties required for the services under this Agreement. The **Engineer** may change the **Project Manager** during the course of the Work Authorization without prior consent of the **Owner**. If, due to situations beyond the control of the **Engineer**, the **Engineer** must change the **Project Manager** prior to the completion and acceptance of the improvements, the **Engineer** will submit a request to change the **Project Manager** to the **Owner** for approval.

18.2 Employees of the Engineer. All employees of the **Engineer** shall have such knowledge and experience as will enable them to perform the duties assigned to them and required for the services under this Agreement. Any employee of the **Engineer** who, in the opinion of the **Owner**, is incompetent, or whose conduct becomes detrimental to the work required under this Agreement, shall immediately be removed from association with the Work Authorization when so instructed by the **Owner**. The **Engineer** certifies that the **Engineer** presently has employed sufficient and qualified personnel, and will maintain sufficient and qualified personnel for performance of the services under this Agreement.

18.3 Documents/Information Exchange. The purpose of this Article is to define the required automated resources, format for graphics files, and information exchange pertaining to the Work Authorization. Taking into consideration that the **Owner** has a significant investment in the development of the improvements, there is a need for the **Engineer** to provide consistency in document development for information exchange. Consistency in document development for information exchange and production will help facilitate an economically efficient improvement. Therefore, the **Engineer** shall provide the

Owner with documents and information in accordance with the special requirements outlined in **EXHIBIT "B"** attached hereto.

ARTICLE 19. Indemnification. To the fullest extent permitted by applicable law, the **Engineer** and its agents, partners, subcontractors, and consultants (collectively "**Indemnitors**") shall and do agree to indemnify, and hold harmless the **Owner**, the **Owner**'s respective directors, elected officials, employees and agents (collectively "**Indemnitees**") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind or description (collectively "**Liabilities**") of any person or entity whomsoever arising out of, caused by or resulting from the negligent performance of the **Engineer**'s services through activities of the **Engineer**, its agents, partners, subcontractors and/or consultants performed under this Agreement, and which are caused by or result from error, omission, or negligent act of the **Engineer** or of any person employed or contracted by the **Engineer** provided that any such **Liabilities** (1) are attributable to bodily injury, personal injury, sickness, disease or death of any person, or to the injury to or destruction of tangible personal property including the loss of use and consequential damages resulting therefrom and (2) are caused in whole or in part by any negligent act or omission of the **Engineer**, anyone directly or indirectly employed by the **Engineer** or anyone for whose acts the **Engineer** may be legally liable. The **Engineer** shall also save harmless the **Owner** from any and all expense, including, but not limited to, attorney fees which may be incurred by the **Owner** in litigation or otherwise resisting said claim or liabilities which may be imposed on the **Owner** as a result of such activities by the **Engineer**, its agents, partners, subcontractors and/or consultants. In this connection, it is agreed and understood that the **Engineer** shall not be responsible for any portion of the liability proximately caused by the **Owner**'s negligence.

ARTICLE 20. Joint and Several Liability. In the event more than one of the **Indemnitors** are connected with an accident or occurrence covered by the indemnification in Article 19 hereof, then each of such **Indemnitors** shall be jointly and severally responsible to the **Indemnitees** for indemnification and the ultimate responsibility among such **Indemnitors** for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any **Indemnitee**. The provisions of this Article shall not be construed to eliminate or reduce any other indemnification or right which the **Owner** or any of the **Indemnitees** has by law.

ARTICLE 21 Insurance. The **Engineer** shall obtain and maintain insurance in the limits of liability for each of the types of insurance coverage identified as follows:

(1) Workers' Compensation, endorsed with a waiver of subrogation in favor of the **Owner** in accordance with the statutory obligations imposed by Worker's Compensation or Occupational Disease laws under the Texas Workers' Compensation Law ("**Statutory Texas**").

(2) Commercial General Liability, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** *all to the extent of the liabilities assumed by the Engineer under Article 19 and Article 20 herein*, in limits of liability not less than one million dollars (**$1,000,000**) combined single limit each occurrence and in the aggregate for bodily injury and property damage.

(3) Texas Business Automobile Policy, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** *all to the extent of the liabilities assumed by the Engineer under Article 19 and Article 20 herein*, in limits of liability not less than two hundred fifty thousand dollars (**$250,000**) each person for bodily injury, five hundred thousand dollars (**$500,000**) each occurrence for bodily injury, and one hundred thousand dollars (**$100,000**) each occurrence for property damage.

(4) Professional Liability in limits of **$1,000,000** each claim and aggregate.

The **Engineer** covenants and agrees to maintain an insurance policy in the minimum limits of liability for each of the types of insurance coverage identified above. The **Engineer** shall furnish the **Owner** with a certificate of insurance **(*Hidalgo County* Certificate of Insurance)** showing the said policy to be in full force and effect during the period of service, identified in Article 3 hereto, for this Agreement. The completed ***Hidalgo County Certificate of Insurance*** shall be attached hereto and identified as **EXHIBIT "G"- *Hidalgo County Certificate of Insurance***. The **Engineer** will be considered in breach of contract should the **Engineer** fail to maintain an insurance policy in the minimum limits of liability and requirements identified above while performing services for and under this Agreement, and will be subject to default and termination of the Agreement as outlined in Article 3.4 hereto. Additionally, the **Engineer** covenants and agrees to use its best efforts to maintain an insurance policy in the minimum limits of liability and requirements identified above until one year following the date of the acceptance of the Work Authorization by the **Owner**.

ARTICLE 22. Compliance with Laws. The **Engineer** shall comply with all applicable Federal, State and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this Agreement, including, without limitation, worker's compensation laws,

minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the **Engineer** shall furnish the **Owner** with satisfactory proof of its compliance therewith.

ARTICLE 23. Noncollusion. The **Engineer** warrants that the **Engineer** has not employed or retained any company or persons, other than a bona fide employee working solely for the **Engineer**, to solicit or secure this Agreement, and that the **Engineer** has not paid or agreed to pay any company, engineer or any other person or entity any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or execution of this Agreement. For breach or violation of this warranty, the **Owner** shall have the right to annul this Agreement without liability or, in the **Owner**'s discretion, to deduct from the ***Services Fee***, or otherwise recover, the full amount of each fee, commission, percentage, brokerage fee, gift or contingent fee.

ARTICLE 24. Gratuities. The **Owner** mandates that employees of the **Owner** shall not accept any benefits, gifts or favors from any person doing business or who reasonably speaking may do business with the **Owner** under this Agreement; the only exceptions allowed are ordinary business meals. Any person doing business with or who may reasonably seeking to do business with the **Owner** under this Agreement may not make any offer of benefits, gifts or favors to **Owner** employees, except as mentioned herein above. Failure on the part of the **Engineer** to adhere to this provision may result in the termination of this Agreement.

ARTICLE 25. Payment of Franchise Tax. The **Engineer** hereby certifies that the **Engineer** is not delinquent in Texas franchise tax payments, or that the **Engineer** is exempt from, or not subject to, such a tax. A false statement concerning corporation's franchise tax status shall constitute grounds for termination of the Agreement at the sole option of the **Owner**.

ARTICLE 26. Disputes. The **Engineer** shall be responsible for the settlement of all contractual and administrative issues arising out of any procurement made by the **Engineer** in support of the services under this Agreement.

ARTICLE 27. Severability. In the event 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.

ARTICLE 28. Notices. All notices to either party by the other required under this Agreement shall be personally delivered or mailed to such party at the following respective addresses:

OWNER:	***Hidalgo County***	**ENGINEER:**	**TEDSI Infrastructure Group, Inc.**
	100 East Cano, 2nd Floor		**1201 E. Expressway 83**
	Edinburg, Texas 78539		**Mission TX 78572**

The address may be changed by either party by written notice, and notice so mailed shall be effective upon mailing.

ARTICLE 29. Miscellaneous Provisions.

(a) This Agreement constitutes the entire Agreement between the **Engineer** and the **Owner** relating to the work herein described, and supersedes any prior understanding or written or oral contracts between the parties respecting the subject matter defined herein. There are no previous or contemporary representations or warranties of the **Owner** or the **Engineer** not set forth herein.

(b) Except as specifically provided herein, no modification, waiver, termination, rescission, discharge, or cancellation of this Agreement or of any terms thereof shall be binding on the **Owner** unless in writing and executed by an officer or employee of the **Owner** specifically authorized to do so.

(c) No waiver of any provision of or a default under this Agreement shall affect the right of the **Owner** thereafter to enforce said provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(d) No modification, waiver, termination, discharge or cancellation of this Agreement or of any terms thereof shall impair the **Owner**'s rights with respect to any liabilities, whether or not liquidated, of the **Engineer** to the **Owner** theretofore accrued.

(e) All rights and remedies of the **Owner** specified in this Agreement are in addition to the **Owner**'s other rights and remedies.

(f) The **Engineer** shall remain an independent contractor and shall have no power, nor shall the **Engineer** represent that the **Engineer** has any power, to bind the **Owner** or to assume or to create any obligation express or implied on behalf of the **Owner** except as specifically authorized in advance by the **Owner**.

(g) The Agreement shall be construed under the laws of the State of Texas and is performable in Hidalgo County, Texas.

(h) This Agreement may only be amended by a written document executed by the **Owner** and the **Engineer** as provided by Article 8 herein.

ARTICLE 30. Signatory Warranty The undersigned signatory or signatories for the **Engineer** hereby represent and warrant that the signatory is an officer of the organization for which he or she has executed this Agreement, and that he or she has full and complete authority to enter into this Agreement on behalf of the **Engineer**. The above-stated representations and warranties are made for the purpose of inducing the **Owner** to enter into this Agreement.

IN WITNESS WHEREOF, the **Engineer** and the **Owner** have caused this **Agreement for Professional Services** to be effective as of the _____ day of _____, **2010**.

ENGINEER:
TEDSI Infrastructure Group, Inc.

BY: _____
Jesse Salinas, Principal

OWNER:
HIDALGO COUNTY

BY: _____
Rene A. Ramirez, County Judge

ATTEST:

By: _____
Arturo Guajardo Jr., Hidalgo County Clerk

ATTACHMENTS:

EXHIBIT A	-Scope of Services to be Provided by the Owner
EXHIBIT B	-Scope of Services to be Provided by the Engineer
EXHIBIT C	-Work Schedule
EXHIBIT D	-Engineer's Contract Rates
EXHIBIT E	-Work Authorization Form
EXHIBIT F	-Supplemental Agreement Form
EXHIBIT G	-Certificate of Insurance (*Hidalgo County*)

Approved As To Form:
Atlas & Hall, LLP

By: _____

EXHIBIT "A"

Services to be Provided by the Owner

The following provides an outline of the services to be provided by the **Owner** in the development of the **Work Authorizations**.

The **Owner** will provide to the **Engineer** the following:

1) Prepare and execute a Purchase Order with Hidalgo County Purchasing Department
2) Authorization to the Engineer to begin work.
3) Payment for work performed by the engineer.
4) Assistance to the Engineer, as necessary, to obtain required data and information from other local, regional, and state agencies that the Engineer cannot easily obtain.
5) Secure required Environmental permits from regulatory agencies
6) Acquire additional Right of Way identified by the Engineer
7) Provide any available relevant data that may on file concerning the Project.
8) Provide timely review and decisions in response to the Engineers request for information and/or submittals and deliverables.
9) Attend and participate in progress meetings as required and as coordinated and conducted by the Engineer.
10) Advertise and award, as assisted and recommended by the Engineer, construction contracts for the PS&E developed by the Engineer.
11) Attend pre-bid and pre-construction conferences coordinated and conducted by the Engineer.
12) Review and approve monthly and final estimates, developed by the Engineer, for payment to the Contractor. Compensate and pay the Contractor for work performed as identified in the approved monthly and final estimates.
13) Provide assistance to Engineer where necessary and possible with Owner information/resources to ensure project is completed within timely/efficient basis.
14) Provide Engineer with Geotechnical Data for pavement design and thickness.

EXHIBIT "B"

Generalized Services to be Provided by the Engineer

HCMDS Phase II – J - 09
From North Main Drain to County Road 3601

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CLASSIFICATION OF SERVICES. In accordance with Article 2.2 of this Agreement, the services to be provided by the **Engineer** shall be classified as either ***Basic Services*** or ***Special Services.*** The expanded descriptions of the services identified later in this exhibit and to be provided by the **Engineer** are classified as follows:

Management:

I. ENGINEERING MANAGEMENT (*EM*)

(A) Preliminary Project Planning and Development

(1) Project Development Schedule	***Basic***
(2) Construction Estimate	***Basic***
(3) Quality Control / Quality Assurance Program	***Basic***
(4) Subcontract Administration	***Basic***
(5) Funding Liaison and Funding Application Preparation	***Special***
(6) Capital Improvement Program (CIP)	***Basic***
(7) Management / Coordination of Engineering Activities	***Basic***
(8) Implementation of QC/QA Program	***Basic***

(B) Preliminary Engineering

(1) Preliminary Concept Conference	***Basic***
(2) Management / Coordination of Engineering Activities	***Basic***
(3) Implementation of QC/QA Program	***Basic***
(4) Preparation of ***"Preliminary Engineering Report"***	***Basic***
(5) Coordination with all reviewing agencies (FEMA, USACE, etc.)	***Basic***

(C) Final Design

(1) ***"Design Policy & Procedures Manual"***	***Basic***
(2) Design Concept Conference	***Basic***
(3) Management / Coordination of Engineering Activities	***Basic***
(4) Implementation of QC/QA Program	***Basic***

(D) Construction Management

(1) ***"Construction Management Policy & Procedures Manual"***	***Basic***
(2) Construction Bidding	***Basic***
(3) Owner's Representative	***Basic***
(4) Defects and Deficiencies	***Basic***
(5) Monthly Construction Progress Reports	***Basic***
(6) Recommendations for Payment to the Construction Contractor	***Basic***
(7) Project Site Management	***Special***
(8) Implementation of Qc/QA Program	***Basic***
(9) Change Orders	***Special***
(10) Final Acceptance, Performance Testing, Shop Drawing Review	***Basic***

Engineering:

II. PRELIMINARY PROJECT PLANNING & DEVELOPMENT

(1) Environmental Document Preparation & Public Involvement (if required By Federal agencies)	***Special***
(2) Field Surveying & Photogrammetry (if not provided by Owner)	***Special***

Engineering:

III. PRELIMINARY ENGINEERING, FINAL DESIGN & CONSTRUCTION

(A) Preliminary Engineering:	
(1) Preliminary Field Surveying (using Lidar/ provided by **Owner**)	***Provided by Owner***
(2) Data Collection	***Basic***
(3) Geographical Information System	***Basic***
(4) Hydrologic Analysis	***Basic***
(5) Hydraulic Analysis	***Basic***
(6) Flood Plain Mapping	***Basic***
(7) Alternate Solutions /Recommendations for Final Design	***Basic.***
(8) Final Report – ***"Preliminary Engineering Report"***	***Basic***
(B) Final Design:	
(1) Right-of-Way Data and ROW Map	***Special***
(2) Design Field Surveying	***Special***
(3) Geotechnical Investigations and Reports	***Special***
(4) Permitting	***Basic***
(5) Channel / Drainage Design	***Basic***
(6) Roadway Design	***Basic***
(7) Bridge Design	***Basic***
(8) Plans, Specifications & Estimates	***Basic***
(C) Construction:	
(1) Construction Bidding Documents	***Basic***
(2) Project Site Representation:	***Special***
a. Engineering Support Data for Defects & Deficiencies	***Special***
b. Daily and Weekly Construction Reports	***Special***
c. Measurement / Calculations for Contractor Payment	***Special***
d. Project Engineer / Resident Engineer Services	***Special***
(3) Miscellaneous Technical Activities:	
a. Construction Field Surveying	***Special***
b. Shop Drawing Review	***Basic***
c. Control of Materials & Equipment	***Special***
d. Change Orders	***Basic***
(4) Final Acceptance:	
a. Performance Testing	***Special***
b. As-Built Drawings	***Basic***

EXPANDED DESCRIPTIONS OF SERVICES. The expanded descriptions of the services to be provided by the Engineer are described on the following pages.

I. ENGINEERING MANAGEMENT (*EM*)

The following outline provides a summary for the ***basic*** and ***special services*** to be provided by the **Engineer** under services of this Agreement. The contractual services will be outlined in each Work Authorization as outlined in Article 7.

For these services, the **Engineer** shall manage the **Project Team,** consisting of various sub-providers, in the development of the **Project** as defined and more particularly described in **EXHIBIT "B1"** attached to this Agreement. The services will include the following:

(A) **Preliminary Project Planning and Development.** In general, this will include the ***management*** of the preliminary planning process and advance project development (APD) that is required for the **Project.** (A summary of specific requirements for ***engineering*** activities are outlined later in this exhibit.) The **Engineer** will identify, coordinate, and implement the ***management*** requirements for preliminary planning and advance **Project** development for the **Project.** Specific work activities to be provided by the **Engineer** will include:

(1) **Project Development Schedule.** The **Engineer** will prepare a **Project Development Schedule.** This schedule will be developed from the notice to proceed with work through final record drawings. The schedule will be monitored, by the **Engineer,** throughout **Project** development. It will be provided, as well as any updates, to the **Owner** and each **Project Team** member as a part of the **Work Plan** identified in (1). The schedule will identify all major milestones and **Project** deliverables. The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established schedule.

(2) **Construction Estimate**. The **Engineer** shall prepare a preliminary estimate for the construction of the **Project**. The preliminary construction estimate shall be monitored, verified and updated throughout the course of **Project** development.

(3) **Quality Control / Quality Assurance (QC/QA) Program**. The **Engineer** shall develop a quality control and quality assurance program for the **Project** to ensure the **Project Team** is producing quality work for the **Project**.

(4) **Subcontract Administration**. The **Engineer** shall initiate, execute and monitor all subcontracts for the duration of the **Project**. The **Engineer** shall advise and/or provide recommendations to the **Owner**, as the **Project** progresses, should additional sub-providers be required. All subcontracting and assignment will be in accordance with Article 14.

(5) **Funding Sources**. If approved by the **Owner** as ***Special Services***, as outlined in Article 5.2, the development and construction of the **Project** may be eligible for funding from outside sources. If approved by the **Owner** as ***Special Services***, the **Engineer**'s responsibilities regarding funding sources will include the following:

(a) **Liaison (Engineer)** will act as Corporate Sponsor for obtaining funding from potential funding sources for the **Project**. The Corporate Sponsor will act as liaison for the **Owner** to applicable State and Federal resource agencies for possible funding assistance.

(b) The **Engineer** will identify and develop a list of possible funding sources for the **Project**.

(c) The **Engineer** will prepare all required applications to funding sources.

(6) **Capital Improvement Program (CIP)**. If approved by the **Owner** as ***Special Services***, as outlined in Article 5.2, the **Engineer** will prepare a CIP based on a conceptual sequence of construction for the **Project** as identified in the final recommendations shown in the ***"Preliminary Engineering Report"*** developed by the **Engineer** under the preliminary engineering activities identified later in this exhibit. The primary focus will be to address the overall needs of the system, the funding availability, the identification of operational issues, the acquisition of right of way, and

the prioritization of those needs and issues in a cost effective and efficient manner (conducive of funding availability). The CIP will be continuously monitored and updated by the **Engineer** throughout **Project** development.

(7) **Management/Coordination of Engineering Activities**. The **Engineer** shall ***manage*** and coordinate the specific ***engineering*** work activities, tasks, special services for Environmental Document Preparation (if required by Federal agencies), Public Involvement, and Field/Reconn/Surveying and Photogrammetry (more particularly identified later in this exhibit under II - Preliminary Project Planning and Development).

(8) **Implement QC/QA Program**. The **Engineer** will monitor and perform the program developed to ensure the quality of the Environmental Document (if required by Federal agencies), public involvement procedures, and the products and data from field/recon/surveying and aerial photogrammetry, and their compliance with applicable standards and requirements.

(B) Preliminary Engineering. The **Engineer** will ultimately deliver the final recommendations for the design of the project in the ***"Preliminary Engineering Report".*** (Specific requirements for ***engineering*** activities are outlined later in this exhibit under II - Preliminary Engineering, Design and Construction.) The **Engineer** shall ***manage*** and coordinate the activities of the **Project Team** in the collection of geographical information and ***engineering*** data, the selection of computer software, and the distribution of **Project** information and status to the **Owner** and **Project Team** throughout the development of the "***Preliminary Engineering Report".*** Specific ***management*** tasks to be provided by the **Engineer** will include:

(1) **Preliminary Concept Conference**. The **Engineer** will coordinate and conduct a preliminary concept conference (PCC) with the **Owner**, and any other stakeholders approved by the **Owner**. At the PCC, the **Engineer** will outline the issues and aspects involved in the development of the ***"Preliminary Engineering Report"***, identify existing conditions and design requirements, and present the approach to the development of the report for approval by the **Owner**.

(2) **Management/Coordination of Engineering Activities**. The **Engineer** shall ***manage*** and coordinate the **Project Team** in the preparation of specific ***engineering*** work activities, tasks, special services for the final development of the ***"Preliminary Engineering Report",*** including Field Surveying, Data Collection, the development of a Geographical Information System, Hydrologic/Hydraulic Analysis, Flood Plain Mapping, Alternate Solutions, and Final Recommendations (more particularly defined with the ***engineering*** activities identified in this exhibit under II - Preliminary Engineering, Design and Construction (**Preliminary Engineering**)).

(3) **Implement QC/QA Program**. The **Engineer** will monitor and perform the QC/QA program developed to ensure the quality of the ***"Preliminary Engineering Report",*** and its compliance with standards of sound ***engineering*** principles and the agreed-upon design criteria established at the PCC.

(4) **Final Report:** ***"Preliminary Engineering Report".*** The **Engineer** will provide, to the **Owner**, five (5) bound, color copies of the ***"Preliminary Engineering Report",*** including all attachments, exhibits, preliminary layouts, sketches, profiles, and cost estimate.

(5) **Coordination with various agencies.** The development of the ***"Preliminary Engineering***

Report" may require documentation and/or coordination with various agencies. The **Engineer** will act as a liaison for the **Owner**, and will attend any meetings, and develop / prepare any required correspondence, documentation, and/or applications to satisfy the applicable Federal, State, and local regulations.

(C) **Final Design.** After the **Owner** has approved the **Engineer**'s final recommendations as shown in the ***"Preliminary Engineering Report"*** and the recommendations meet all Federal, State, and County permitting requirements, the **Engineer**, will coordinate the activities of the **Project Team** during the final design of the **Project** by developing and preparing all policies and procedures, managing the sub-providers activities and performance, and performing quality control and quality assurance for all design documents associated with the **Project**. One of the primary deliverables for the **Engineer** to provide the **Owner** is a complete and approved set of plans, specifications, and estimate (PS&E) for each phase of construction of the **Project**. Specific ***management*** work activities to be provided by the **Engineer** will include:

(1) ***"Design Policy & Procedures Manual".*** The **Owner** will provide a policy and procedures manual for final design to be used by the **Project Team** in the development of the **Project**. The purpose of this will be to set policy with regards to the approved design criteria, and to provide consistency in the development of the documents for design, plans, specifications and estimates. Once the manual has been provided by the **Owner** it will be distributed by the **Engineer** to each member of the **Project Team**. The **Owner** will be responsible for updating and maintaining the manual and distributing any revisions throughout **Project** development. Items to be identified in the ***"Design Policy & Procedures Manual"*** provided by the **Owner** will include, but not be limited to, the following:

(a) Project Description and Final Recommendations of the ***"Preliminary Engineering Report"***
(b) Environmental
(c) Correlation and Agreement with Other Agencies
(d) Application of Design Standards (City, County, State, AASHTO)
(e) Requirements for Preliminary Submittals
(f) Basic Design Criteria
(g) Preparation for Plans, Specifications, and Estimate (PS&E) Submittals
(h) Formats for Supporting Documents
(i) CADD Standards
(j) Specifications

(2) **Design Concept Conference (DCC).** The **Engineer** shall coordinate and conduct a design concept conference with the **Owner** and **Project Team**. At the DCC, the **Engineer** will distribute the ***"Design Policy & Procedures Manual"*** provided by **Owner** and discuss the **Project** Development Schedule with the **Project Team**.

(3) **Management/Coordination of Engineering Activities.** The **Engineer** shall ***manage*** and coordinate the **Project Team** in the development of the documents for final design, including: Right of Way Data, Design Field Surveying, Geotechnical Investigations, Permitting, Channel/Drainage Design, Roadway Design, Bridge Design, PS&E, and other miscellaneous design and plan preparation items (more particularly defined with the engineering activities identified in this exhibit under II – Preliminary Engineering, Design and Construction (**Final Design**)).

(4) **Implement QC/QA Program**. The **Engineer** shall monitor and perform the QC/QA program developed to ensure the quality of the documents associated with Right of Way Data (Mapping), Design Field Surveying, Geotechnical Investigations, Permitting, Channel/Drainage Design, Roadway Design, Bridge Design, PS&E, and other miscellaneous design and plan preparation items (more particularly defined with the ***engineering*** activities identified in this exhibit under II – Preliminary Engineering, Design and Construction (**Final Design Engineering**)). These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(D) Construction Management. The **Engineer** shall provide construction ***management*** services for each authorized construction contract of the **Project.** The **Engineer** shall also assist the **Owner** in the advertisement for construction bids, the opening and tabulation of the bids, provide a recommendation as to the proper action on all bid proposals received, and assist in the preparation of formal contract documents for the award of contracts. Specific ***management*** work activities to be provided by the **Engineer** will include:

(1) ***"Construction Management Policy & Procedures Manual"***. The **Owner** shall will provide a manual that outlines the policy and procedures for the ***management*** and administration of construction of the **Project.** The manual's information will include, but not be limited to, construction contract recordkeeping (daily reports, weekly reports, monthly progress reports, etc.), contractor payment, change order format and procedures, site inspection, scheduling, and final inspection.

(2) **Construction Bidding Documents.** The **Engineer** shall perform the following in preparation of the construction bidding documents:

(a) Upon completion of QC/QA, the **Engineer** shall furnish to the **Owner** all necessary copies of approved plans, specifications, **Engineer's** estimate, notices to bidders, and proposals for each authorized construction contract.

(b) The **Engineer** shall assist the **Owner** in advertising for each authorized construction contract for the **Project.**

(c) The **Engineer** shall assist the **Owner** in the opening and tabulation of bids for each authorized construction for the **Project,** and recommend to the **Owner** as to the proper action on all bid proposals received.

(d) The **Engineer** shall assist the **Owner** in the preparation of formal contract documents for the award of construction contracts.

(3) **Owner's Representative.** In general, the **Engineer** shall provide the ***management*** activities required for consultation and advisement to the **Owner** during construction, and act as the **Owner's** representative as provided in the General Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities and the authority of the **Engineer** as assigned in the General Conditions of the Contract shall not be modified, except as the **Engineer** may otherwise agree in writing.

(4) **Defects and Deficiencies.** In providing the ***management and administration*** of the authorized

construction contract, the **Engineer** shall use the **Engineer**'s best efforts to protect the **Owner** against defects and deficiencies in the work of the construction contractor, hereinafter called the **"Contractor"**. The **Engineer** does not guarantee the performance of the **Contractor;** however, the **Engineer** will promptly notify the **Owner** of any such defect or deficiency, and take all steps possible to require the **Contractor** to correct the defect or deficiency.

(5) **Progress Reports.** The **Engineer** will obtain the daily and weekly reports provided from the ***engineering*** activities identified under II – Preliminary Engineering, Design, and Construction (**Construction**) in this exhibit and prepare a monthly progress report, which outlines the construction progress in a form and manner satisfactory to the Owner.

(6) **Contractor Payment**. The **Engineer** shall obtain the measurements and calculated quantities prepared under the ***engineering*** activities identified under II – Preliminary Engineering, Design, and Construction (**Construction**) in this exhibit, and review and approve the monthly and final estimates for payments to the **Contractor** for those items of work accepted and conforming to the construction contract specifications. The **Engineer** will furnish to the **Owner** any necessary certifications as to payments to the **Contractor** and suppliers. *Note: The **Engineer** is not responsible for actual payments to the **Contractor.***

(7) **Project Site Management**. The **Engineer** will coordinate and monitor the **Project** site representation of the authorized construction contract by providing the following special services, if authorized by **Owner**:

Project Manager. The **Engineer** will provide visits by the ***Project Manager*** or a competent representative of the **Engineer** to the site of construction at least twice a month for the purpose of monitoring the **Contractor**'s progress and conformance to the construction contract plans and specifications. In the capacity of site inspection, the **Engineer** will issue instructions from the **Owner** to the **Contractor** and the ***Resident Engineering Representative***, issuing necessary interpretations and clarifications of construction contract documents, and make recommendations to the **Owner** as to the acceptability of the **Contractor**'s progress and work.

(8) **Implement QC/QA Program**. The **Engineer** will monitor and perform the QC/QA program developed to ensure the quality of the ***engineering*** services and documents associated with Field Surveying, Shop Drawings, Control of Materials & Equipment, Change Orders, Performance Testing, and As-Built Drawings, more particularly identified under II – Preliminary Engineering, Design, and Construction (**Construction**) in this exhibit. These services shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy and shall be submitted to the applicable City, County, State, Federal agencies for approval.

(9) **Change Orders**. When applicable, the **Engineer** will review and provide recommendations for all change orders developed under II – Preliminary Engineering, Design, and Construction (**Construction**) in this exhibit for purpose of preparing construction contract change orders. These change orders may be required due to actual field conditions encountered or new requirements directed by the **Owner**. The **Engineer** will prepare, explain, and submit proposed change orders, when applicable.

(10) **Final Acceptance.** Following the completion of construction by the **Contractor**, the **Engineer** will provide the services required for the final inspection and recommendation for **Project** acceptance. This

will include coordinating the activities required for the inspection for conformance and recordkeeping of the necessary performance tests required by the construction contract specifications. The **Engineer** will also review and approve all as-built drawings (to show the work as actually constructed), and furnish to the **Owner** one set of prints of the as-built drawings. *Note: Services to be provided by the **Engineer** for Items II and III primarily involve the **engineering** work tasks for the **Project.***

II. PRELIMINARY PROJECT PLANNING & DEVELOPMENT

In general, this will include all ***engineering*** activities required for the **Advance Project Development**. Primarily, this will involve the research and coordination for the social, economic and environmental impacts, public involvement and preliminary field/reconn/surveying / aerial photography of the **Project.** A summary of the ***engineering*** activities to be provided by the **Engineer** are listed below. The actual contractual services will be identified in each work authorization as outlined in Article 7.

(1) **Environmental Document Preparation and Public Involvement** ***(if required by Federal/State agencies)***

(a) The **Engineer** shall prepare an environmental document in accordance with the National Environmental Policy Act (NEPA) and the applicable Code(s) of Federal Regulations. The **Engineer** will prepare an environmental document in anticipation of a ***Finding of No Significant Impact (FONSI)***, as identified by the NEPA process. This document will include, at a minimum, the following:

(i) **project** description
(ii) need for **project**
(iii) alternatives considered
(iv) impacts (socioeconomic, cultural resource, water resource, air quality, noise quality, biological, prime/unique farmland, construction impacts, hazardous materials)
(v) conclusion
(vi) **project** location map
(vii) preliminary structure and channel locations/layouts
(viii) scanned photographs

(b) The **Engineer** shall conduct and coordinate all public involvement in accordance with the National Environmental Policy Act (NEPA) and the applicable Code(s) of Federal Regulations.

(c) The **Engineer** shall coordinate with all resource agencies, government entities, and private landowners involved or impacted in the development of the **Project.** This will include individual meetings, newsletters and notices, as required.

(d) The **Engineer** shall coordinate and conduct the following public meetings/hearings:

(i) Public Meetings – These meetings will be scheduled to present the **Project** concept, including preliminary layouts and requirements for the **Project,** for the purpose of obtaining preliminary public comment.

(ii) Public Hearing – After completion / preliminary approval of the environmental document and applicable approval to move the **Project** forward for further processing, a public hearing will be afforded and/or conducted to present the approved draft environmental document and the **Project** layout (schematic) for the purpose of obtaining final public comment.

(e) The **Engineer** shall develop a **Project** coordination and mailing list.

(f) The **Engineer** shall prepare required presentation materials (including handouts, agenda, and sign-in roster) and exhibits for public meetings and a public hearing.

(g) The **Engineer** shall prepare and submit a written document summarizing each proceeding: Public Meeting Reports and Public Hearing Report.

(2) **Field Surveying and Photogrammetry** ***(if not provided by Owner)***

(a) ***Right of Entry***: It will be the responsibility of the **Engineer** to secure written permission to enter private property for purposes of reconn/survey, environmental and engineering investigations. The **Engineer** will, at times, contact the owner prior to any entry onto the owner's property. The property owner will be informed, by the **Engineer,** the name of the primary person of contact during each entry.

(b) For the purpose of schematic development, including a geographical information system of the **Project**, a base map background will be provided to the **Engineer** through the **Owner**.

(c) The **Owner** shall provide primary **Project** control for field surveying by establishing horizontal and vertical control points, and the **Engineer** shall establish secondary **Project** control to tie ground control to the State Plane Coordinate System.

(d) The Engineer shall obtain the following photogrammetric products:

(i) Contact Prints and Mosaics
(ii) Planimetric maps
(iii) Contour maps
(iv) Cross Sections
(v) Digital Terrain Model (DTM)

III. PRELIMINARY ENGINEERING, DESIGN & CONSTRUCTION

The services listed below to be provided by the **Engineer** are a summary of the services; the actual contractual services will be identified in each work authorization as outlined in Article 7 of the Agreement. The services shall be divided into three phases with ***engineering*** work activities, as follows:

(A) Preliminary Engineering. For this phase, the **Engineer** will ultimately deliver the ***"Preliminary Engineering Report"***. The ***"Preliminary Engineering Report"*** shall be based on the **Engineer**'s review and comments on the ***"Raymondville Drain Outfall Study"*** (to be provided by the **Owner**). Should the review and comments by the **Engineer** indicate deficiencies in the ***"Raymondville Drain Outfall Study"***, or in the **Turner, Collie and Braden, Inc. Engineer Report – "Flood Protection Plan"**, dated September 1997, corrections of such deficiencies shall be the responsibility of the **Owner**, or deemed by the **Owner** as additional work to be performed by the **Engineer** and compensated in accordance with Articles 8 and 9 of this Agreement. Subsequently, the **Engineer** will prepare the ***"Preliminary Engineering Report"*** in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the **Owner**; to include preliminary layouts, sketches, and cost estimates for the **Project**, and to set forth clearly the **Engineer**'s recommendations. Specific ***engineering*** work activities, tasks, and/or special services to be provided by the **Engineer** will include:

(1) **Preliminary Field Surveying**

(a) The **Engineer** shall establish benchmark identifications, if not already provided by the **Owner**.

(b) The **Engineer** shall obtain data for existing drainage facilities and/or structures, including size, type, and flowline (upstream & downstream) elevations of structures.

(c) The **Engineer** shall obtain profiles of intersecting roadways that cross existing and proposed channels.

(d) The **Engineer** shall obtain flood plain and cross-sections (along with appropriate overbank data), and establish reach lengths, as required.

(2) **Data Collection**

(a) The **Engineer** shall perform site visits for field reconnaissance.

(b) The **Engineer** shall identify and obtain data to include, but not be limited to:

Previous Studies:

(i) Available previous hydraulic and/or engineering studies

(ii) Previous documentation and/or studies for Federal Emergency Management Agency (FEMA) floodway requirements.

Land Records:

(iii) Parcel mapping

(iv) Property assessment

(v) USGS topographic mapping

Property and Facility Management

(vi) Land acquisition and disposition

(vii) Building and property inventory

Land Use Planning and Zoning
(viii) General plan mapping
(vix) Zoning mapping
(x) Demographic mapping
(xi) Economic development
(xii) Linking to permitting systems
(xiii) Existing aerial photographs and/or mapping
Engineering
(xiv) Storm drain mapping
(xv) Subdivision mapping
(xvi) Street mapping
Public Safety
(xvii) Emergency preparedness plans
Environmental Assessment (if required by Federal/State agencies)
(xviii) Wetland mapping
(xix) National Pollution Discharge Elimination System (NPDES) permitting
(xx) Facility mapping
(xxi) Vegetation mapping
(xxii) Coastal zone management
Elections
(xxiii) District Boundary definition

(3) **Geographical Information System**

The **Engineer** shall develop a Geographical Information System (GIS) utilizing Environmental Systems Research Institute, Inc. (ESRI) ArcView with 3-D Analyst and GIS StreamPro, where appropriate to be compatible with the existing GIS being developed in the ***"Raymondville Drain Project"***. Import the collected data into ArcView for mapping purposes and presentations to facilitate the decision-making and analytical process for the development of the ***"Preliminary Engineering Report"***. ArcView will also be used to export data to the USACE Hydrologic Center's computer program HEC-River Analysis System (HEC-RAS), which will be used to develop the ***engineering*** models required for the hydraulic analysis of each lateral channel (and associated tributaries) and the plotting of the resultant floodplains. Specifically, ArcView will be used to export this data to HEC-RAS where it will be combined with the field surveyed channel data in order to construct full flood plain cross sections that reflect accurate channel and overbank data for the HEC-RAS models.

Note: During the performance of the following hydrologic / hydraulic analysis and the development of the alternate solutions and final recommendation, the **Engineer** will address and incorporate any findings of the environmental documentation process.

(4) **Hydrologic Analysis**

(a) The **Engineer** shall review and comment on the hydrologic analyses of portions of the Raymondville drainage watershed(s) that are located in Precinct No. 1 and No. 4.

(b) The **Engineer** shall review and comment on the comparison of peak flow rates, identified in the Raymondville drainage watershed(s) that are located in Precinct No. 1 and No. 4, with any available data from the National Flood Insurance Program (NFIP) or other studies to determine consistency of results.

(5) **Hydraulic Analysis**

(a) The **Engineer** shall review and comment on the hydraulic analysis for each existing and proposed structure location utilizing the HEC-RAS computer program; utilizing Manning's Equation to compute water surface profiles with the inputs of cross-section data, roughness coefficients, and flow rates. Specific steps for the hydraulic analysis are outlined in tasks (b) through (g) below.

(b) The **Engineer** shall create the terrain Triangulated Irregular Network (TIN), if not provided by the **Owner**. This will be developed from a combination of field survey, aerial photogrammetry, and topographic mapping data in the development of a point table. With this point table, an event theme will be created in ArcView, which will create the terrain TIN with 3-D Analyst.

(c) The **Engineer** shall create 2-dimensional lines representing the channel centerline, high bank locations, flow path lines, and cross-section locations by locating the various and required poly lines over the terrain TIN develop the watershed layout over the base map

(d) The **Engineer** shall create the HEC-RAS GIS import file (ASCII text file); this will involve the correlation of the alignment of the cross-sections with the terrain TIN by extracting the elevations from the terrain TIN and creating a 3-dimensional cross-section theme.

(e) For verification of measured elevations, the **Engineer** shall edit the HEC-RAS GIS import file by selectively replacing the points taken from the terrain TIN at the channel with actual channel points obtained by the field survey.

(f) The **Engineer** will review and comment on the accuracy of the HEC-RAS modeling of the existing and proposed structures within Precinct No. 1 and No. 4 facilities authorized in work authorizations as outlined in Article 7 of the Agreement, and compare the hydraulic results to the effective FIS and existing 100-year flood levels.

(g) After the HEC-RAS model is satisfactory and the output deemed acceptable, the **Engineer** shall apply the GIS export function to create the HEC-RAS export file in preparation for the flood plain mapping.

(6) **Flood Plain Mapping**

(a) Utilizing the HEC-RAS GIS export file, and ArcView GIS StreamPro, the **Engineer** shall map the floodplain over the terrain TIN.

(b) The **Engineer** shall compare the results by placing the resulting floodplain mapping over the existing Flood Insurance Rate Map (FIRM): scan the FIRM and bring into ArcView an image for this comparison.

(7) **Alternate Solutions and Recommendations**

(a) The **Engineer** shall prepare preliminary cost estimates for each alternate solution and final recommendation.

(b) The **Engineer** shall summarize each alternate solution in sufficient detail to indicate clearly the

problems involved in order for the **Owner** to make the appropriate comparisons to the **Engineer**'s final recommendations and provide the approval for the final design of the **Project**.

(c) The **Engineer** shall provide a formal and clearly outlined recommendation regarding the final design of the **Project**.

(8) **Final Report**

The **Engineer** shall prepare five (5) bound, color copies of the final ***"Preliminary Engineering Report"***, including all attachments, exhibits, preliminary layouts, sketches, profiles, and cost estimates.

(B) Final Design. After the **Owner** has approved the **Engineer**'s final recommendations as shown in the ***"Preliminary Engineering Report"*** and the recommendations meet all Federal, State, and County regulations and requirements (including permitting), the **Engineer** will perform all required ***engineering*** activities to provide the **Owner** with a complete and approved set of plans, specifications, and estimate (PS&E) for each phase of construction of the **Project**. Specific ***engineering*** activities, tasks, and/or special services to be provided by the **Engineer** will include:

(1) **Right-of-Way Data (Special Services)**

The **Engineer** shall provide a right-of-way (ROW) map to the **Owner** that properly describes the ROW the **Owner** is to acquire. All procedures and tasks involved in the development of the ROW map will be in accordance with the **Owner**'s local operating procedures and the Texas Board of Professional Land Surveying Practices Act. Individual activities and/or requirements include:

(a) Abstracting – The **Engineer** shall perform a preliminary title search and determine ownership information.

(b) Surveying – The **Engineer** shall obtain the required survey data needed to establish existing and proposed right-of-way lines, channel centerline alignment, private property lines, county and/or city limits, and any topographic information not clearly indicated by the aerial photogrammetry.

(c) The **Engineer** shall prepare the ROW map.

(d) The **Engineer** shall prepare field note descriptions on 8-1/2 x 14" sheets, signed and sealed by a Registered Professional Land Surveyor, for each parcel of land to be acquired as shown on the ROW map.

(e) The **Engineer** shall prepare parcel plats for each parcel of land to be acquired as shown on the ROW map. All parcel plats will be prepared on 8-1/2" x 14" sheets and signed and sealed by a Registered Professional Land Surveyor.

(f) Any revisions required to the ROW map, and associated documents, shall be made by the **Engineer** promptly, and at no additional cost or expense to the **Owner**. The **Engineer** shall immediately furnish such revised right-of-way map, and associated documents, to the **Owner** at no additional cost or expense to the **Owner**.

(2) **Design Field Surveying (Special Services)**

The **Engineer** shall perform field surveys and provide field layouts and/or information necessary to collect information required in the final design of the **Project**. This may include, but not be limited to, additional channel sections for the determination of final earthwork, roadway cross sections and profiles for intersecting roadways, soil bore staking, and right-of-way staking.

(3) **Geotechnical Investigations (Special Services)**

The **Engineer** shall perform geotechnical investigations and testing for the purpose of foundation studies and design for any pavement, retaining walls, bridges, and/or miscellaneous structures that may be required for final

design.

(4) **Permitting**

The **Engineer** shall furnish the necessary ***engineering*** data required to apply for regulatory permits from local, State, or Federal authorities.

(5) **Channel/Drainage Design**

The **Engineer** shall perform channel / drainage design for the proposed improvements to existing channels and/or facilities, as well as the proposed channels of the **Project**. The design of drainage improvements shall conform to the **Project** design criteria, and when possible, the standard designs required by the **Owner** (City, County, or State) of any associated roadways. These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(6) **Roadway Design**

The **Engineer** shall perform roadway design for any intersecting roadway approaches to the proposed improvements to the existing channels and/or proposed channels of the **Project**. The design of these roadways shall conform to the **Project** design criteria, and when possible, the standard designs required by the **Owner** (City, County, or State) of the associated roadway. These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(7) **Bridge Design**

(a) The **Engineer** shall perform bridge design required for any roadway crossings to the proposed improvements to the existing channels and/or proposed channels of the **Project**. The design of these bridges shall conform to the **Project** design criteria required by the **Owner** (City, County, or State), of the associated bridge structure and/or roadway, and the requirements set forth by the American Association of State Highway and Transportation Officials (AASHTO), "Standard Specifications for Highway Bridges". These designs shall
in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(b) Prior to performing structural detailing, the **Engineer** shall provide a bridge layout to the governing entity of the associated bridge structure and/or roadway for approval. Each bridge layout will include the required information set forth by the governing entity.

(8) **Plans, Specifications & Estimates (PS&E)**

(a) The **Engineer** shall prepare contract drawings, specifications and estimates for construction of the **Project** or portions of the **Project** as authorized by the **Owner**. These documents shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(b) All final plan sheets shall be developed, by the **Engineer**, on 11" x 17" reproducible, 4 mil, double-matte, white, opaque film.

(c) Graphics files shall be developed by the **Engineer** in Microstation design file format, and must plot consistent with the reproducible plots submitted.

(d) **Plan Sheets.** Plan sheets developed by the **Engineer** shall include, but not be limited to, title sheet, typical sections, sequence of construction, traffic control (as applicable), specification data (including schedules for minimum sampling and testing), estimate and quantity, plan-profile, channel details, roadway details (as applicable), bridge and culvert details, hydraulic details, and standards. (Standards may be used

from governing entities, but must be signed and dated by the **Project Engineer** of responsible supervision as being applicable to the **Project**.)

(e) **Specifications.** Whenever possible, the **Engineer** shall use the Texas Department of Transportation's 1993 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. Other specifications may be developed by the **Engineer**, but must incorporate, to the extent possible, references to standard requirements of AASHTO design and AASHTO testing procedures.

(f) **Estimates.** The **Engineer** shall prepare detailed cost estimates and proposals of authorized construction, which shall include summaries of bid items and quantities based, insofar as practicable, on the unit price system of bidding. The **Engineer** shall not be required to guarantee the accuracy of those estimates.

(C) Construction Phase Services. The **Engineer** shall provide ***engineering*** services for each authorized construction contract of the **Project**. Specific ***engineering*** work activities, tasks, and/or special services to be provided by the **Engineer** will include:

(1) **Construction Bidding**

The **Engineer** shall prepare the documents for all necessary copies of approved plans, specifications, notices to bidders, and proposals.

Note: Services for assistance in advertising for each authorized construction contract for the **Project**, opening and tabulation of bids, recommendations to the **Owner** as to the proper action on all bid proposals received, and the preparation of formal contract documents for the award of each construction contract will be performed by the **Engineer**.

(2) **Project Site Representation**

(a) In general, the **Engineer** shall provide the ***engineering support and data*** required for consultation and advisement to the **Owner**, and to protect the **Owner** against defects and deficiencies in the work of the **Contractor**.

(b) **Daily and Weekly Reports.** The **Engineer** shall provide the ***engineering support and data*** required to monitor the **Contractor**'s progress with daily and weekly reports as outlined in the ***"Construction Management Policy & Procedures Manual"*** developed and more particularly identified under I – Engineering Management in this exhibit. This information will be utilized for the development of the ***monthly progress report*** to be provided to the **Owner** as identified under I – Engineering Management in this exhibit.

(c) **Contractor Payment.** The **Engineer** shall take measurements and calculate quantities, in accordance with the construction contract specifications, of those items of work accepted and conforming to the construction contract specifications, for the preparation of the monthly and final estimates for payment to the **Contractor** as identified and performed under I – Engineering Management in this Exhibit. *Note:* The **Engineer** is not responsible for actual payments to the **Contractor**.

(d) The **Engineer** will provide **Project** site representation of the authorized construction contract as follows:

(i) **Project Engineer.** The **Engineer** will provide visits by the ***Project Engineer*** or a competent representative of the **Engineer** to the site of construction at least three times each week for the purpose of monitoring the **Contractor**'s progress and conformance to the construction contract plans and specifications.

(ii) **Resident Engineer.** If authorized by the **Owner**, the **Engineer** will furnish the services of a ***Resident***

Engineer and/or construction representative(s) for continuous on-the-site representation.

(3) **Miscellaneous Technical Activities**

(a) **Construction Field Surveying.** The **Engineer** shall perform all field surveys and field layouts, including construction staking and right-of-way staking.

(b) **Shop Drawings.** The **Engineer** shall review and check all shop or working drawings furnished by the **Contractor**.

(c) **Control of Materials & Equipment.** The **Engineer** shall provide inspection of all materials and equipment furnished/used by the **Contractor** as follows:

(i) Review and record all laboratory, shop and mill tests of materials and equipment for compliance with the construction contract specifications.

(ii) Observe and/or perform **Project** record testing and/or independent assurance testing as outlined in the construction contract specifications.

(d) **Change Orders.** When applicable, the **Engineer** will prepare the ***engineering*** data, including plan sheet drawings, specifications, and estimates, for the preparation of construction contract change orders, which may be required due to actual field conditions encountered or new requirements directed by the **Owner**.

(4) **Final Acceptance**

(a) **Performance Testing.** Following the completion of construction by the **Contractor**, the **Engineer** shall provide the ***engineering*** support and data required for the initial operation of the **Project**. This will include inspection for conformance and recordkeeping for the necessary performance tests required by the construction contract specifications. The **Engineer** will provide this inspection with either the ***Project Engineer*** or ***Resident Engineer***, as directed by the **Owner**.

(b) **As-Built Drawings.** The **Engineer** shall develop as-built drawings to show the work as actually constructed.

EXHIBIT "C"

Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in Article 7 of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

Exhibt D

Engineer's Contract Rate Schedule

LABOR

JOB DESCRIPTION	CONTRACT RATE
Engineering	
Sr. Project Manager	$243.43
Project Manager	$174.65
Sr. Engineer	$167.20
Project Engineer	$148.76
Engineer	$128.75
Sr. Engineer Designer	$120.75
Engineering Designer	$112.06
CADD Operator	$91.04
Secretary	$74.38

DIRECT EXPENSES:***

Mileage	$ Current GSA Travel Rate/Mi.
Car Rental	$ At Cost
Lodging (in state)	$ Current GSA Per Diem Rate
Meals	$ Current GSA Per Diem Rate
Air Travel	at cost
Overnight Carrier cost	$40/letter
GPS Equipment	$500/day
Copies (8 ½ x 11)	$0.10/ea
Color Copies (8 ½ x 11)	$1.00/ea
Copies (11 x 17)	$0.20/ea
Color Copies (11 x 17)	$2.00/ea
Mylar (11 x 17) Plots	$3.50/ea
Color Mylar (11 x 17) Plots	$7.00/ea
Bond Plots	$1.00/sq. ft.
Color Bond Plots	$2.50/sq. ft.
Mylar Plots	$2.50/sq. ft.
Color Mylar Plots	$5.00/sq. ft.
Photo Quality Color Plots	$12.00/sq. ft.

*** These are the anticipated non-labor rates to be used to negotiate purchase orders for special or excluded services, and/or additional work; and may be re-negotiated on a yearly basis. Other non-labor rates may be determined at time of negotiation. At the rates authorized by Hidalgo County for County Official

EXHIBIT "E"

Work Authorization Form

WORK AUTHORIZATION NO.___

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 7 of the **Agreement** made by and between the **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **TEDSI Infrastructure Group**, professional engineers of Mission, Texas, hereinafter called the "**Engineer**".

PART 1.Scope of Work. The purpose of this Work Authorization is to provide services as indicated below:

The scope of services to be provided by the **Owner** is identified in **ATTACHMENT "A"** –***Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **ATTACHMENT "B"** –***Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. Estimated Cost. The estimated cost for services under this Work Authorization is $_____. This amount is based upon the costs outlined in the ***Estimated Cost Proposal*** attached hereto as **ATTACHMENT "D"**.

PART 3. Payment. Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with Articles 5, 6, and 7 of the **Agreement**.

PART 4. Period of Service. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and all work associated with this Work Authorization shall be performed within the time period identified in the ***Work Schedule*** attached hereto as **ATTACHMENT "C"**.

PART 5. Responsibilities and Obligations. This Work Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 6. Acceptance and Acknowledgement. This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of _____ day of _____, 2010.

THE ENGINEER:
TEDSI INFRASTRUCTURE GROUP

BY: _____
Jesse Salinas, (Principal)

THE OWNER:
HIDALGO COUNTY

BY: _____
Oscar L. Garza, Jr., (County Commissioner)

LIST OF ATTACHMENTS

ATTACHMENT "A"	-	Services to be Provided by the Owner
ATTACHMENT "B"	-	Services to be Provided by the Engineer
ATTACHMENT "C"	-	Work Schedule
ATTACHMENT "D"	-	Estimated Cost Proposal

EXHIBIT "F"

Supplemental Agreement Form

WORK AUTHORIZATION NO. __
SUPPLEMENTAL AGREEMENT NO. ___

THIS **SUPPLEMENTAL AGREEMENT** is made pursuant to the terms and conditions of Article 8 of the **Agreement** made by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **TEDSI INFRASTRUCTURE GROUP**, professional engineers of Mission, Texas, hereinafter called the "**Engineer**".

PART 1.Scope of Work. The purpose of this Work Authorization is to provide services as indicated below:

The scope of services to be provided by the **Owner** is identified in **ATTACHMENT "A"** –***Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **ATTACHMENT "B"** –***Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. Estimated Cost. The estimated cost for services under this Work Authorization is $_____. This amount is based upon the costs outlined in the ***Estimated Cost Proposal*** attached hereto as **ATTACHMENT "D"**.

PART 3. Payment. Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with Articles 5, 6, and 7 of the **Agreement**.

PART 4. Period of Service. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and all work associated with this Work Authorization shall be performed within the time period identified in the ***Work Schedule*** attached hereto as **ATTACHMENT "C"**.

PART 5. Responsibilities and Obligations. This Work Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 6. Acceptance and Acknowledgement. This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of _____ day of _____, 2010.

THE ENGINEER:
TEDSI INFRASTRUCTURE GROUP

BY: _____
Jessse Salinas, (Principal)

THE OWNER:
HIDALGO COUNTY

BY: _____
Oscar L. Garza, Jr., (County Commissioner)

LIST OF ATTACHMENTS

ATTACHMENT "A"	-	Services to be Provided by the Owner
ATTACHMENT "B"	-	Services to be Provided by the Engineer
ATTACHMENT "C"	-	Work Schedule
ATTACHMENT "D"	-	Estimated Cost Proposal

EXHIBIT "G"

Certificate of Insurance Form – Hidalgo County

Hidalgo County
CERTIFICATE OF INSURANCE

NOTE: Copies of the endorsements listed below are not required as attachments to this certificate.

The named Engineer, Consultant or Contractor shall not commence work until he/she has obtained the minimum insurance specified in Section II, below, and obtained the following endorsements: **Hidalgo County** as an **Additional Insured** for coverages 3 and 4, and a **Waiver of Subrogation** in favor of the **Hidalgo County** under coverages 2, 3 and 4. Only certificates of insurance published by **Hidalgo County** are acceptable as proof of insurance; commercial carriers' certificates are unacceptable.

SECTION 1 IDENTIFICATION DATA

1.1 Insured Name (of Engineer, Consultant or Contractor)

1.2 Street/Mailing Address

1.3 City	1.4 State	1.5 Zip

1.6 Phone Number
Area Code ( )

SECTION II TYPE OF INSURANCE

Type	Policy Number:	Effective Date:	Expiration Date:	Limits of Liability Not Less Than:
2. ***WORKERS' COMPENSATION***				
	2.1	2.2	2.3	Statutory Texas
Endorsed with a **Waiver of Subrogation** in favor of **Hidalgo County**				
3. ***COMMERCIAL GENERAL LIABILITY***				
Bodily Injury/Property Damage	3.1	3.2	3.3	$1,000,000 combined single limit each occurrence and in the aggregate
Endorsed with **Hidalgo County** as an **Additional Insured** and endorsed with a **Waiver of Subrogation** in favor of **Hidalgo County.**				
4. ***TEXAS BUSINESS AUTOMOBILE POLICY***				
A. Bodily Injury	4.1	4.2	4.3	$250,000 ea. Person $500,000 ea. Occurrence
B. Property Damage	4.4	4.5	4.6	$100,000 ea. Occurrence
Endorsed with **Hidalgo County** as an **Additional Insured** and endorsed with a **Waiver of Subrogation** in favor of **Hidalgo County**.				
5. ***PROFESSIONAL LIABILITY***				
	5.1	5.2	5.3	$1,000,000 combined single limit each occurrence and in the aggregate

SECTION III CERTIFICATION

This Certificate of Insurance neither affirmatively or negatively amends, extends, or alters the coverage afforded by the above insurance policies issued by the insurance company named below.

Cancellation of the insurance policies shall not be made until THIRTY DAYS AFTER the undersigned agent or his/her company has sent written notices by certified mail to the Engineer, Consultant or Contractor and **Hidalgo County** .

THIS IS TO CERTIFY to **Hidalgo County** that the insurance policies above meet all the requirements stipulated above and such policies are in full force and effect.

6.1 Name of Insurance Company			7.1 Name of Authorized Agent		
6.2 Company Address			7.2 Agent's Address		
6.3 City	6.4 State	6.5 Zip	7.3 City	7.4 State	7.5 Zip
7.6 Authorized Agent's Phone No. Area Code ( )			Original Signature of Authorized Agent Date		

Hidalgo County

CERTIFICATE OF INSURANCE (Back of Form)

Hidalgo County
Certificate of Insurance Requirements

Only the Hidalgo County Certificate of Insurance (COI) forms are acceptable as proof of insurance.

The named insured on the COI and the name of the Engineer, Consultant, or Contractor, as it appears on the Agreement for Professional Services, must be the same.

The signature of the agent must be original in ink; stamped/typed/printed signatures are unacceptable.

WORKER'S COMPESATION

The following requirements apply to *WORKER'S COMPENSATION* coverage:

- If the Engineer, Consultant, or Contractor has *any* employees, in addition to himself/herself, then the Engineer, Consultant, or Contractor is required to have workers' compensation insurance.
- The word STATUTORY, under limits of liability, means that the benefits allowed under the Texas Workers' Compensation Law will be paid by the insurer.
- Relatives of the Engineer, Consultant or Contractor (spouse, sons, daughters) must be covered by workers' compensation insurance.

GROUP HEALTH insurance may not be substituted for *WORKERS' COMPENSATION* insurance.

COMMERCIAL GENERAL LIABILITY

COMMERCIAL GENERAL & PROFESSIONAL LIABILITY insurance is usually sold in only Combined Single Limit coverage. In the event the coverages are specified separately, they must be *at least* these amounts:

Bodily Injury	-	$750,000 each occurrence
Property Damage	-	$250,000 each occurrence $1,000,000 aggregate

Note: This coverage was previously known as Comprehensive General Liability insurance. Some older policies may still carry this identification. This is acceptable.

MANUFACTURERS' AND CONTRACTORS' LIABILITY insurance is not an acceptable substitute for COMMERCIAL GENERAL LIABILITY insurance.

TEXAS BUSINESS AUTOMOBILE POLICY

The coverage amount for a *TEXAS BUSINESS AUTOMOBILE POLICY* may be shown as a minimum of $1,000,000 Combined Single Limit for bodily injury and property damage by a typed or printed entry and deletion of the specific amounts listed for Bodily Injury and Property Damage.

BASIC AUTOMOBILE LIABILITY insurance is *not* an acceptable substitute for a TEXAS BUSINESS AUTOMOBILE POLICY or COMPREHENSIVE AUTOMOBILE LIABILITY insurance.

EXHIBIT "E"

Work Authorization Form

Hidalgo County Contract No. _____

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 7 of the **Agreement** made by and between the **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **TEDSI Infrastructure Group, Inc.**, professional engineers of Mission, Texas, hereinafter called the "**Engineer**".

PART 1.Scope of Work. The purpose of this Work Authorization is to provide Professional Engineering, Right Of Way Mapping and Topographic services for construction of HCMDS Phase II - Lateral J-09 from North Main Drain to County Road 3601 as indicated below::

The scope of services to be provided by the **Owner** is identified in **ATTACHMENT "A"** – ***Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **ATTACHMENT "B"** –***Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. Estimated Cost. The estimated lump sum cost for services under this Work Authorization is $ 1,086,900. This amount is based upon the costs outlined in the ***Estimated Cost Proposal*** attached hereto as **ATTACHMENT "D"**.

PART 3. Payment. Lump Sum compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with Articles 5, 6, and 7 of the **Agreement**.

PART 4. Period of Service. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and shall remain open until all work associated with this Work Authorization is completed. An estimated time associated with this work is identified in the ***Work Schedule*** attached hereto as **ATTACHMENT "C"**.

PART 5. Responsibilities and Obligations. This Work Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 6. Acceptance and Acknowledgement. This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of _ day of _____ _____, 2010.

THE ENGINEER:
TEDSI INFRASTRUCTURE GROUP, INC.

BY: _____
Jesse Salinas, (Principal)

THE OWNER:
HIDALGO COUNTY

BY: _____
Oscar L. Garza, Jr., (County Commissioner)

LIST OF ATTACHMENTS

ATTACHMENT "A" -	Services to be Provided by the Owner
ATTACHMENT "B" -	Services to be Provided by the Engineer
ATTACHMENT "C" -	Work Schedule
ATTACHMENT "D" -	Estimated Cost Proposal

ATTACHMENT "A"

Services to be Provided by the Owner

The following provides an outline of the services to be provided by the **Owner** in the development of the **Work Authorizations**.

The **Owner** will provide to the **Engineer** the following:

1) Prepare and execute a Purchase Order with Hidalgo County Purchasing Department
2) Authorization to the Engineer to begin work.
3) Payment for work performed by the engineer.
4) Assistance to the Engineer, as necessary, to obtain required data and information from other local, regional, and state agencies that the Engineer cannot easily obtain.
5) Secure required Environmental permits from regulatory agencies
6) Acquire additional Right of Way identified by the Engineer
7) Provide any available relevant data that may on file concerning the Project.
8) Provide timely review and decisions in response to the Engineers request for information and/or submittals and deliverables.
9) Attend and participate in progress meetings as required and as coordinated and conducted by the Engineer.
10) Advertise and award, as assisted and recommended by the Engineer, construction contracts for the PS&E developed by the Engineer.
11) Attend pre-bid and pre-construction conferences coordinated and conducted by the Engineer.
12) Review and approve monthly and final estimates, developed by the Engineer, for payment to the Contractor. Compensate and pay the Contractor for work performed as identified in the approved monthly and final estimates.
13) Provide assistance to Engineer where necessary and possible with Owner information/resources to ensure project is completed within timely/efficient basis.
14) Provide Engineer with Geotechnical Data for pavement design and thickness.

ATTACHMENT "B"
Services to be Provided by the Engineer

INDEX

CLASSIFICATION OF SERVICES *(Basic* or *Special)*
EXPANDED DESCRIPTION OF SERVICES:

I. ENGINEERING MANAGEMENT (EM)

(B) Preliminary Engineering
(1) Preliminary Concept Conference
(2) Management/Coordination of Engineering Activities
(3) Implementation of QC/QA Program
(4) Preparation of ***"Preliminary Engineering Report"***
(5) Coordination with all Reviewing Agencies

(C) Final Design
(1)***"Design Policy & Procedures Manual"***
(2) Design Concept Conference
(3) Management/Coordination of Engineering Activities
(4) Implementation of QC/QA Program

III. PRELIMINARY ENGINEERING, DESIGN AND CONSTRUCTION

(A) Preliminary Engineering
(1) Preliminary Field Surveying
(2) Data Collection
(3) Geographical Information System
(4) Hydrologic Analysis
(5) Hydraulic Analysis
(6) Flood Plain Mapping
(7) Alternate Solutions & Recommendations
(8) Final Report – ***"Preliminary Engineering Report"***

(B) Final Design
(1) Right-of-Way Data
(2) Design Field Surveying
(3) Geotechnical Investigations
(4) Permitting
(5) Channel / Drainage Design
(6) Roadway Design
(7) Bridge Design
(8) Plans, Specifications, and Estimates (PS&E)

CLASSIFICATION OF SERVICES. In accordance with Article 2.2 of this Agreement, the services to be provided by the **Engineer** shall be classified as either ***Basic Services*** or ***Special Services.*** The expanded descriptions of the services identified later in this exhibit and to be provided by the **Engineer** are classified as follows:

Management:

I. ENGINEERING MANAGEMENT (*EM*)

(B) Preliminary Engineering

(1) Preliminary Concept Conference	***Basic***
(2) Management / Coordination of Engineering Activities	***Basic***
(3) Implementation of QC/QA Program	***Basic***
(4) Preparation of ***"Preliminary Engineering Report"***	***Basic***

(5) Coordination with all reviewing agencies (FEMA, USACE, etc.)	***Basic***
(C) Final Design	
(1) ***"Design Policy & Procedures Manual"***	***Basic***
(2) Design Concept Conference	***Basic***
(3) Management / Coordination of Engineering Activities	***Basic***
(4) Implementation of QC/QA Program	***Basic***

Engineering:

III. PRELIMINARY ENGINEERING, FINAL DESIGN & CONSTRUCTION

(A) Preliminary Engineering:	
(1) Preliminary Field Surveying (using Lidar/ provided by **Owner**)	***Provided by Owner***
(2) Data Collection	***Basic***
(3) Geographical Information System	***Basic***
(4) Hydrologic Analysis	***Basic***
(5) Hydraulic Analysis	***Basic***
(6) Flood Plain Mapping	***Basic***
(7) Alternate Solutions /Recommendations for Final Design	***Basic.***
(8) Final Report – ***"Preliminary Engineering Report"***	***Basic***
(B) Final Design:	
(1) Right-of-Way Data and ROW Map	***Special***
(2) Design Field Surveying	***Special***
(3) Permitting	***Basic***
(4) Channel / Drainage Design	***Basic***
(5) Roadway Design	***Basic***
(6) Bridge Design	***Basic***
(7) Plans, Specifications & Estimates	***Basic***

EXPANDED DESCRIPTIONS OF SERVICES. The expanded descriptions of the services to be provided by the Engineer are described on the following pages.

I. ENGINEERING MANAGEMENT (*EM*)

The following outline provides a summary for the ***basic*** and ***special services*** to be provided by the **Engineer** under services of this Agreement. The contractual services will be outlined in each Work Authorization as outlined in Article 7.

For these services, the **Engineer** shall manage the **Project Team,** consisting of various sub-providers, in the development of the **Project** as defined and more particularly described in **EXHIBIT "B1"** attached to this Agreement. The services will include the following:

(B) Preliminary Engineering. The **Engineer** will ultimately deliver the final recommendations for the design of the project in the ***"Preliminary Engineering Report".*** (Specific requirements for ***engineering*** activities are outlined later in this exhibit under II - Preliminary Engineering, Design and Construction.) The **Engineer** shall ***manage*** and coordinate the activities of the **Project Team** in the collection of geographical information and ***engineering*** data, the selection of computer software, and the distribution of **Project** information and status to the **Owner** and **Project Team** throughout the development of the ***"Preliminary Engineering Report".*** Specific ***management***

tasks to be provided by the **Engineer** will include:

(1) **Preliminary Concept Conference**. The **Engineer** will coordinate and conduct a preliminary concept conference (PCC) with the **Owner**, and any other stakeholders approved by the **Owner**. At the PCC, the **Engineer** will outline the issues and aspects involved in the development of the ***"Preliminary Engineering Report"***, identify existing conditions and design requirements, and present the approach to the development of the report for approval by the **Owner**.

(2) **Management/Coordination of Engineering Activities**. The **Engineer** shall ***manage*** and coordinate the **Project Team** in the preparation of specific ***engineering*** work activities, tasks, special services for the final development of the ***"Preliminary Engineering Report",*** including Field Surveying, Data Collection, the development of a Geographical Information System, Hydrologic/Hydraulic Analysis, Flood Plain Mapping, Alternate Solutions, and Final Recommendations (more particularly defined with the ***engineering*** activities identified in this exhibit under II - Preliminary Engineering, Design and Construction (**Preliminary Engineering**)).

(3) **Implement QC/QA Program**. The **Engineer** will monitor and perform the QC/QA program developed to ensure the quality of the ***"Preliminary Engineering Report",*** and its compliance with standards of sound ***engineering*** principles and the agreed-upon design criteria established at the PCC.

(4) **Final Report: *"Preliminary Engineering Report".*** The **Engineer** will provide, to the **Owner**, five (5) bound, color copies of the ***"Preliminary Engineering Report",*** including all attachments, exhibits, preliminary layouts, sketches, profiles, and cost estimate.

(5) **Coordination with various agencies.** The development of the ***"Preliminary Engineering Report"*** may require documentation and/or coordination with various agencies. The **Engineer** will act as a liaison for the **Owner**, and will attend any meetings, and develop / prepare any required correspondence, documentation, and/or applications to satisfy the applicable Federal, State, and local regulations.

(C) Final Design. After the **Owner** has approved the **Engineer**'s final recommendations as shown in the ***"Preliminary Engineering Report"*** and the recommendations meet all Federal, State, and County permitting requirements, the **Engineer**, will coordinate the activities of the **Project Team** during the final design of the **Project** by developing and preparing all policies and procedures, managing the sub-providers activities and performance, and performing quality control and quality assurance for all design documents associated with the **Project**. One of the primary deliverables for the **Engineer** to provide the **Owner** is a complete and approved set of plans, specifications, and estimate (PS&E) for each phase of construction of the **Project**. Specific ***management*** work activities to be provided by the **Engineer** will include:

(1) ***"Design Policy & Procedures Manual".*** The **Owner** will provide a policy and procedures manual for final design to be used by the **Project Team** in the development of the **Project**. The purpose of this will be to set policy with regards to the approved design criteria, and to provide consistency in the development of the documents for design, plans, specifications and estimates. Once the manual has been provided by the **Owner** it will be distributed by the **Engineer** to each member of the **Project Team**. The **Owner** will be responsible for updating and maintaining the manual and distributing any revisions throughout **Project** development.

I. *EM* (continued)

Items to be identified in the ***"Design Policy & Procedures Manual"*** provided by the **Owner** will include, but not be limited to, the following:

(a) Project Description and Final Recommendations of the ***"Preliminary Engineering Report"***
(b) Environmental
(c) Correlation and Agreement with Other Agencies
(d) Application of Design Standards (City, County, State, AASHTO)
(e) Requirements for Preliminary Submittals
(f) Basic Design Criteria
(g) Preparation for Plans, Specifications, and Estimate (PS&E) Submittals
(h) Formats for Supporting Documents
(i) CADD Standards
(j) Specifications

(2) **Design Concept Conference (DCC).** The **Engineer** shall coordinate and conduct a design concept conference with the **Owner** and **Project Team.** At the DCC, the **Engineer** will distribute the ***"Design Policy & Procedures Manual"*** provided by **Owner** and discuss the **Project** Development Schedule with the **Project Team.**

(3) **Management/Coordination of Engineering Activities.** The **Engineer** shall ***manage*** and coordinate the **Project Team** in the development of the documents for final design, including: Right of Way Data, Design Field Surveying, Geotechnical Investigations, Permitting, Channel/Drainage Design, Roadway Design, Bridge Design, PS&E, and other miscellaneous design and plan preparation items (more particularly defined with the engineering activities identified in this exhibit under II – Preliminary Engineering, Design and Construction (**Final Design**)).

(4) **Implement QC/QA Program.** The **Engineer** shall monitor and perform the QC/QA program developed to ensure the quality of the documents associated with Right of Way Data (Mapping), Design Field Surveying, Geotechnical Investigations, Permitting, Channel/Drainage Design, Roadway Design, Bridge Design, PS&E, and other miscellaneous design and plan preparation items (more particularly defined with the ***engineering*** activities identified in this exhibit under II – Preliminary Engineering, Design and Construction (**Final Design Engineering**)). These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

III. PRELIMINARY ENGINEERING, DESIGN & CONSTRUCTION

The services listed below to be provided by the **Engineer** are a summary of the services; the actual contractual services will be identified in each work authorization as outlined in Article 7 of the Agreement. The services shall be divided into three phases with ***engineering*** work activities, as follows:

(A) Preliminary Engineering. For this phase, the **Engineer** will ultimately deliver the ***"Preliminary Engineering Report".*** The ***"Preliminary Engineering Report"*** shall be based on the **Engineer**'s review and comments on the ***"Raymondville Drain Outfall Study"*** (to be provided by the **Owner**). Should the review and comments by the **Engineer** indicate deficiencies in the ***"Raymondville Drain Outfall Study",*** or in the **Turner, Collie and Braden, Inc. Engineer Report – "Flood Protection Plan"**, dated September 1997, corrections of such deficiencies shall be the responsibility of the **Owner**, or deemed by the **Owner** as additional work to be performed by the **Engineer** and compensated in accordance with Articles 8 and 9 of this Agreement. Subsequently, the **Engineer** will prepare the ***"Preliminary Engineering Report"*** in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the **Owner**; to include preliminary layouts, sketches, and cost estimates for the **Project**, and to set forth clearly the **Engineer**'s recommendations. Specific ***engineering*** work activities, tasks, and/or special services to be provided by the **Engineer** will include:

(1) <u>**Preliminary Field Surveying**</u>

(a) The **Engineer** shall establish benchmark identifications, if not already provided by the **Owner**.

(b) The **Engineer** shall obtain data for existing drainage facilities and/or structures, including size, type, and flowline (upstream & downstream) elevations of structures.

(c) The **Engineer** shall obtain profiles of intersecting roadways that cross existing and proposed channels.

(d) The **Engineer** shall obtain flood plain and cross-sections (along with appropriate overbank data), and establish reach lengths, as required.

(2) <u>**Data Collection**</u>

(a) The **Engineer** shall perform site visits for field reconnaissance.

(b) The **Engineer** shall identify and obtain data to include, but not be limited to:

Previous Studies:

(i) Available previous hydraulic and/or engineering studies

(ii) Previous documentation and/or studies for Federal Emergency Management Agency (FEMA) floodway requirements.

Land Records:

(iii) Parcel mapping

(iv) Property assessment

(v) USGS topographic mapping

Property and Facility Management

(vi) Land acquisition and disposition

(vii) Building and property inventory

Land Use Planning and Zoning
(viii) General plan mapping
(vix) Zoning mapping
(x) Demographic mapping
(xi) Economic development
(xii) Linking to permitting systems
(xiii) Existing aerial photographs and/or mapping
Engineering
(xiv) Storm drain mapping
(xv) Subdivision mapping
(xvi) Street mapping
Public Safety
(xvii) Emergency preparedness plans
Environmental Assessment (if required by Federal/State agencies)
(xviii) Wetland mapping
(xix) National Pollution Discharge Elimination System (NPDES) permitting
(xx) Facility mapping
(xxi) Vegetation mapping
(xxii) Coastal zone management
Elections
(xxiii) District Boundary definition

(3) **Geographical Information System**

The **Engineer** shall develop a Geographical Information System (GIS) utilizing Environmental Systems Research Institute, Inc. (ESRI) ArcView with 3-D Analyst and GIS StreamPro, where appropriate to be compatible with the existing GIS being developed in the ***"Raymondville Drain Project"***. Import the collected data into ArcView for mapping purposes and presentations to facilitate the decision-making and analytical process for the development of the ***"Preliminary Engineering Report"***. ArcView will also be used to export data to the USACE Hydrologic Center's computer program HEC-River Analysis System (HEC-RAS), which will be used to develop the ***engineering*** models required for the hydraulic analysis of each lateral channel (and associated tributaries) and the plotting of the resultant floodplains. Specifically, ArcView will be used to export this data to HEC-RAS where it will be combined with the field surveyed channel data in order to construct full flood plain cross sections that reflect accurate channel and overbank data for the HEC-RAS models.

Note: During the performance of the following hydrologic / hydraulic analysis and the development of the alternate solutions and final recommendation, the **Engineer** will address and incorporate any findings of the environmental documentation process.

(4) **Hydrologic Analysis**

(a) The **Engineer** shall review and comment on the hydrologic analyses of portions of the Raymondville drainage watershed(s) that are located in Precinct No. 1 and No. 4.

(b) The **Engineer** shall review and comment on the comparison of peak flow rates, identified in the Raymondville drainage watershed(s) that are located in Precinct No. 1 and No. 4, with any available data from the National Flood Insurance Program (NFIP) or other studies to determine consistency of results.

III. Preliminary Engineering, Final Design & Construction (continued)

(5) **Hydraulic Analysis**

(a) The **Engineer** shall review and comment on the hydraulic analysis for each existing and proposed structure location utilizing the HEC-RAS computer program; utilizing Manning's Equation to compute water surface profiles with the inputs of cross-section data, roughness coefficients, and flow rates. Specific steps for the hydraulic analysis are outlined in tasks (b) through (g) below.

(b) The **Engineer** shall create the terrain Triangulated Irregular Network (TIN), if not provided by the **Owner**. This will be developed from a combination of field survey, aerial photogrammetry, and topographic mapping data in the development of a point table. With this point table, an event theme will be created in ArcView, which will create the terrain TIN with 3-D Analyst.

(c) The **Engineer** shall create 2-dimensional lines representing the channel centerline, high bank locations, flow path lines, and cross-section locations by locating the various and required poly lines over the terrain TIN develop the watershed layout over the base map

(d) The **Engineer** shall create the HEC-RAS GIS import file (ASCII text file); this will involve the correlation of the alignment of the cross-sections with the terrain TIN by extracting the elevations from the terrain TIN and creating a 3-dimensional cross-section theme.

(e) For verification of measured elevations, the **Engineer** shall edit the HEC-RAS GIS import file by selectively replacing the points taken from the terrain TIN at the channel with actual channel points obtained by the field survey.

(f) The **Engineer** will review and comment on the accuracy of the HEC-RAS modeling of the existing and proposed structures within Precinct No. 1 and No. 4 facilities authorized in work authorizations as outlined in Article 7 of the Agreement, and compare the hydraulic results to the effective FIS and existing 100-year flood levels.

(g) After the HEC-RAS model is satisfactory and the output deemed acceptable, the **Engineer** shall apply the GIS export function to create the HEC-RAS export file in preparation for the flood plain mapping.

(6) **Flood Plain Mapping**

(a) Utilizing the HEC-RAS GIS export file, and ArcView GIS StreamPro, the **Engineer** shall map the floodplain over the terrain TIN.

(b) The **Engineer** shall compare the results by placing the resulting floodplain mapping over the existing Flood Insurance Rate Map (FIRM): scan the FIRM and bring into ArcView an image for this comparison.

(7) **Alternate Solutions and Recommendations**

(a) The **Engineer** shall prepare preliminary cost estimates for each alternate solution and final recommendation.

(b) The **Engineer** shall summarize each alternate solution in sufficient detail to indicate clearly the problems involved in order for the **Owner** to make the appropriate comparisons to the **Engineer**'s final recommendations and provide the approval for the final design of the **Project**.

(c) The **Engineer** shall provide a formal and clearly outlined recommendation regarding the final design of the **Project**.

(8) **Final Report**
The **Engineer** shall prepare five (5) bound, color copies of the final ***"Preliminary Engineering Report"***, including all attachments, exhibits, preliminary layouts, sketches, profiles, and cost estimates.

(B) Final Design. After the **Owner** has approved the **Engineer**'s final recommendations as shown in the ***"Preliminary Engineering Report"*** and the recommendations meet all Federal, State, and County regulations and requirements (including permitting), the **Engineer** will perform all required ***engineering*** activities to provide the **Owner** with a complete and approved set of plans, specifications, and estimate (PS&E) for each phase of construction of the **Project**. Specific ***engineering*** activities, tasks, and/or special services to be provided by the **Engineer** will include:

(1) **Right-of-Way Data (Special Services)**
The **Engineer** shall provide a right-of-way (ROW) map to the **Owner** that properly describes the ROW the **Owner** is to acquire. All procedures and tasks involved in the development of the ROW map will be in accordance with the **Owner**'s local operating procedures and the Texas Board of Professional Land Surveying Practices Act. Individual activities and/or requirements include:

(a) Abstracting – The **Engineer** shall perform a preliminary title search and determine ownership information.

(b) Surveying – The **Engineer** shall obtain the required survey data needed to establish existing and proposed right-of-way lines, channel centerline alignment, private property lines, county and/or city limits, and any topographic information not clearly indicated by the aerial photogrammetry.

(c) The **Engineer** shall prepare the ROW map.

(d) The **Engineer** shall prepare field note descriptions on 8-1/2 x 14" sheets, signed and sealed by a Registered Professional Land Surveyor, for each parcel of land to be acquired as shown on the ROW map.

(e) The **Engineer** shall prepare parcel plats for each parcel of land to be acquired as shown on the ROW map. All parcel plats will be prepared on 8-1/2" x 14" sheets and signed and sealed by a Registered Professional Land Surveyor.

(f) Any revisions required to the ROW map, and associated documents, shall be made by the **Engineer** promptly, and at no additional cost or expense to the **Owner**. The **Engineer** shall immediately furnish such revised right-of-way map, and associated documents, to the **Owner** at no additional cost or expense to the **Owner**.

(2) **Design Field Surveying (Special Services)**
The **Engineer** shall perform field surveys and provide field layouts and/or information necessary to collect information required in the final design of the **Project**. This may include,

but not be limited to, additional channel sections for the determination of final earthwork, roadway cross sections and profiles for intersecting roadways, soil bore staking, and right-of-way staking.

(3) **Permitting**
The **Engineer** shall furnish the necessary ***engineering*** data required to apply for regulatory permits from local, State, or Federal authorities.

(4) **Channel/Drainage Design**
The **Engineer** shall perform channel / drainage design for the proposed improvements to existing channels and/or facilities, as well as the proposed channels of the **Project**. The design of drainage improvements shall conform to the **Project** design criteria, and when possible, the standard designs required by the **Owner** (City, County, or State) of any associated roadways. These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(5) **Roadway Design**
The **Engineer** shall perform roadway design for any intersecting roadway approaches to the proposed improvements to the existing channels and/or proposed channels of the **Project**. The design of these roadways shall conform to the **Project** design criteria, and when possible, the standard designs required by the **Owner** (City, County, or State) of the associated roadway. These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(6) **Bridge Design**

(a) The **Engineer** shall perform bridge design required for any roadway crossings to the proposed improvements to the existing channels and/or proposed channels of the **Project**. The design of these bridges shall conform to the **Project** design criteria required by the **Owner** (City, County, or State), of the associated bridge structure and/or roadway, and the requirements set forth by the American Association of State Highway and Transportation Officials (AASHTO), "Standard Specifications for Highway Bridges". These designs shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(b) Prior to performing structural detailing, the **Engineer** shall provide a bridge layout to the governing entity of the associated bridge structure and/or roadway for approval. Each bridge layout will include the required information set forth by the governing entity.

(7) **Plans, Specifications & Estimates (PS&E)**
(a) The **Engineer** shall prepare contract drawings, specifications and estimates for construction of the **Project** or portions of the **Project** as authorized by the **Owner**. These documents shall in all respects combine the application of sound ***engineering*** principles with a high degree of economy, and shall be submitted to the applicable City, County, State, and/or Federal agencies for approval.

(b) All final plan sheets shall be developed, by the **Engineer**, on 11" x 17" reproducible, 4 mil,

double-matte, white, opaque film.

(c) Graphics files shall be developed by the **Engineer** in Microstation design file format, and must plot consistent with the reproducible plots submitted.

(c) **Plan Sheets.** Plan sheets developed by the **Engineer** shall include, but not be limited to, title sheet, typical sections, sequence of construction, traffic control (as applicable), specification data (including schedules for minimum sampling and testing), estimate and quantity, plan-profile, channel details, roadway details (as applicable), bridge and culvert details, hydraulic details, and standards. (Standards may be used from governing entities, but must be signed and dated by the **Project Engineer** of responsible supervision as being applicable to the **Project**.)

(d) **Specifications.** Whenever possible, the **Engineer** shall use the Texas Department of Transportation's 1993 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges. Other specifications may be developed by the **Engineer**, but must incorporate, to the extent possible, references to standard requirements of AASHTO design and AASHTO testing procedures.

(e) **Estimates.** The **Engineer** shall prepare detailed cost estimates and proposals of authorized construction, which shall include summaries of bid items and quantities based, insofar as practicable, on the unit price system of bidding. The **Engineer** shall not be required to guarantee the accuracy of those estimates.

ATTACHMENT C
Work Authorization No. 1

Channel - J-09-00 (8 Miles) **TOTAL PROJECT COST = $ 9,400,00**

Work Task (by month)	Mar-10	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
NOTICE TO PROCEED/P.O.																			
ENGINEERING			$661,400																
PS&E																			
CLIENT REVIEW/APPROVE																			
ROW SERVICES			$237,500																
Control Points																			
ROW PARCEL MAPS & M&B																			
ROW ACQUISITION																			
TOPOGRAPHIC SERVICES			$188,000																
Design Services Topo																			
Utilities Topo																			
CONSTRUCTION									$9,400,000										

ATTACHMENT D

Work Authorization No. 1

Contract No. _____

J - 09 - 00 (8 Miles)

Estimated Construction Cost	$9,400,000
Basic Services:	
Basic Services 9%	$846,000
Basic Engr. Services 90%	$761,400
- Less Feasibility Services	$100,000
Subtotal Engineering Services	$661,400
Subtotal Basic Topo Services	$188,000
Total Basic Services this WA	**$849,400**
Additional Services:	
Control Points & Benchmarks	
30 points @ $2,500/ea.	$75,000
ROW Parcels Donated	
25 Parcels @ $3,500/ea.	$87,500
ROW Parcels Purchased	
15 Parcels @ $5,000/ea.	$75,000
Total Additional Services	**$237,500**
Total WA Lump Sum Amount	**$1,086,900**

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/10/2010

PRODUCER 713-463-4550 FAX 713-463-4590
Bell Insurance Group
4544 Post Oak Place, Suite 320
Houston, TX 77027

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.

INSURED TEDSI Infrastructure Group, Inc.
10260 Westheimer
Suite 460
Houston, TX 77042

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: American Casualty Co.	20427
INSURER B: National Fire Ins. Co.	20478
INSURER C: Continental Casualty Co.	20443
INSURER D: Transportation Ins. Co.	20494
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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	1075066054	09/11/2009	09/11/2010	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B		**AUTOMOBILE LIABILITY** X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X 500 Comp Ded X 500 Collision Ded	2097261054	09/11/2009	09/11/2010	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
C		**EXCESS/UMBRELLA LIABILITY** X OCCUR CLAIMS MADE DEDUCTIBLE X RETENTION $ 10,000	2090503299	09/11/2009	09/11/2010	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
D		**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC268980107	09/11/2009	09/11/2010	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C		**OTHER** Professional Liability	AEH113771047	09/11/2009	09/11/2010	Each claim Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo is named as additional insured with respects to general liability and automobile policies, but only the specific risk and liabiities assumed under written contract with the named insured and subject to policy conditions. A blanket Additional Insured endorsement is attached to the automobile liability and general liability policies.

CERTIFICATE HOLDER

Hidalgo County
New Administration Building
2802 S. Business Hwy 281
Edinburg, TX 78539

CANCELLATION

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 MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Byron Johnson/NICOLE

©ACORD CORPORATION 1988

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

AI-19897 **21.A.8.**

Old Administration Building-3rd Floor Renovations: Payment of Invoices-Replacement of Handlers

CC REGULAR

Date:	02/16/2010
Submitted By:	Moises Salazar, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

Acceptance and approval of invoices received from Carrier Corporation (awarded vendor through Buyboard Cooperative Purchasing Program contract 305-08 and 298-09) in connection with "Hidalgo County Old Administration Building 3rd Floor Renovations-Replacement of Air Handler Unit" through PO #625760 in those amounts eligible for payment of $_____ that have gone through the Auditor's processing procedures with authority for County Treasurer to issue payment(s)/check(s).

BACKGROUND

Purchasing Dept. is working with lupita from the auditors office to determine the final figures
as per Darlene Betancourt .

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1336-419-00-115-073-0-452

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Renovations to Old Administration Building.
Available funding in year 2009, pending funding rollover to 2010. (CO,2006-ADM BLDG-100 E CANO-BLDG ADD&REN)

Attachments

Link: Purchase Order

Link: CC Proposal Acceptance

Link: Invoices

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/12/2010 11:59 AM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 01:42 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/12/2010 02:56 PM	APRV
4	Auditor's Office		02/12/2010 03:34 PM	NEW

Form Started By: Moises Salazar

Started On: 02/10/2010 05:02 PM

Final Approval Date: 02/12/2010

Purchase Order

PO#: 625760

COUNTY OF HIDALGO

DATE: 07/14/09

VENDOR: 369896 REQ:00154534
FAX (860)353-0866 Email:
Phone:(361)289-0944
CARRIER COMMERCIAL SERVICE
12625 WETMORE ROAD, SUITE 419
SAN ANTONIO TX 78247
Vendor Acct:

BUYER:
SHIP TO: BUDGET OFFICER
100 E. CANO, 1ST FL
EDINBURG TX 78539

CONTACT: VALDE GUERRA
SITE: BUDGET OFFICE

Special Instructions:
Contract No:

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER BUYBOARD 305-08 / 296-08 APPROVED THRU CC ON 06/15/09 LABOR $85,209.00 BUYBOARD CONTRACT # 296-08 MATERIAL $84,791.00 BUYBOARD CONTRACT # 305-08		
1	EACH	REPLACE ONE AIR HANDLING UNIT, FAN COIL, SHEET METAL, AIR DEVICE, VARIABLE FREQUENCY DRIVE AND SINGLE DUCT BOXES @ OLD ADMINISTRATION BUILDING HIDALGO COUNTY 3RD FLOOR RENOVATION BUYBOARD SCHEDULE COMPONENT TASK QTY DISCOUNT/MARKUP CARRIER AHU 1 0.65 CARRIER MINI SPLIT 1 0.65 VAV TERMINALS 1 1.2 GRILLES, DIFFUSERS, FANS 1 1.2 VARIABLE FREQUENCY DRIVES 1 1.2 DUCTWORK 1 1.2 OA DAMPER 1 1.2 PIPE WELDER 1	170,000.00	170,000.00

Authorized by: Martha L. Salazar

Purchase Order

COUNTY OF HIDALGO

PO#: 625760

DATE: 07/14/09

VENDOR: 369896 REQ:00154534
FAX (860)353-0866 Email:
Phone:(361)289-0944
CARRIER COMMERCIAL SERVICE
12625 WETMORE ROAD, SUITE 419
SAN ANTONIO TX 78247
Vendor Acct:

BUYER:
SHIP TO: BUDGET OFFICER
100 E. CANO, 1ST FL
EDINBURG TX 78539

CONTACT: VALDE GUERRA
SITE: BUDGET OFFICE

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5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		1.2 INSULATION 1 1.2 CRANE, RIGGING 1 1.2 CARRIER INSTALLATION LABOR 184 1 CARRIER CONTROL LABOR 184 1 CARRIER DEMO LABOR 76 1 CARRIER CONTROLLERS 1 0.65 SENSORS, RELAYS, VALVE 1 1.2 CARRIER PROJECT MANAGER 64 1 CARRIER SUBMITTALS 20 1 CLOSEOUT DOCUMENTS 8 1 PERMITS, MISC. SUPPLIES 1 1.2		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		170,000.00
		**********		
		For Hidalgo County use only		
		9-1336-419-00-115-073-0-452 170,000.00		

Authorized by: Martha L. Salazar

Purchase Order

COUNTY OF HIDALGO

PO#: 625760

DATE: 07/14/09

VENDOR: 369896 REQ:00154534
FAX (860)353-0866 Email:
Phone:(361)289-0944
CARRIER COMMERCIAL SERVICE
12625 WETMORE ROAD, SUITE 419
SAN ANTONIO TX 78247
Vendor Acct:

BUYER:
SHIP TO: BUDGET OFFICER
100 E. CANO, 1ST FL
EDINBURG TX 78539

CONTACT: VALDE GUERRA
SITE: BUDGET OFFICE

Special Instructions:
Contract No:

VENDOR NOTES

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2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Approved ----------		

Authorized by: Martha L. Salazar

2. ANY/ALL REQUESTS FOR ACCEPTANCE AND APPROVAL OF CLAIMS/INVOICES UNDER THIS AGENDA WILL INCLUDE AUTHORITY FOR AUDITOR TO ISSUE PAYMENT AFTER REVIEW, AUDIT AND PROCESSING PROCEDURES ARE COMPLETED

A. Hidalgo County

1. Current inter-local(s) and/or contract(s) for the "Housing of Inmates"

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

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

4. AI-15837 Presentation, discussion, consideration, and approval to accept proposal from Carrier Corporation, awarded vendor through County's membership/participation with Buy Board's cooperative purchasing program for: "The Replacement of Air Handling Unit to include parts, labor and materials" for the Old Administration Building in the amount of $170,000.00.

B. Pct. 2

1. AI-15927 a. Requesting recission of the final contract form presented and approved by CC on 6-8-09 (and as yet not executed) with Dos Logistics (authorized for negotiations by CC on 5-19-09) for the provision of general engineering services for: "Building/Structure Repairs and/or Renovations" for county-owned buildings/structures located in Pct. #2;

b. Requesting approval of final contract form with Dos Logistics (authorized for negotiations by CC on 5-19-09) for the provision of general engineering services for: "Building/Structure Repairs and/or Renovations" for county-owned buildings located in Pct. #2;

C. Pct. 4

1. AI-15934 Requesting authority to re-advertise for the sale or exchange for removal and hauling of top soil & fill dirt to be excavated at the 40 acre tract, aka, Aguilar Detention Basin in connection with the "San Carlos Drainage Improvements" project #2009-210-06-03-OGG. Project received no bidders on bid opening date June 03, 2009.

D. Elections Department

AI-15837 **21.A.5.**

For Administration Building - Air Handler Replacement Proposal
CC REGULAR

Date: 06/15/2009
Submitted By: Moises Salazar, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Presentation, discussion, consideration, and approval to accept proposal from Carrier Corporation, awarded vendor through County's membership/participation with Buy Board's cooperative purchasing program for: "The Replacement of Air Handling Unit to include parts, labor and materials" for the Old Administration Building in the amount of $170,000.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2009 **ACCT. #:** 9-1336-419-00-115-073-0-452
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:
Purchase Requisition No. 00154534 has been submitted to the Purchasing Dept. in the amount of: $170,000.00.

Attachments

Link: Quote -Air Handler replacement
Link: Carrier -BuyBoard Contr-Trades Svcs Labor Electr HVAC
Link: Carrier-BuyBoard Contr-HVAC Equip

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Moises Salazar	06/03/2009 11:53 AM	CREATED
1	Purchasing Department	Marty Salazar	06/11/2009 10:55 AM	APRV
2	Budget & Management	Veronica Lopez	06/11/2009 10:57 AM	APRV
3	Dale Kennan			NEW
4	Auditor's Office			

Form Started By: Moises Salazar Started On: 06/03/2009 11:53 AM

Carrier Commercial Service
Division of Carrier Corporation
12625 Wetmore Rd. # 419
San Antonio, Texas 78247
Toll Free 800-743-0477
Phone 210-499-6307
E-Fax 860-660-8684
steven.richey@carrier.utc.com
TACLA 4767C

May 26, 2009

Moises Salazar

Hidalgo County
3rd Floor Remodel
Former Administration Building
Edinburg, TX.

Location: Edinburg
Carrier Proposal: 984QRC008

Carrier Commercial Service is pleased to provide this proposal to replace one air handling unit, fan coil, sheet metal, air device, variable frequency drive, and single duct boxes.

Total Investment is: One Hundred Seventy Thousand Dollars ($170,000.00)*. All applicable taxes are excluded and will be billed in addition to the proposed price.

Cost breakdown:
Material: $84,791.00
Labor: $85,209.00

Note: *Pricing per BuyBoard Contract #305-08; Carrier Corporation JEB-03192008.*

All prices are firm for Thirty (30) days.

Work will be performed on normal hours/ basis and will begin upon receipt of your Purchase Order Number or signed quotation.

Note: Any additional items, materials or labor needed will notify customer for approval and will quote upon customer's request.

We sincerely appreciate the opportunity to provide these services. Should you have any questions, please call us at 210-499-6307, or at my cell phone 210-389-1151.

Regards,

Steven C. Richey
Commercial Systems

Approved By _____

Name _____

Title _____

Date _____

Contract or P.O._____

SCOPE OF WORK

Air Handler Replacement

- Shut off all power lock and tag out electrical
- Isolate compressor and recovery of refrigerant into recovery cylinders
- Furnish necessary crane and rigging services to remove and set new air handler in place
- Provide sheet metal duct
- Provide controls
- Provide fan-coil unit and condensing unit
- Provide variable frequency drive
- Provide air devices
- Reconnection of all refrigerant piping, electrical control wiring to fan-coil unit
- Provide leak testing, evacuate system and transfer refrigerant back into system
- Startup compressor and verify operation
- Furnish customer with written reports and logs
- Clean up area where work was performed.

Customer responsibilities or Exclusions

- Access to building, and work areas
- Power and utilities
- Parking
- Electrical
- Demolition

TERMS AND CONDITIONS OF SALE – SERVICE (Rev 5/25/04)

1. **PAYMENT AND TAXES–** Payment shall be made 1.25% 10/net 30 days from date of invoice. Carrier reserves the right to require cash payment or other alternative method of payment prior to completion of work if Carrier determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. In addition to the Agreement price, the Customer shall pay Carrier any applicable taxes or government charges that may be required in connection with the service or material furnished under this Agreement.
2. **WORKING HOURS–** All services performed under this Agreement including major repairs, are to be provided during Carrier's normal working hours unless otherwise agreed.
3. **ADDITIONAL SERVICE-** Services or parts requested by Customer in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and invoiced at Carrier's prevailing labor rates and parts charges. Additional services or parts shall be supplied under the terms of this Agreement.
4. **EXCLUSIONS–** Carrier is not responsible for items not normally subject to mechanical maintenance including but not limited to: duct work, casings, cabinets, fixtures, structural supports, grillage, water piping, steam piping, drain piping, cooling tower fill, boiler tubes, boiler refractory, disconnect switches and circuit breakers. Carrier is not responsible for repairs, replacements, alterations, additions, adjustments, repairs by others, unscheduled calls or emergency calls, any of which may be necessitated by negligent operation, abuse, misuse, prior improper maintenance, vandalism, obsolescence, building system design, damage due to freezing weather, chemical/electrochemical attack, corrosion, erosion, deterioration due to unusual wear and tear, any damage related to the presence of mold, fungi, mildew, or bacteria, damage caused by power reductions or failures or any other cause beyond Carrier's control.
   Carrier is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, products or materials containing asbestos, similar hazardous substances, or mold, fungi, mildew, or bacteria. In the event that Carrier encounters any asbestos product or any hazardous material in the course of performing its work, Carrier may suspend its work and remove its employees from the project, until such product or material, and any hazards connected with it are abated. Carrier shall receive an extension of time to complete its work and compensation for delays encountered as a result of such situation and its correction.
   Carrier shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authority. However, in the event any such recommendations occur, Carrier, at its option, may submit a proposal for Customer's consideration in addition to this Agreement. Carrier shall not be required to repair or replace equipment that has not been properly maintained.
5. **WARRANTY–** Carrier warrants that all service provided under this Agreement shall be performed in a workmanlike manner. Carrier also warrants all Carrier parts or components supplied hereunder to be free from defects in material and workmanship. For parts or components determined to be defective within one year from date of installation or before the termination date of this Agreement, whichever is earlier, and in the case of service, determined to be defective within ninety (90) days of completion of that service, Carrier shall at its option repair, replace, or issue a credit, for any such parts, components or service, provided they were not damaged, abused, or affected by chemical properties. Carrier shall not be liable for repairs required as a consequence of faulty installation, misapplication, abuse, improper servicing, unauthorized alteration or improper operation. Any claim for defective workmanship must be provided to Carrier in writing. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Carrier's obligations to repair, replace, or issue credit for any defective parts, components or service shall be Customer's exclusive remedy.
6. **PROPRIETARY RIGHTS–** During the term of this Agreement and in combination with certain services, Carrier may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) that shall remain the personal proprietary property of Carrier. No devices installed, attached to real property or portable device(s) shall become a fixture of the Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices that are used in connection with providing service on Customer equipment.
7. **DELAYS–** Delays caused by conditions beyond the reasonable control of either party shall not be the liability of either party to this Agreement.
8. **CUSTOMER RESPONSIBILITIES–** Customer shall:
   - Provide safe and reasonable equipment access and a safe work environment.
   - Permit access to Customer's site, and use of building services including but not limited to: water, elevators, receiving dock facilities, electrical service and local telephone service.
   - Keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls or partitions that may be necessary to perform the specified service.
   - Promptly notify Carrier of any unusual operating conditions.
   - Upon agreement of a timely mutual schedule, allow Carrier to stop and start equipment necessary to perform service.
   - Provide adequate water treatment.
   - Provide the daily routine equipment operation (if not part of this Agreement) including availability of routine equipment log readings.
   - Where Carrier's remote monitoring service is provided, provide and maintain a telephone line with long distance direct dial and answer capability.
   - Operate the equipment properly and in accordance with instructions.
   - Promptly address any issues that arise related to mold, fungi, mildew or bacteria.
9. **EQUIPMENT CONDITION & RECOMMENDED SERVICE–** Upon the initial scheduled operating and/or initial annual stop inspection, should Carrier determine the need for repairs or replacement, Carrier will provide Customer in writing an 'equipment condition' report including recommendations for corrections and the price for repairs in addition to this Agreement.
   In the event Carrier recommends certain services (that are not included herein or upon initial inspection) and if Customer does not elect to have such services properly performed in a timely fashion, Carrier shall not be responsible for any equipment or control failures, operability or any long-term damage that may result. Carrier at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such equipment from this Agreement, adjusting the price accordingly.
10. **CUSTOMER TERMINATION–** Customer shall have the right to terminate this Agreement for Carrier's non-performance provided Carrier fails to cure such non-performance within 30 days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Carrier shall have free access to enter Customer locations to disconnect and remove any Carrier personal proprietary property or devices as well as remove any and all Carrier-owned parts, tools and personal property. Additionally, Customer agrees to pay Carrier for all incurred but unamortized service costs performed by Carrier including overheads and a reasonable profit.
11. **CARRIER TERMINATION–** Carrier reserves the right to discontinue its service any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Carrier.
12. **LIMITATION OF LIABILITY–** Under no circumstances shall Carrier be held liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence. Carrier shall be liable for damage to property, other than the equipment provided under this Agreement, and to persons, to the extent that Carrier's negligent acts or omissions directly contributed to such injury or property damage. Carrier's maximum liability for any reason (except for personal injuries) shall consist of the refunding of all moneys paid by Customer to Carrier under this Agreement.
13. **WASTE DISPOSAL–** Customer is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.
14. **CLAIMS–** Any suits arising from the performance or non-performance of this Agreement, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one (1) year from the date the claim arose.
15. **GOVERNMENT PROCUREMENTS-** Carrier offers standard commercial items that may not comply with Government specifications. Carrier does not comply with the Cost Accounting Standards (CAS) or with the Federal Acquisition Regulations (FAR). In no event shall Carrier provide any Cost or Pricing Data in connection with this Agreement or subsequent modifications.
16. **SUPERSEDURE, ASSIGNMENT and MODIFICATION-** This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Carrier's prior written consent. No modification to this Agreement shall be binding unless in writing and signed by both parties.

Hidalgo County 3rd Floor Renovation BuyBoard Schedule

Component/Task	Quantity	List Price	Discount/Markup	Net Cost
Carrier AHU	1	$ 29,549.00	0.65	$ 19,207.00
Carrier mini-split	1	$ 2,605.00	0.65	$ 1,694.00
VAV terminals	1	$ 6,712.00	1.2	$ 8,055.00
Grilles, diffusers, fans	1	$ 6,477.00	1.2	$ 7,773.00
Variable frequency drives	1	$ 3,156.00	1.2	$ 3,788.00
Ductwork	1	$ 42,865.00	1.2	$ 51,438.00
OA damper	1	$ 1,071.00	1.2	$ 1,286.00
Pipe welder	1	$ 5,987.00	1.2	$ 7,185.00
Insulation	1	$ 3,322.00	1.2	$ 3,987.00
Crane, rigging	1	$ 1,850.00	1.2	$ 2,220.00
Carrier installation labor	184	$ 93.75	1	$ 17,250.00
Carrier control labor	144	$ 93.75	1	$ 13,500.00
Carrier demo labor	76	$ 93.75	1	$ 7,125.00
Carrier controllers	1	$ 20,472.00	0.65	$ 13,307.00
Sensors, relays, valve	1	$ 1,301.00	1.2	$ 1,562.00
Carrier project manager	64	$ 93.75	1	$ 6,000.00
Carrier submittals	20	$ 93.75	1	$ 1,875.00
Closeout documents	8	$ 93.75	1	$ 750.00
Permits, misc. supplies	1	$ 1,665.00	1.2	$ 1,998.00
			Total	$ 170,000.00

INVOICE

INDICATOR		DATE	INVOICE NUMBER
N		11/20/09	BC02011905

CUSTOMER SHIP TO	CUSTOMER'S RESALE OR EXPORT NUMBER	WORK ORDER NO.	BRANCH	PRIORITY	TRANSACTION	SHIP METHOD	PAGE
R84001		984S43301	600840				1

CONTR. LIC. #TACLA#24872C.

ALGO COUNTY PURCHASING
/N ACCOUNTS PAYABLE 9562927612
,0 EAST CANO 1ST FLOOR
DINBURG TX 78539

HIDALGO COUNTY 3RD FLOOR
100 EAST CANO
EDINBURG TX 78539

RECEIVED
DEC 02 2009
By

RK
R:

PLEASE REMIT PAYMENT TO:

CARRIER CORPORATION
P.O.BOX # 93844
CHICAGO, IL 60673-3844
INCLUDE YOUR CUSTOMER CODE
WHEN SUBMITTING PAYMENT

REGION	SALESMAN	TERMS	DAYS ALL'D	DISCOUNT	INSURANCE
08		001		0.000	N

BILL OF LADING NUMBER	SHIPMENT WEIGHT	CONTAINER TYPE	NO. OF CONTAINERS

SHIPPED VIA	DESTINATION CODE	SHIPPED DATE
	1060	11/20/09

O.P.	CONTROL NO.	WHSE	TYPE SALE	PACKING LIST	TAX CODE
		66A	CBSB		TXXX--

Carrier
A United Technologies Company

CARRIER PARKWAY
P.O. BOX 4808
SYRACUSE, NEW YORK USA 13221
DIVISION OF CARRIER CORPORATION

CARRIER RESERVES THE RIGHT TO ASSESS INTERESTS AT THE MAX-IMUM RATE ALLOWABLE BY LAW ON AMOUNTS PAST DUE

NOTES: .

NE	QTY. SHIPPED	PART NUMBER/NOTES	DESCRIPTION	U/M	UNIT LIST PRICE	MULTIPLIER	UNIT NET PRICE	EXTENDED AMOUNT
01	1	QUOTED PRICE PROGRESS BILLING TO COMPLETED	QUOT-PR PROVIDE	EA AHU, CONTROLS, VAV			54187.00 AND DUCTWORK.	54187.00
						SUBTOTAL		54187.00
						TOTAL		54187.00

IF QUESTIONS CONTACT: PAM JOUETT
AT PHONE: 210-495-2600
WE GLADLY ACCEPT MASTER CARD,
VISA AND AMERICAN EXPRESS.
REGULATED BY THE TEXAS
DEPARTMENT OF LICENSING AND
REGISTRATION PO BOX 12157
AUSTIN, TEXAS 78711
1-800-803-9202
REGULATED BY THE TEXAS STATE
BOARD OF PLUMBING EXAMINERS
PO BOX 4200 AUSTIN, TX 78765
1-800-845-6584
MASTER LICENSE M-36519

2009 DEC 10 PM 1 00
COUNTY AUDITOR

INVOICE RECEIVED BY:
on 12/08/09
GOODS/SERVICES RECEIVED
on NOV 2009

9-1336-419-00-115-073-0-452
P.O.# 6257760

CARRIER CORPORATION, A DELAWARE CORP. F.E.I.N. 06-0991716	1 1/4 % 10 DAYS N30	DUE 12/20/09 NET	AMOUNT 54187.00

WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, & 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED AND OF REGULATION ORDERS OF THE U.S. DEPT. OF LABOR ISSUED UNDER SEC. 14 THEREOF. . . ANY DIFFERENCES BETWEEN QUANTITIES ORDERED AND QUANTITIES SHIPPED HAVE BEEN BACK ORDERED AND WILL BE SHIPPED AS SOON AS RECEIVED. ANY CLAIM FOR SHORTAGE OR ADJUSTMENT MUST BE MADE WITHIN 30 DAYS. CONFIRMATORY ORDER AND INVOICE SEE REVERSE SIDE.

INVOICE

JSTOMER ORDER NO.-FINAL BILL INDICATOR			DATE	INVOICE NUMBER
625760 N			10/23/09	8002002345

JSTOMER CODE	CUSTOMER SHIP TO	CUSTOMER'S RESALE OR EXPORT NUMBER	WORK ORDER NO.	BRANCH	PRIORITY	TRANSAC-TION	SHIP METHOD	PAGE
H23497	R84001		984543301	600840				1

667 084 CONTR. LIC. #TACLA#24872C.

OLD TO:
HIDALGO COUNTY PURCHASING
ATTN ACCOUNTS PAYABLE 9562927612
100 EAST CANO 1ST FLOOR
EDINBURG TX 78539

SHIP TO:
HIDALGO COUNTY 3RD FLOOR
100 EAST CANO
EDINBURG TX 78539

MARK FOR:

PLEASE REMIT PAYMENT TO:

CARRIER CORPORATION
P.O. BOX # 93844
CHICAGO, IL 60673-3844
INCLUDE YOUR CUSTOMER CODE
WHEN SUBMITTING PAYMENT

REGION	SALESMAN	TERMS	DAYS ALL'D	DISCOUNT	INSURANCE
084		001		0.000	N

BILL OF LADING NUMBER	SHIPMENT WEIGHT	CONTAINER TYPE	NO. OF CONTAINERS

SHIPPED VIA	DESTINATION CODE	SHIPPED DATE
	1060	10/23/09

O.P.	CONTROL NO.	WHSE	TYPE SALE	PACKING LIST	TAX CODE
		66A	CBSB		TXXX--

Carrier
A United Technologies Company

CARRIER PARKWAY
P.O. BOX 4808
SYRACUSE, NEW YORK USA 13221
DIVISION OF CARRIER CORPORATION

CARRIER RESERVES THE RIGHT TO ASSESS INTERESTS AT THE MAXIMUM RATE ALLOWABLE BY LAW ON AMOUNTS PAST DUE

NOTES:

NE	QTY. SHIPPED	PART NUMBER/NOTES	DESCRIPTION	U/M	UNIT LIST PRICE	MULTIPLIER	UNIT NET PRICE	EXTENDED AMOUNT
01	1	QUOTED PRICE PROGRESS BILLING TO COMPLETED	QUOT-PR PROVIDE	EA AHU, CONTROLS, VAV			58344.00 AND DUCTWORK.	58344.00
						SUBTOTAL		58344.00
						TOTAL		58344.00

IF QUESTIONS CONTACT: PAM JOUETT
AT PHONE: 210-495-2600
WE GLADLY ACCEPT MASTER CARD, VISA AND AMERICAN EXPRESS.
REGULATED BY THE TEXAS DEPARTMENT OF LICENSING AND REGISTRATION PO BOX 12157 AUSTIN, TEXAS 78711 1-800-803-9202
REGULATED BY THE TEXAS STATE BOARD OF PLUMBING EXAMINERS PO BOX 4200 AUSTIN, TX 78765 1-800-845-6584 MASTER LICENSE M-36519

2009 NOV 9 AM 10:53
HIDALGO COUNTY AUDITOR'S OFFICE

9-1336-419-00-115-073-0-452
P.O.#625760

INVOICE RECEIVED BY: on 11/09/09
GOODS/SERVICES RECEIVED BY: Hid. CO on Nov. 2009

CARRIER CORPORATION, A DELAWARE CORP. F.E.I.N. 06-0991716	1 1/4 % 10 DAYS N30	DUE 11/22/09 NET	58344.00 AMOUN

WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, & 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED AND OF REGULATION ORDERS OF THE U.S. DEPT. OF LABOR ISSUED UNDER SEC. 14 THEREOF. . . ANY DIFFERENCES BETWEEN QUANTITIES ORDERED AND QUANTITIES SHIPPED HAVE BEEN BACK ORDERED AND WILL BE SHIPPED AS SOON AS RECEIVED. ANY CLAIM FOR SHORTAGE OR ADJUSTMENT MUST BE MADE WITHIN 30 DAYS. CONFIRMATORY ORDER AND INVOICE SEE REVERSE SIDE.

INVOICE

STOMER ORDER NO.-FINAL BILL INDICATOR		DATE	INVOICE NUMBER
625760 N		12/16/09	B0020186650

STOMER CODE	CUSTOMER SHIP TO	CUSTOMER'S RESALE OR EXPORT NUMBER	WORK ORDER NO.	BRANCH	PRIORITY	TRANSAC-TION	SHIP METHOD	PAGE
H23497	R84001		984543301	600840				1

667 084 CONTR. LIC. #TACLA#24872C.

LD HIDALGO COUNTY PURCHASING
D: ATTN ACCOUNTS PAYABLE 9562927612
100 EAST CANO 1ST FLOOR
EDINBURG TX 78539

IIP HIDALGO COUNTY 3RD FLOOR
O: 100 EAST CANO
EDINBURG TX 78539

JRK
)R:

PLEASE REMIT PAYMENT TO:

CARRIER CORPORATION
P.O.BOX # 93844
CHICAGO. IL 60673-3844
INCLUDE YOUR CUSTOMER CODE
WHEN SUBMITTING PAYMENT

REGION	SALESMAN	TERMS	DAYS ALL'D	DISCOUNT	INSURANCE
084		001		0.000	N

BILL OF LADING NUMBER	SHIPMENT WEIGHT	CONTAINER TYPE	NO. OF CONTAINERS

SHIPPED VIA	DESTINATION CODE	SHIPPED DATE
	1060	12/16/09

O.P.	CONTROL NO.	WHSE	TYPE SALE	PACKING LIST	TAX CODE
		66A	CBSB		TXXX--

Carrier
A United Technologies Company

CARRIER PARKWAY
P.O. BOX 4808
SYRACUSE, NEW YORK USA 13221
DIVISION OF CARRIER CORPORATION

CARRIER RESERVES THE RIGHT TO ASSESS INTERESTS AT THE MAX-IMUM RATE ALLOWABLE BY LAW ON AMOUNTS PAST DUE

NOTES: .

NE	QTY. SHIPPED	PART NUMBER/NOTES	DESCRIPTION	U/M	UNIT LIST PRICE	MULTIPLIER	UNIT NET PRICE	EXTENDED AMOUNT
01	1	QUOTED PRICE PROGRESS BILLING TO COMPLETED	QUOT-PR PROVIDE	EA AHU, CONTROLS. VAV			6884.00 AND DUCTWORK.	6884.00
						SUBTOTAL		6884.00
						TOTAL		6884.00

IF QUESTIONS CONTACT: PAM JOUETT
AT PHONE: 210-495-2600
WE GLADLY ACCEPT MASTER CARD.
VISA AND AMERICAN EXPRESS.
REGULATED BY THE TEXAS
DEPARTMENT OF LICENSING AND
REGISTRATION PO BOX 12157
AUSTIN, TEXAS 78711
1-800-803-9202
REGULATED BY THE TEXAS STATE
BOARD OF PLUMBING EXAMINERS
PO BOX 4200 AUSTIN. TX 78765
1-800-845-6584
MASTER LICENSE M-30519

CARRIER CORPORATION, A DELAWARE CORP. F.E.I.N. 06-0991716	1 1/4 % 10 DAYS N30	DUE 01/15/10 NET	6864.00 AMOUN

WE HEREBY CERTIFY THAT THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, & 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED AND OF REGULATION ORDERS OF THE U.S. DEPT. OF LABOR ISSUED UNDER SEC. 14 THEREOF. . . ANY DIFFERENCES BETWEEN QUANTITIES ORDERED AND QUANTITIES SHIPPED HAVE BEEN BACK ORDERED AND WILL BE SHIPPED AS SOON AS RECEIVED. ANY CLAIM FOR SHORTAGE OR ADJUSTMENT MUST BE MADE WITHIN 30 DAYS. CONFIRMATORY ORDER AND INVOICE SEE REVERSE SIDE.

AI-19851 **21.A.9.**

Reject Bids and Re-Advertise -Doors and Frames for Old Administration Bldg 3rd Floor Renovations

CC REGULAR

Date:	02/16/2010
Submitted By:	Moises Salazar, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Hidalgo County

Information

CAPTION

a. Recommending action to reject bids received for: Hidalgo County- "Door Frames and Bathroom Partitions for the Old Administration Building 3rd Floor" Bid No. 2010-071E-09-09-MSS in asmuch as the 90 day lapse of original bid pricing received on 11/23/09 has expired and as per requesting department directive;

b. Authority to re-advertise and approval of modified specifications for Hidalgo County- "Doors and Frames for Old Administration Building 3rd Floor Renovations". (Bid No. 2010-020A-03-10-MSS)

BACKGROUND

Proposed schedule of events:

Advertisements:
1st Feb. 20, 2010
2nd Feb. 27, 2010

Pre-Bid Conference: March 2, 2010 @ 2:00 PM.

Bid Openings: March 10, 2010

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1336-419-00-115-073-0-452

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funding available pending rollover of funds from calendar year 2009 to 2010.
CO,2006-ADM BLDG-100 E CANO-BLDG ADD&REN

Attachments

Link: Tab Sheet

Link: Dept Approval of Specs

Link: Specifications

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/11/2010 03:52 PM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 04:16 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	02/11/2010 04:42 PM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:33 PM	APRV

Form Started By: Moises Salazar Started On: 02/09/2010 03:46 PM

Final Approval Date: 02/11/2010

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: Hidalgo County

BID OPENING DATE: SEPTEMBER 9, 2009 **EXTENDED TILL: *09/23/09***	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "Door Frames and Bathroom Partitions for Old Administration Building 3rd Floor"

BID No: 2009-071E-09-09-MSS	**BUYER: Moises Salazar**

	NAME OF COMPANY		**TOTAL BID PRICE**
1	**MATT'S BUILDING MATERIALS**	Wood Door Frames	$13,555.00
		Aluminum Door Entrance	N/A
		Wood Door Hanging	$750.00
		Glass for all doors' frame sidelights	$6,400.00
		Other:	
		2068 1 ¾ " SC Birch W/Core Dr. Unit	$224.99
		Option II: Bath Partitions	N/A
		Solid Plastic Option	N/A
2	**G&S GLASS**	Wood Door Frames	-0-
		Aluminum Door Entrance	$3,372.00
		Wood Door Hanging	-0-
		Glass for all doors' frame sidelights	$47.37 ea
		Other:	
		Fire rated glass if needed	$47.37 ea
		Option II: Bath Partitions	
		Solid Plastic Option	

Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

To: Richard Sunday, Infrastructure Sys. Mgr. via email: richard.Sunday@co.hidalgo.tx.us
Hidalgo County Facilities Management

From: Moises Salazar, Buyer II
Hidalgo County Purchasing Dept.

Date: February 9, 2010

Re Bid No. 2010-020A-03-10-MSS -Approval of Specifications for Hidalgo County -"Doors and Frames for Old Administration Building 3rd Floor Renovations"

Please review the following modified **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE.** If the modified specifications are **NOT** met, make any and all additional modifications necessary and return the revised copy to purchasing department.

If you have any questions, please call me at (956) 318-2626 ext# 4863.

APPROVE ☐	DISAPPROVE ☐
APPROVED WITH MODIFICATIONS ☑	

FUNDS AVAILABILITY: ✓ YES / _____ NO/ _____ Other

(Specify) Budget

BUDGET ACCOUNT #: 9-1336-419-00-115073-0-452 ?
Please verify.

Richard M. Sunday	Richard M. Sunday	Infra. Sys. Mgr. Fac. Mgt.	10 Feb 10
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: moises.salazar@co.hidalgo.tx.us by no later than, Wednesday, February 10, 2010 at 4:00 PM.

Enclosures

① Doors 1, 2, 3 & 5 Fire Rated (FR)
② Door #9 → " yes "
③ Door #15 → " +/- "
④ Door #24 → " 144 in 2 "
⑤ Door #39 → " yes "
⑥ Door #42 → " +/- "
⑦ Door #43 → " +/- "
⑧ Door #45 #46 → " +/- "
⑨ Door #63 → " Recpt.

EXHIBIT "A"
HIDALGO COUNTY
"Door and Frames for Old Administration Building 3rd Floor Renovations"
BID NO: 2010-020A-03-10-MSS
SPECIFICATIONS/REQUIREMENTS, TERMS, CONDITIONS

GENERAL REQUIREMENTS

The following are the minimum requirements and/or specifications that will be acceptable to Hidalgo County. These requirements and/or specifications may be equal or better. Any bid that does not meet the minimum requirements and/or specifications will be rejected.

Hidalgo County is seeking sealed bids for: "**Doors and Frames for Old Administration Building 3rd Floor Renovations**" from a qualified vendor, to include but not limited to, the following:

TERMS, CONDITIONS AND REQUIREMENTS

1. All tangible goods being bid must be new and unused, unless otherwise specified, in first-class condition.

2. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to the County.

3. **AWARD:** Award of bid shall be made to the most responsible, responsive bidder, whose offer is determined to meet all specifications and to be the best value, taking into consideration the relative importance of price. Hidalgo County reserves the right to be the sole judge as to whether items bid will serve the purpose intended. Hidalgo County reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the County. Hidalgo County reserves the right to award based upon individual line items, sections or total bid.

4. **PAYMENT:** Payment will be made within 30 days upon arrival, inspection and approval, and receipt of an itemized invoice. Invoice must contain proper title documentation including but not limited to project title, purchase order number, and itemization as per bid submitted for items/price auditing purposes. Submittal of invoices with incomplete information will cause a delay on payment.

5. All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

6. Hidalgo County reserves the right to purchase from state contracts whenever it is in the best interest to do so.

SPECIFICATIONS:

ITEMS MUST BE DELIVERED FOB 100 E. CANO 3RD FLOOR, EDINBURG TX.

Door installation will be done by County.

Door Hanging Option:
An option for door hanging by vendor will be considered. Where the awarded vendor will be responsible: for picking up doors from County Old Administration Building, attach door to frame as specified, and deliver door attached to frame back to the county.

WOOD DOORS
Material: **Ash**, unless otherwise specified. Unless otherwise specified on the Door/Frames Specifications List, frames for wood Doors do not have to be rated. Since this floor has a fire sprinkler system, the corridors and door hardware can be non-rated.

GLAZED SIDELIGHTS:
The glass next to the doors does not have to be rated. As a minimum, it is required clear safety glass for top and bottom portions of sidelights.

Door/Frames Specifications

Door #	Door/Frame Description	Sizes					Needs to be Ordered (Y/N)	
		Door	*Door Type	Jam Size	Frame Side Light	Frame	DOOR	FRAME
1	Main office entrance (as per attached drawings): Lockable Aluminum Frame Double Doors – Two (2) Style A doors –Fire Rated, Clear Glass: Tempered, Very light smoke	6'W x 7'H	DD		2, 1'-2 ¾" x 8'3 ½"	8'-5 ½" x 8'-3 ½"	Y	Y
2	Existing Door/Frame, Fire Rated (Men's RR)	N/A	B	N/A	N/A	N/A	N	N
3	Existing Door/Frame, Fire Rated (Women's RR)	N/A	B	N/A	N/A	N/A	N	N
4	Existing Door/Frame, (Janitors Room)	N/A	C	N/A	N/A	N/A	N	N
5	Existing Door/Frame, Fire Rated (Mechanical Room)	N/A	B	N/A	N/A	N/A	N	N
6	Single Left. Need Door and Frame; (Waiting Area to Secretary)	3070	C	4 ¾	N/A	85 ¼" x 54"	Y	Y
7	Eliminated - Not to be ordered	N/A	E	N/A	N/A	N/A	N	N
8	Existing Door, Single Left, Hallway, (Secretary to Hall, solid wood).	3070	E	4 ¾	N/A	1 ¼ x 4 ¾	N	Y
9	Single Right, Need Door. Need Frame with sidelight. (Office)	3070	C	4 ¾	1'2" x 7'0"	1 ¼ x 4 ¾	Y	Y

Door/Frames Specifications

Door #	Door/Frame Description	Sizes					Needs to be Ordered (Y/N)	
		Door	*Door Type	Jam Size	Frame Side Light	Frame	DOOR	FRAME
10	Single Right, Existing, Not to be ordered. (IT Room)	N/A	C	N/A	N/A	N/A	N	N
11	Single Left. We have door. Need Frame with Side Light. **White pine wood.** (Office)	N/A	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
12	Single Left. We have door. Need Frame with Side Light (office).	N/A	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
13	Single Right. We have door. Need Frame with Side Light (Office).	N/A	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
14	Single Right. We have door. Need Frame with Side Light (Office)	N/A	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
15	Lockable, Single Right. Solid Wood Core Door with Frame. Door will have a tempered glass (style rain) view panel, size (±3" x 28"). Door must include hinges. Hinges are 3 per door (Hallway).	3070	F	4 ¾	N/A	85 ¼ " x 36"	Y	Y
16	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
17	Single Right. We have door. Need Frame with Side Light (office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
18	Single Left. We have door. Need frame with Side Light (office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
19	Single Left. We have door. Need Frame with Side Light (Work Room).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
20	Single Left. Door with frame (Men's Rest Room).	3070	C	6 1/8	N/A	85 ¼ " x 54"	Y	Y
21	Single Right. Door with frame. (Janitor's Closet)	3070	C	6 1/8	N/A	85 ¼ " x 54"	Y	Y
22	Single Right. Door with frame. (Women's Rest Room)	3070	C	6 1/8	N/A	85 ¼ " x 54"	Y	Y
23	Single Left. Door with frame (Storage Room)	2070	D	4 ¾	N/A	85 ¼ " x 24"	Y	Y
24	Single Right. Lockable, Solid Core Door with Frame, 144 in ^{2} Max, wire glass.	3070	F	5 ¼	N/A	85 ¼ " x 54"	Y	Y
25	Single Left. We have door. Need Frame with Side Light, Clear wire glass (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
26	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
27	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y

Door/Frames Specifications

Door #	Door/Frame Description	Sizes					Needs to be Ordered (Y/N)	
		Door	*Door Type	Jam Size	Frame Side Light	Frame	DOOR	FRAME
28	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
29	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
30	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
31	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
32	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
33	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
34	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
35	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
36	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
37	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
38	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	6 1/8	1'2" x 7'0"	85 ¼ " x 54"	N	Y
39	Single Right. Need door. Need Frame with Side Light (Office next to Stair #1).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	Y	Y
40	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1'2" x 7'0"	85 ¼ " x 54"	N	Y
41	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	5 ½	1'2" x 7'0"	85 ¼ " x 54"	N	Y
42	Single Left. Door and Frame. 4 ¾ Jamb. Door will have a tempered glass view panel, style – Rain, ±3" x 8" size. Door must include hinges. Hinges are 3 per door (Hallway).	3070	F	4 ¾	N/A	85 ¼ " x 54"	Y	Y
43	Single Left. Door and Frame. 4 ¾ Jamb. Door will have a tempered glass view panel, style – Rain, ±3" x 8" size. Door must include hinges. Hinges are 3 per door (Hallway).	3070	F	4 ¾	N/A	85 ¼ " x 54"	Y	Y
44	Single Right. We have door. Frame with Side Light (Conference Room).	3070	C	5 ½	1'2" x 7'0"	85 ¼ " x 54"	N	Y

Door/Frames Specifications

Door #	Door/Frame Description	Sizes					Needs to be Ordered (Y/N)	
		Door	*Door Type	Jam Size	Frame Side Light	Frame	DOOR	FRAME
45	Single Left. Lockable Door and Frame. Door will have a tempered glass view panel, style – rain, ±3" x 18"size. Door must include hinges. Hinges are 3 per door (hallway).	3070	F	4 ¾	N/A	85 ¼ " x 54"	Y	Y
46	Single Left. Lockable Door and Frame. Door will have a tempered glass view panel, style – rain, ±3" x 18"size. Door must include hinges. Hinges are 3 per door (hallway).	3070	F	4 ¾	N/A	85 ¼ " x 54"	Y	Y
47	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
48	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
49	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
50	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
51	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
52	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
53	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
54	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
55	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
56	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
57	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
58	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
59	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
60	Single Right. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
61	Single Right. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y

Door/Frames Specifications

Door #	Door/Frame Description	Sizes					Needs to be Ordered (Y/N)	
		Door	*Door Type	Jam Size	Frame Side Light	Frame	DOOR	FRAME
62	Single Left. We have door. Need Frame with Side Light (Office).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
63	Single Right. We have door. Need Frame with Side Light (Reception).	3070	C	4 ¾	1' 2" x 7' 0"	85 ¼ " x 54"	N	Y
64	Single Left, Fire Rated Existing Door; (Stairs #2)	3070		4 ¾	N/A	85 ¼ " x 54"	N	N
65	Single Right, Fire Rate Existing Door; (Stairs #1)	3070		4 ¾	N/A	85 ¼ " x 54"	N	N
66	Open Storage Area, No Door Necessary; Need Casing	N/A		4 ¾	N/A	85 ¼ " x 54"	N	Y

-For requested Fire Rated Doors/Frames: **One Hour Fire Rated.**

*DOOR TYPE:
DD= Double Door, Two Style A Doors (Aluminum/ Clear Glass Tempered)
C= Solid Door, No Viewing glass.
E= Solid Door with 20" x 28" viewing clear/wire glass.
F= Solid Door with 3" x 28" viewing clear/wire glass.

ADDITIONAL ITEMS

	DESCRIPTION	QTY
	HINGES: Commercial stainless steel hinges.	138

ADDITIONAL CONDITIONS AND REQUIREMENTS:

Further information required for this project can be addressed to, Moises Salazar, Buyer II, Hidalgo County Purchasing Department (956) 318-2626 or e-mail: moises.salazar@co.hidalgo.tx.us. Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent, 2802 South Business Highway 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PRE-BID CONFERENCE: A NONE MANDATORY PRE-BID CONFERENCE WILL BE HELD AT THE HIDALGO COUNTY PURCHASING DEPARTMENT 2802 S. BUSINESS HWY 281, ON Tuesday, March 2, 2010, AT 2:00 PM.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, March 3, 2010, 5:00 P.M. Responses will be sent to all applicants via facsimile by no later than, **Friday, March 5, 2010 5:00 P.M.**

AI-19918 **21.B.1.**

Pct. #1 Parking Lot Paving & Mile 14 Road Improvement Projects-Selection of Engineers

CC REGULAR

Date:	02/16/2010
Submitted By:	Nielda Cavazos, PURCHASING DEPT.
Submitted For:	Nielda Cavazos
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 1

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service for multiple engineering services required;

b. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of engineers in connection with professional engineering services required for Precinct No. #1's office complex unpaved parking area adjacent to the existing paved parking lot project;

1st._____;2nd._____;3rd. _____;

c. Authority for the Purchasing Department to negotiate a professional Engineering Services Contract with the No.1 ranked firm of _____ for the provision of engineering services for Precinct No. 1 Unpaved Parking Lot Project;

d. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of engineers in connection with professional engineering services required for Precinct No. 1's Mile 14 (Mile 14 North frin Mile 4 West to FM 1015) Road Improvemnt Project;

1st._____;2nd._____;3rd. _____;

e. Authority for the Purchasing Department to negotiate a professional engineering services Contract with the No.1 ranked firm of _____ for the provision of engineering services for the Mile 14 Road Improvement Project detailed herein located in Precinct No. 1.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Possible obj. code for engineering services is 334. Funding to be determined once contract negotiations are completed with vendor and the type of project is identified by user dept.

Attachments

Link: scoring grids

Link: Email

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department (Originator)	Marty Salazar	02/12/2010 02:54 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 03:03 PM	APRV
3	Ivan Cantu	Ivan Cantu	02/12/2010 03:09 PM	APRV
4	Auditor's Office		02/12/2010 03:34 PM	NEW

Form Started By: Nielda Cavazos Started On: 02/11/2010 03:56 PM

Final Approval Date: 02/12/2010

HIDALGO COUNTY PRECINCT NO 1
FOR

14 N. Project from Mile 4 West to FM 1015

Scoring & Evaluation GRID

Engineering Services

Total Scores	L&G Engineering	Javier Hinojosa	Rodriguez Engineering
Scores	100	95	90
RANKING			

*SCORING & EVALUATION COMPLETED BY PCT NO 1

HIDALGO COUNTY PRECINCT NO 1
FOR

Precinct No. 1 Parking Lot Project

Scoring & Evaluation GRID

Engineering Services

Total Scores	J.E. Saenz	SAMES	Quintanilla, Headley & Associates
Scores	99	95	88
RANKING			

*SCORING & EVALUATION COMPLETED BY PCT NO 1

From: lorie.ochoa [mailto:lorie.ochoa@co.hidalgo.tx.us]
Sent: Thursday, February 11, 2010 5:09 PM
To: 'Martha Salazar'
Cc: nielda.cavazos@co.hidalgo.tx.us; noe.montez@co.hidalgo.tx.us
Subject: RE: ERO-PCT. 1-ARCHITECTURAL SERVICES

Mile 14 N. Project : From 4 W to FM1015
We need to place on agenda Engineering Services.
Possible Engineers: 1) L&G, 2)Javier Hinojosa, and 3) Rodriguez Engineering.

Precinct One Parking Lot---
1) J E Saenz, Sames, Q. H. and Associates

AI-19936 **21.B.2.**

Mile 1 East located in Mercedes for Pct. #1

CC REGULAR

Date:	02/16/2010
Submitted By:	Nielda Cavazos, PURCHASING DEPT.
Submitted For:	Nielda Cavazos
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 1

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service for engineering services;

b. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of engineers in connection with professional engineering services required for Mile 1 East lProject located in Precinct #1;

1st._____;2nd._____;3rd. _____;

c. Authority for the Purchasing Department to negotiate a professional Engineering Services Contract with the No.1 ranked firm of _____ for the provision of engineering services for Mile 1 East Project located in Precinct #1.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

FUNDS AVAILABLE Y/N?: **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Precinct will be meeting with the Budget Office to identify funding for the engineering services contract and appropriate in time for approval of contract.

Attachments

Link: Grid

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Nielda Cavazos	02/12/2010 04:20 PM	CREATED
1	Purchasing Department (Originator)	Marty Salazar	02/12/2010 04:48 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 04:51 PM	APRV
3	Ivan Cantu	Ivan Cantu	02/12/2010 04:56 PM	APRV

HIDALGO COUNTY PRECINCT NO 1
FOR

Mile 1 East in Mercedes

Scoring & Evaluation GRID

Engineering Services

Total Scores	J.E. Saenz	SAMES	Guzman
Scores	90	95	99
RANKING			

*SCORING & EVALUATION COMPLETED BY PCT NO 1

AI-19884 **21.C.1.**

Hidalgo County Pct. #2-Tower Road Crossing Drainage Improvements -Bid Award Action

CC REGULAR

Date:	02/16/2010
Submitted By:	Moises Salazar, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 2

Information

CAPTION

Consideration and action on a recommendation by project engineer Raul E. Sesin, P.E., Hidalgo County Planning Department, to award to the lowest bidder meeting all specifications: Total Commitment, LLC in the total amount of $68,044.0 for Bid No. 2010-032-02-03-MSS Hidalgo County -“Tower Road Crossing Drainge Improvements".

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1339-431-00-122-031-0-733

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available Balance is $43,628.85 plus $50,000.00(transfer) = $93,628.85

Ref: AI-19885 transfer CC 02/16/10 consent.

*pending 2009 carryovers.

Attachments

Link: Letter of Bid Award Recomm

Link: Bid Tabulation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/11/2010 10:54 AM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 11:08 AM	APRV
3	Roland Garcia	Rolando Garcia	02/12/2010 09:43 AM	APRV
4	Auditor's Office	Linda Fong	02/12/2010 10:20 AM	APRV
5	Dina Trevino	Erika Zamora	02/12/2010 10:39 AM	APRV
6	Roland Garcia	Rolando Garcia	02/12/2010 02:43 PM	APRV
7	Moises Salazar		02/12/2010 03:34 PM	NEW

Form Started By: Moises Salazar

Started On: 02/10/2010 03:00 PM

Final Approval Date: 02/12/2010

PLANNING DEPARTMENT
County Of Hidalgo

Raul E. Sesin, P.E., CFM
PLANNING ADMINISTRATOR

February 9, 2010

Commissioner Hector "Tito" Palacios
Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577

Re: Tower Road Crossing Drainage Improvement Project
Bid No. 2010-032-02-03-MSS

Dear Commissioner Palacios;

Bids were received and opened for the Tower Road Crossing Drainage Improvements Project Bid No. 2010-032-02-03-MSS on February 3, 2010. A total of seven bids were received with Total Commitment being the low bidder with a base bid of $34,643.00 and an Alternate No. 1 bid of $33,401.00 for a total bid amount of $68,044.00. Attached is a copy of the bid tabulation for your review. This project involves the installation of a storm pipe system that will serve as an outfall for the LJ Drain Phase II Drainage Improvement Project. Total Commitment has constructed several projects within Hidalgo County. We recommend award of the contract to Total Commitment for the Base Bid and Alternate No. 1 in the amount of $68,044.00.

If you have any questions or require further information, please feel free to contact me at your convenience.

HIDALGO COUNTY PLANNING DEPARTMENT

02/09/10

Raul E. Sesin, P.E., C.F.M.
Planning Administrator

TOWER ROAD CROSSING DRAINAGE IMPROVEMENTS PROJECT
BID NO. 2010-032-02-03-MSS
FEBRUARY 3, 2010

	TOTAL COMMITMENT	H20 CONSTRUCTION	GARCO INDUSTRIES	MCALLEN CONSTRUCTION	ASAGO	M.F. SITE CONSTRUCTION	DK3, INC.
BASE BID TOTAL	$ 34,643.00	$ 64,007.00	$ 68,173.00	$ 92,752.48	$ 93,843.00	$ 105,244.94	$ 146,120.00
ALTERNATE NO. 1 TOTAL	$ 33,401.00	$ 36,039.00	$ 37,324.00	$ 40,013.00	$ 59,849.00	$ 62,937.31	$ 54,080.00
GRAND TOTAL	**$ 68,044.00**	**$ 100,046.00**	**$ 105,497.00**	**$ 132,765.48**	**$ 153,692.00**	**$ 168,182.25**	**$ 200,200.00**
Base Bid Difference from next Bidder:		**$ 29,364.00**	**$ 4,166.00**	**$ 24,579.48**	**$ 1,090.52**	**$ 11,401.94**	**$ 40,875.06**
Alt. 1 Bid Difference from next Bidder:		**$ 2,638.00**	**$ 1,285.00**	**$ 2,689.00**	**$ 19,836.00**	**$ 3,088.31**	**$ (8,857.31)**
Grand Total Bid Difference from next Bidder:		**$ 32,002.00**	**$ 5,451.00**	**$ 27,268.48**	**$ 20,926.52**	**$ 14,490.25**	**$ 32,017.75**

Base Bid Average of all Bids: $ 86,397.63

Alt. 1 Average of all Bids: $ 46,234.76

Average of all Bids: $ 132,632.39

Engineer's Opinion of Probable Construction Cost

Base Bid: $ 76,314.70

Bid Alternate: $ 62,692.30

Total: $ 139,007.00

AI-19896 **21.C.2.**

Approval to Amend Contract through Substitution of Exhibit D
CC REGULAR

Date:	02/16/2010
Submitted By:	Rocio Villarreal, PURCHASING DEPT.
Submitted For:	Rocio Villarreal
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 2

Information

CAPTION

Approval of an Amendment (reflecting the substitution of a revised Exhibit D) to the current agreement between Hidalgo County and Dos Logistics for the provision of engineering services in connection with Building Repairs and-or Renovations for structures located in the Pct. #2 area-C-09-237-06-08.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 10 **ACCT. #:** 0-1202-431-00-122-006-0-334

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Ref: AI-15840 CC 06/08/09.

No Fiscal Impact, only amending the contract Exhibit D-Contract Rate Schedule.

Attachments

Link: Backup

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/11/2010 10:51 AM	APRV
2	Budget & Management	Erika Zamora	02/11/2010 11:09 AM	APRV
3	Roland Garcia	Rolando Garcia	02/12/2010 08:46 AM	APRV
4	Auditor's Office	Linda Fong	02/12/2010 10:26 AM	APRV

Form Started By: Rocio Villarreal Started On: 02/10/2010 04:54 PM

Final Approval Date: 02/12/2010

EXHIBIT "D"

CONTRACT RATE SCHEDULE

DOS LOGISTICS, INC.

LABOR:

JOB DESCRIPTION	Contract Rate** 2009	Contract Rate** 2010	Contract Rate** 2011	Contract Rate** 2012	Contract Rate** 2013	Contract Rate** 2014
Engineering						
Principal	$237.53	$249.41	$261.88	$274.97	$288.72	$303.16
Project Manager (VII)	$210.11	$220.62	$231.65	$243.23	$255.40	$268.17
Sr. Engineer (V)	$191.02	$200.57	$210.60	$221.13	$232.18	$243.79
Structural Engineer	$186.00	$195.30	$205.07	$215.33	$226.10	$237.41
Project Engineer(QA/QC)	$164.27	$172.49	$181.11	$190.17	$199.67	$209.66
Engineer (I) / (II)	$133.71	$140.40	$147.42	$154.79	$162.53	$170.65
Sr. Engineering Designer (III)	$141.62	$148.70	$156.13	$163.94	$172.14	$180.74
Environmental Scientist	$126.07	$132.37	$138.99	$145.94	$153.24	$160.90
Engineering Designer (I) / (II)	$95.51	$100.29	$105.30	$110.56	$116.09	$121.90
CADD Operator (I) / (II)	$82.22	$86.34	$90.65	$95.19	$99.94	$104.94
Secretary	$68.76	$72.20	$75.81	$79.60	$83.58	$87.76
Inspector	$95.00	$99.75	$104.74	$109.98	$115.48	$121.25

**These are the rates to be determined for each work authorization

NON-LABOR***
Mileage
Car Rental
Lodging (In states)
Meals
Air Travel
Overnight Carrier cost
GPS Equuuipment
Copies
Bond Plots
Color Plots
Mylar Plots

*****These are the anticipated non-labor rates to be used to negotiate purchase orders for special or excluded services, and/or additional work; and may be re-negotiated on a yearly basis.**
determined at time of negotiation. At the raates authorized by Hidalgo County Officials

AI-19838 **21.D.1.**

Purchase of Three (3) New 2010 Ford F-150 Reg Cab
CC REGULAR

Date:	02/16/2010
Submitted By:	Oscar Garza, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Prct. 3

Information

CAPTION

a. Authorization to purchase through Hidalgo County's membership and participation with TASB/Buyboard's awarded vendor, Philpott Motors-Contract No. 281-07), three (3) New 2010 Ford F150 Reg Cab Pick-Ups, to include, but not limited to any accessories in the amount of $74,548.00 which includes buy-board pricing and delivery fees-Project #2010-070-OGG); **or in the alternative,**

b. Authority to advertise sealed competitive procurement for the purchase of: Three (3) New 2010 Ford F150 Reg. Cab. Pick-ups with Options/Accessories with approval of specifications as requested by Precinct and attached herein.

BACKGROUND

As approved by Commissioner Joe M. Flores for use of Constables Pct. #3.

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1213-452-00-123-008-0-741

FUNDS AVAILABLE Y/N?: Y/Pending **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Refer to AI - 19920 (2/16/10 CC) appropriation of $39,548.00. Total funds available after CC approval is $74,548.00.

Attachments

Link: 10-070

Link: 10-070

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/09/2010 04:31 PM	APRV
2	Budget & Management	Erika Zamora	02/09/2010 04:40 PM	APRV
3	Perla Lopez	Perla Lopez	02/12/2010 02:30 PM	APRV
4	Auditor's Office		02/12/2010 03:34 PM	PEND

Form Started By: Oscar Garza Started On: 02/09/2010 10:25 AM

Final Approval Date: 02/12/2010

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

VEHICLES

BUYBOARD #281-07

End User: HIDALGO COUNTY
Contact: LARRY GALLARDO
Product Description: 2010 FORD F-150 REG CAB

Philpott Rep: MICHAEL WILEY
Date: 4-Feb-10

A. Bid Series: 16

A. Base Price: $ 13,073.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
F1C	SHORT BED	STD	X1C	EXTENDED CAB SHORT BED	$ 1,878.00
	4.6L 2 VALVE V8	STD	507A	EXTENDED CAB XLT PACKAGE	$ 4,592.00
	4-SPD AUTOMATIC	STD		CLOTH 40/20/40 SEAT	INCL
	SPARE TIRE	STD		CARPET FLOORS; CRUISE	INCL
	AM/FM RADIO	STD		PWR WINDOWS AND LOCKS	INCL
	40/20/40 VINYL; A/C	STD		AM/FM CD PLAYER	INCL
	3.55 REAR AXLE	STD		4.6L 3VALVE V8; 6-SPD AUTO	INCL
FDC	FACTORY DESTINATION FUEL	$ 975.00	535	TRAILER TOW PACKAGE	$ 328.00
	SURCHARGE		WTSP	WHELEN TX SPECIAL LED BAR	$ 1,895.00
FPL	FLOOR PLAN INTEREST	$ 365.00		CENCOM SIREN; SPEAKER	INCL
LTI	LOT INSURANCE	$ 52.00			

Total of B. Published Options: $ 10,085.00

C. Unpublished Options [Itemize each below, not to exceed 25%] $= 6.7 %

Options	Bid Price	Options	Bid Price
AUXILLARY FUSE BLOCK	$ 79.00	PRE-DELIVERY INSPECTION	$ 80.00
6 HIDE AWAY STROBE PACKAGE	$ 589.00		
JOTTO DESK CONSOLE	$ 395.00		
DRIVER SIDE SPOTLIGHT	$ 325.00		
RADIO SUPPRESSION	$ 90.00		
WHITE IN COLOR			
ESTIMATED DELIVERY IN 60-90 DAYS			

RECEIVED
By Oscar Garza at 3:44 pm, Feb 08, 2010

Total of C. Unpublished Options: $ 1,558.00

D. Contract Price Adjustment: $ -

E. Delivery Charges: 0 miles @ $1.50/mile $ -

F. Total of A + B + C + D + E = F $ 24,716.00

G. Quantity Ordered 3 x F = $ 74,148.00

H. BUYBOARD Administrative Fee $400.00 PER PURCHASE ORDER $ 400.00

I. Non-Equip Charges & Credits

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE $ 74,548.00

AS Approved by Commissioner Precinct #3

HIDALGO COUNTY PRECINCT #3

DEPARTMENT: PRECINCT NO.3

DATE: FEBRUARY 8, 2010

RE: SPECIFICATIONS FOR 2010 REG CAB PU

SPECIFICATIONS ARE FOR REFERENCE ONLY AND MAY BE PROVIDED WITH SAME, KIND, LIKE AND QUALITY AND/OR EQUIVALENT TO.

STANDARD EQUIPMENT: **PRICE:** _____

Short Bed
4.6L 2 Valve V8
4-Spd Automatice
Spare Tire
AM/FM RADIO
3.55 REAR AXLE
CLOTH 40/20/40 SEAT

OPTIONS TO INCLUDE: **PRICE:** _____

EXTENDED CAB SHORT BED
EXTENDED CAB PACKAGE : To include but not limited to, Cruise Control, Carpet Floors, Power Windows & Locks, Am/Fm Cd Player with 4.6L 3 Valve V8; 6 spd Auto or EQUIVALENT TO.

OTHER OPTIONS: **PRICE:** _____

AUXILIARY FUSE BLOCK
6 HIDE AWAY STROBE PACKAGE
JOTTO DESK CONSOLE
DRIVER SIDE SPOTLIGHT
RADIO SUPPRESSION
PRE-DELIVERY INSPECTION

AI-19868 **21.E.1.**

Professional Physician Services for Inmates-Hidalgo County Adult Detention Facility (Jail)

CC REGULAR

Date:	02/16/2010
Submitted By:	Olga Montero, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Sheriff's Office

Information

CAPTION

Approval of the final negotiated contracts with Dr. Marin Garza and Dr. Gumaro Garza (the two (2) physicians qualified by CC on 1/26/10) for: "Professional Physician Services for Inmates"- Hidalgo County Adult Detention Facility (Jail). Project No. RFP-2009-461-12-09-otm.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-423-21-280-002-0-331

FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Available balance as of 2-11-10 $209,995.00
contract from 3-3-10 to 3-2-12 with the County's option to renew for two (2) one (1) year options.
Marin 3,600 monthly X 12=43,200
Gumaro 3,600 monthly X 12=43,200

Attachments

Link: CONTRACT MARIN GARZA

Link: CONTRACT GUMARO GARZA

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/11/2010 04:45 PM	APRV
2	Budget & Management	Erika Zamora	02/12/2010 08:20 AM	APRV
3	Manuel Chapa	Manuel Chapa	02/12/2010 09:03 AM	APRV
4	Auditor's Office	Linda Fong	02/12/2010 10:31 AM	APRV
5	Martha Salazar		02/12/2010 03:34 PM	NEW

Form Started By: Olga Montero Started On: 02/10/2010 11:11 AM

Final Approval Date: 02/12/2010

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

CONTRACT FOR SERVICES
C-09-461-00-00

THIS AGREEMENT is made as of the **3rd** day of, **March**, **2010** by and between **HIDALGO COUNTY, TEXAS,** a political subdivision of the State of Texas (hereinafter "County") and **Marin Garza, M.D.** (hereinafter "Physician") to serve at the pleasure of the Hidalgo County Commissioners' Court.

W I T N E S S E T H:

WHEREAS, County desires to contract with a person to provide the services necessary to act as the provider of professional medical services for the residents of the Hidalgo County Adult Detention Facility (the "Clients") that are more specifically set forth hereinafter; and

WHEREAS, Physician has agreed to provide the services enumerated hereinafter for Hidalgo County Adult Detention Facility (the "Jail").

NOW, THEREFORE, for the mutual consideration expressed hereinafter, County and Physician agree as follows:

1. Physician agrees to provide to the Jail and its Clients the services required of Physician until replaced by Hidalgo County. These services include, but are not limited to:

   (a) Providing and maintaining a medical license under which all medical activities of the Jail employees will take place;

   (b) Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures:

(c) Conduct physical examinations of the Clients as required by the Jail;

(d) Conducting other evaluations and tests on each client as required by the Jail;

(e) Interpreting the results of any test conducted under (b), (c) or (d) above and submitting a written report to the Jail of the results of such tests and examinations, as required by the Jail, including but not limited to, the Radiology Tests (i.e. X-rays for all inmates) performed on Hidalgo County Inmates involving and/or subject to tuberculosis;

(f) Together with a nurse, provided at the sole cost and expense of the Jail, Sick Call Clinics for all inmates incarcerated at the Jail who require medical services two (2) hours per day, twice a week. It will be the duty of the R.N. Supervisor and/or Infirmary Administrator to organize additional clinic visits by the Physician to follow up medications, treatments and similar requirements;

(g) Physician shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Physician and for Clients, inmates, patients, and/or residents served by the Physician.

(h) Physician shall provide consultation, hands on treatment and other related medical services to Clients while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail Facilities; Physician shall refer Clients to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the

resources available at the jail;

(j) Physician shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed by either the Jail or the Texas Commission on Jail Standards;

(k) Physician shall permit Jail and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;

(l) Physician shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Jail;

(m) Physician will order prescription medications utilizing the approved formulary provided by the jail, unless Physician determines other formularies are in the best interest of the Client.

(n) The qualified Physician must provide and maintain a Texas Controlled Substance Registration listing the Jail's physical address in order to maintain and store/stock medications needed by the Contract Physician and Detention Infirmary Department;

2. Physician represents that he is a licensed physician licensed by the State of Texas and qualified to perform and execute the services provided above. If such license is suspended or revoked, this Contract shall automatically be terminated and Physician shall immediately notify the Hidalgo County Sheriff or such suspension or revocation.

3. As consideration for the above and foregoing, Physician shall submit a monthly billing statement to the Jail (P.O. Box 1228, Edinburg, Texas 78540). Said statement must provide an itemized list of services rendered to the Jail by Physician during the statement period. Upon receipt of said statement, the Jail shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Physician shall be compensated in the amount of Three Thousand Six Hundred and No/100ths Dollars ($3,600.00) per month for the services provided to the Jail hereunder.

4. Physician must comply with all applicable laws and regulations of the Jail and County policies. Notwithstanding the foregoing sentence, Physician represents and maintains that he is not an employee of the Jail, Hidalgo County, Texas, or any agency thereof, and represents and warrants that he does not desire or request any fringe benefits provided to employees of Jail, Hidalgo County, Texas, and/or any agency thereof, including, but no limited to benefits associated with Hidalgo County's Civil Service Program. Physician agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

5. The Jail and Physician agree that either party may terminate this contract at any time for any reason or no reason at all. Physician agrees to give County two weeks notice of his intent to terminate Contract; however, if County is unable to find a suitable replacement, Physician agrees to continue for a period not to exceed thirty days at the

same compensation stipulated in this Contract so that County may have an additional period of time to find a suitable replacement.

6. Physician agrees to provide professional liability insurance covering his activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, §100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish County a certificate issued by the insurer that such insurance is in full force and effect.

7. Physician may not assign the obligations or rights under this Contract to any person without the prior written consent of County.

8. Physician agrees to comply with the Title VI of the Civil Rights Act of 1964.

9. The term of this Contract shall be for a period of two (2) years and shall commence on March 03, 2010 and end on March 02, 2012 with the County's option to renew for two (2) one (1) year options.

12. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:	County of Hidalgo, Texas Attention: County Judge 100 E. Cano, 2nd Floor Edinburg, Texas 78539
If to Physician:	Marin Garza, M.D. P.O. Box 180 Linn, Texas 78563

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

13. **THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF TEXAS AND SHALL BE PERFORMABLE IN HIDALGO COUNTY, TEXAS.**

EXECUTED and effective as of the day and year first written above.

COUNTY OF HIDALGO, TEXAS

By:_____
Rene A. Ramirez, County Judge
Date:_____

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk
Date:_____

PHYSICIAN:
By_____
, M.D.
Date:_____

Approved by Commissioners' Court on _____
Approved as to form:

Atlas & Hall

By_____

Date:_____

EXHIBIT "A"
RFP/Q
REQUIREMENTS

EXHIBIT "A"

REQUIREMENTS

HIDALGO COUNTY

REQUEST FOR QUALIFICATIONS AND PROPOSALS

"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES-HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)"

RFQ/P No. 2009-461-12-09-otm

Hidalgo County will be accepting Statements of Qualifications from qualified Physician(s) to provide physician services for Hidalgo County Adult Detention Facility (Jail). The County of Hidalgo is seeking to enter into a services contract(s) with a state-registered/licensed (Texas physician(s). The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications/Proposals for the provision of **"Physician(s) Services for the Adult Detention Facility (Jail)". Request For Qualifications/Proposals"** as specified herein. Statements of Qualifications and proposals will be accepted until **9:30 A.M., Wednesday, December 09, 2009. ANY RFQ/P RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:
RFQ/P Number: 2009-461-12-09-otm

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope/Packet Must Show The RFQ/P Number, Name And Opening Date.

The following outlines the Request For Qualifications & Proposal:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956)292-7612 or via e-mail to olga.montero@co.hidalgo.tx.us BY NO LATER THAN Wednesday, December 2, 2009 at 5:00 p.m. Responses will be sent to all applicants by Friday, December 4, 2009. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant of 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 of 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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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 located at 100 No. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT: Respondents to this RFQ/P must submit a signed Proposer's Affidavit (attached herein in Exhibit D) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

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.

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

ELECTRONIC TRANSMISSION OF RFQ/P: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

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 vendor's ability.

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.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Qualifications/Proposal (RFQ&P) 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 request for qualifications/proposal 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.

RFQ&P DELIVERY: Hidalgo County requires submitters, when hand delivering statements of qualifications/proposal, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ/P off.

SIGNING OF QUALIFICATIONS: In order to be considered, all submittals **must** be signed. **Please sign the original in blue ink.**

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

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

SECTION II -RFQ/P REQUIREMENTS

REQUEST FOR QUALIFICATIONS/PROPOSAL: The required contents and limitations for the preparation of the RFQ/P are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ/P. A total of **one (1) original and seven (7) copies** of the RFQ/P shall be submitted to the address on the cover letter.

CONTENTS: The required contents for the RFQ/P are presented below in the order they should be incorporated into the submitted document.

PROJECT OVERVIEW:
The County of Hidalgo must provide pursuant to Texas Commission on Jail Standards provisions, Chapter 273, "Health Services", (medical, dental and health services) in accordance with the approved health services plan. These services may include, but shall not be limited to, the services of a licensed physician, professional and allied health personnel, hospital or similar service.

PHYSICIAN(S) QUALIFICATIONS-REQUIREMENTS: The County of Hidalgo is seeking to contract with a competent qualified physician(s) to provide services for the Adult Detention Facility (Jail). This section will contain the minimum requirements to qualify a competent physician(s) to provide services for the Hidalgo County Adult Detention Facility (Jail), including but not limited to the following:

- Personal Curriculum Vitae;
- Registered and licensed to practice medicine by the Texas Board of Medical Examiners. Copy of current/valid license must be included in this response;
- Must have a minimum of (5) years experience in general practice;
- Must hold and maintain a current/valid certificates by the Drug Enforcement Agency and Texas Department of Public Safety Controlled Substances Registration.
- Revocation or suspension of the Physician's medical license will be cause for immediate termination of the contract. All qualified physician(s) are required to furnish a certification or acknowledgment stating that the physician(s) is free from suspension or debarment pursuant to federal regulation 45CRF76;

- Certification form is included in this packet and must be completed and submitted as part of the response to the RFQ/P;
- The qualified physician(s) should provide a copy of their Professional Liability Insurance (malpractice) as well as all other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein;
- Must be or become a member of the Hidalgo County Medical Society;
- Serving on general call 24 hours a day, 7 days a week, except when out of town;
- When unavailable, physician must make all necessary arrangements for a substitute physician to perform the duties of correctional physician;
- Must provide sick call hours of two (2) hours per day, twice a week at the Hidalgo County Adult Detention Facility (Jail).

Term of Agreement: The term of the agreement will be for an initial period of 2 years with the County's option to renew for an additional 2 one(1) year terms 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 unforseen delay in award of new bid for next contract term.

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

Required Certifications and Submittal: This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS . The qualified physician(s) should add copies of their certificate of license from the Texas Board of Medical Examiners.

SCOPE OF SERVICES: The Physician Services contract will encompass all project-related medical services to the County of Hidalgo including, but not limited to, the following:

a. Providing and maintaining a medical license under which all medical activities of the Sheriff's Office employees will take place;
b. Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures;
c. Conducting physical examinations of the Clients as required by the Department;
d. Conducting other evaluations and tests on each Client as required by the Department;
e. Interpreting the results of any test conducted under (b) or (c) above and submitting a written report to the Department of the results of such tests and examinations, as required by the Department including but not limit to, the Radiology tests (i.e. X-rays for all inmates) performed on Hidalgo County inmates involving and/or subject to tuberculosis;
f. Together with a nurse, provide at the sole cost and expense of the Department, will conduct and oversee Sick Call Clinics for all inmates incarcerated at the Hidalgo County Adult Detention Facility (Jail) who require medical services. It will be the duty of the R.N.

Supervisor and/or Infirmary Administrator to organize additional clinic visits by the Contractor to follow up medications, treatments and similar requirements;

g. Physician(s) shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Contractor and for Clients, inmates, patients, and/or residents served by the Contractor.

h. Provides consultation, hands-on treatment and other related medical services to inmates while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail facilities;

i. Physician(s) shall refer inmates to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the resources available in the jail;

j. Physician(s) shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed by either Department or the Texas Commission on Jail Standards;

k. Physician(s) shall permit Department and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;

l. Physician(s) shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Department;

m. Physician(s) will order prescription medications utilizing the approved formulary provided by the jail, unless in the best interest of the patient as is deemed by the Physician;

n. The qualified Physician(s) must provide and maintain a Texas Controlled Substance Registration Certificate listing the Adult Detention Centers' physical address in order to maintain and store/stock medications as needed by the Contract Physician(s) and Detention Infirmary Department;

UNDERSTANDING OF THE PROJECT: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

NUMBER OF COPIES TO BE SUBMITTED: Hidalgo County requires **one (1) original submittal and seven (7) copies.**

PART III -SELECTION & SCHEDULES

SELECTION PROCEDURES:

RFQ/P submittal evaluation will be based on the criteria outlined below,

PROPOSAL RANKING: Departmental Committees will evaluate and rank the written RFQ/P. After the RFQ/P have been ranked, the department will make a recommendation to the Hidalgo County Commissioners' Court.

NEGOTIATION PROCESS: If negotiations prove unsuccessful, the next highest ranked physician will be contacted. The County of Hidalgo reserves the right to reject any and all RFQ/P.

TERMINATION OF SERVICES:

Any contract awarded to a qualified physician will be in effect until (a) the contract expires, (b) performance of all services ordered, or (c) terminated by County with ninety (90) day's written notice prior to cancellation.

RFQ/P SUBMITTED TO: An original and seven (7) copies of RFQ/P should be submitted to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

RFQ/P must be submitted by **no later than 9:30 a.m. on Wednesday, December 09, 2009.**

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

EVALUATION:

The evaluation system consists of a 100-point system. The physician(s) will be ranked after evaluation. Categories under the 100-point system include response to RFQ/P. RFQ/P submittal evaluation will be based on the criteria outlined in Exhibit "B".

EXHIBIT B
SELECTION CRITERIA

REQUEST FOR QUALIFICATIONS/PROPOSAL

"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES-HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)"

RFQ NO: 2009-461-12-09-OTM

EVALUATION CRITERIA/RFQ/P Evaluation Criteria

The submitter's RFQ/P will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ/P Evaluation Form."

1. Physician(s) Qualifications/Certifications/and other Credentials (30)
The physician(s) should provide information related to qualifications. The physician(s) must be registered and licensed to practice in the State of Texas. Physician(s) must provide a copy of certificate and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

2. Understanding the Services/Methodology (20)
The physician(s) must state the approach and/or (methodology) in achieving and rendering all services detailed and required for the "Professional Physician Services for Inmates" for Hidalgo County Adult Detention Facility (Jail). If the Physician(s) currently have an active practice, the Physician(s) must state in detail how it can comply and render all the services, and requirements detailed for the contract. Physician(s) should include any local issues or concerns that directly affect the Physician(s) understanding of the project.

3. Experience (20)
The Physician(s) meets the five (5) year practice required.

4. Ability to Commit to all Services Required (30)
The Physician(s) should provide as much background information as to it's experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)
"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES"
RFQ NO: 2009-461-12-09-OTM

EVALUATION FORM

Selection Criteria	Points	Score
1. Physician(s) Qualifications/Certifications/and other Credentials The Physician(s) should provide information related to qualifications. The Physician(s) must be registered and licensed to practice in the State of Texas. Physician(s) must provide a copy of certificate and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.	30	_____

Comments/Rationale For Points: _____

_____

_____

2. Understanding the Services/Methodology The Physician(s) must state the approach and/or (methodology) in achieving and rendering all services detailed and required for the "Professional Physician Services for Inmates for Hidalgo County Sheriff's Office. If the Physician(s) currently have an active practice, the Physician(s) must state in detail how it can comply and render all the services, and requirements detailed for the contract. Physician(s) should include any local issues or concerns that directly affect the Physician(s) understanding of the project.	20	_____

Comments/Rationale For Points: _____

_____

_____

3. Experience The Physician(s) meets the five (5) year practice required.	20	_____

Comments/Rationale For Points: _____

_____

_____

4. Ability to Commit to all Services Required

The Physician(s) should provide as much background information as to it's experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers. **30** _____

Comments/Rationale For Points: _____

_____

_____

Total Score _____

Provider: _____

Evaluator Name & Department: _____ Date: _____

EXHIBIT "B"
NEGOTIATED MONTHLY AMOUNT

PURCHASING DEPARTMENT
County Of Hidalgo

RECEIVED
JAN 28 2010
By O.S.O.M

MEMORANDUM
(IMMEDIATE REVIEW AND RESPONSE REQUIRED)

To: Marin Garza, M.D.

Via Fax: (956) 318-0888
Email: docswife722@aol.com

From: Martha L. Salazar, CPPB
Hidalgo County Purchasing Department
Attn: Olga T. Montero OTM

Date: January 27, 2010

Re: Negotiation for –
"Hidalgo County Adult Detention Facility (Jail)-Professional Physician Services for Inmates"
(RFP NO: 2009-461-12-09-otm)

Pursuant to action taken by Hidalgo County Commissioner's Court on Tuesday, January 26, 2010, please be advised that you have been selected (ranked) to enter into negotiations with County Of Hidalgo for the above referenced project.

The Hidalgo County Purchasing Department is asking for you to submit a best and final offer for the proposed scope of work and services for the mentioned project.

We request that you submit a proposed "Best and Final Offer" by no later than 10:00 a.m. on Monday, February 01, 2010.

Best and final offer of the proposed contract rate of $3,600.00/month

We ask that you approve by signing below acknowledgment of receipt with commitment to submit by deadline and return via fax to (956) 292-7612.

Signed: Marin Garza MD

Title: Physician

Printed Name: MARIN GARZA MD

EXHIBIT "C"
INSURANCE
REQUIREMENTS

Advocate MD
Medical Professional Liability Insurance

Certificate Of Insurance

Advocate, MD Insurance of the Southwest Inc.
Claims Made
Physicians and Surgeons Liability Insurance Policy

Named Insured:

Marin Garza, M.D.
1901 S. 24th
Edinburg, TX 78539

Policy Number: TX 12370
Renewal [X] New Policy [ ]

Policy Period:

Effective Date:	January 1, 2010 at 12:01 am
Expiration Date:	January 1, 2011 at 12:01 am
Retroactive Date:	January 1, 2006

Standard time at the address of the Named Insured

Coverage:

Professional Liability

Per Claim Limit of Liability:	$500,000
Annual Aggregate Limit of Liability:	$1,000,000

Coverage E Medical Board Defense

Per Claim Limit of Liability:	$ 20,000
Annual Aggregate Limit of Liability:	$ 60,000

Specialty: General Practice No Surgery

Disclaimer

The insurance afforded under this policy is subject to all terms, exclusions and conditions of the insurance policy. Should coverage be amended, altered or canceled, the obligation to notify the certificate holder, if any, is solely that of the insured and failure to provide such notice shall impose no obligation or liability of any kind upon Advocate, MD Insurance Company of the Southwest Inc., its agents or representatives.

Countersigned: Dana J. Parker
AUTHORIZED REPRESENTATIVE

Issue Date: December 15, 2009

Advocate, MD Insurance of the Southwest Inc.
811 Barton Springs Road, Suite 800, Austin, TX 78704
800-686-2734 Main (512) 275-1830 Local (512) 275-1240 Fax
WWW ADVOCATEMD COM

ADDL INFO ON NEXT PAGE MAIL MCH-M-I

RENEWAL OF

UNITED SERVICES AUTOMOBILE ASSOCIATION

(A RECIPROCAL INTERINSURANCE EXCHANGE)
9800 Fredericksburg Road - San Antonio, Texas 78288

TEXAS PERSONAL AUTO POLICY
RENEWAL DECLARATIONS
(ATTACH TO PREVIOUS POLICY)

State	09	10			Veh	POLICY NUMBER
TX	252	252			Terr	01271 78 50U 7101 7

POLICY PERIOD: (12:01 A.M. standard time)
EFFECTIVE FEB 16 2010 TO AUG 16 2010

OPERATORS
01 MARIN GARZA
02 PEGGY B GARZA

Named Insured and Address

MARIN GARZA
COL USA RET
PO BOX 180
LINN TX 78563-0180

Description of Vehicle(s)

VEH	YEAR	TRADE NAME	MODEL	BODY TYPE	ANNUAL MILEAGE	IDENTIFICATION NUMBER	VEH USE* SYM		WORK/SCHOOL Miles One Way	WORK/SCHOOL Days Per Week
09	08	CHEV	AVALANCHE	SUT4X24D	15000	3GNEC12J38G217324	16	P		
10	06	LEXUS	LS 430	SEDAN 4D	8000	JTHBN36F265035401	21	P		

The Vehicle(s) described herein is principally garaged at the above address unless otherwise stated. * W/C=Work/School; B=Business; F=Farm; P=Pleasure
VEH 09 EDINBERG TX 78541-0000
VEH 10 EDINBERG TX 78541-0000

This policy provides ONLY those coverages where a premium is shown below. The limits shown may be reduced by policy provisions and may not be combined regardless of the number of vehicles for which a premium is listed unless specifically authorized elsewhere in this policy.

COVERAGES / LIMITS OF LIABILITY ("ACV" MEANS ACTUAL CASH VALUE)	VEH 09 6-MONTH D=DED AMOUNT	VEH 09 6-MONTH PREMIUM $	VEH 10 6-MONTH D=DED AMOUNT	VEH 10 6-MONTH PREMIUM $	VEH D=DED AMOUNT	VEH PREMIUM $	VEH D=DED AMOUNT	VEH PREMIUM $
PART A - LIABILITY								
BODILY INJURY EA PER $ 300,000								
EA ACC $ 500,000		168.04		120.88				
PROPERTY DAMAGE EA ACC $ 100,000		88.24		65.78				
PART B2-PERSONAL INJURY PROTECTION								
(OPTIONAL) EA PERSON $ 5,000		19.10		17.59				
PART C - UM/UIM								
BODILY INJURY EA PER $ 300,000								
EA ACC $ 500,000		48.45		58.74				
PROPERTY DAMAGE EA ACC $ 25,000	D 250	17.56	D 250	21.30				
PART D - PHYSICAL DAMAGE COVERAGE								
COMPREHENSIVE LOSS ACV LESS	D 500	159.85	D 500	170.41				
COLLISION LOSS ACV LESS	D 500	121.39	D 500	192.09				
RENTAL REIMBURSEMENT $ 30 A DAY/$ 900 MAXIMUM		18.00		18.00				
TOTAL PREMIUM -	SEE FOLLOWING PAGE(S)							

LOSS PAYEE
VEH 09 JP MORGAN CHASE BANK, FORT WORTH TX
VEH 10 TOYOTA MOTOR CREDIT CORP, CORAOPOLIS PA

ENDORSEMENTS: ADDED 02-16-10 - NONE
REMAIN IN EFFECT(REFER TO PREVIOUS POLICY)- A400TX(01) A401CW(01) A100TX(02) A144TX(01) AOASA(01) 5100TX(02)
INFORMATION FORMS(NOT PART OF POLICY)- 250(01) 40TX(01) CDUAY(03)

G4
VEH 09 RMM6500000 VEH 10 RMF5710000 VEH

In WITNESS WHEREOF, the Subscribers at UNITED SERVICES AUTOMOBILE ASSOCIATION have caused these presents to be signed by their Attorney-in-Fact on this date JANUARY 9, 2010

Laura Bishop
Laura Bishop
President, USAA Reciprocal Attorney-in-Fact, Inc.

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

CONTRACT FOR SERVICES
C-09-461-00-00

THIS AGREEMENT is made as of the **3rd** day of, **March**, **2010** by and between **HIDALGO COUNTY, TEXAS,** a political subdivision of the State of Texas (hereinafter "County") and **Gumaro Garza, M.D.** (hereinafter "Physician") to serve at the pleasure of the Hidalgo County Commissioners' Court.

W I T N E S S E T H:

WHEREAS, County desires to contract with a person to provide the services necessary to act as the provider of professional medical services for the residents of the Hidalgo County Adult Detention Facility (the "Clients") that are more specifically set forth hereinafter; and

WHEREAS, Physician has agreed to provide the services enumerated hereinafter for Hidalgo County Adult Detention Facility (the "Jail").

NOW, THEREFORE, for the mutual consideration expressed hereinafter, County and Physician agree as follows:

1. Physician agrees to provide to the Jail and its Clients the services required of Physician until replaced by Hidalgo County. These services include, but are not limited to:

   (a) Providing and maintaining a medical license under which all medical activities of the Jail employees will take place;

   (b) Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures:

(c) Conduct physical examinations of the Clients as required by the Jail;

(d) Conducting other evaluations and tests on each client as required by the Jail;

(e) Interpreting the results of any test conducted under (b), (c) or (d) above and submitting a written report to the Jail of the results of such tests and examinations, as required by the Jail, including but not limited to, the Radiology Tests (i.e. X-rays for all inmates) performed on Hidalgo County Inmates involving and/or subject to tuberculosis;

(f) Together with a nurse, provided at the sole cost and expense of the Jail, Sick Call Clinics for all inmates incarcerated at the Jail who require medical services two (2) hours per day, twice a week. It will be the duty of the R.N. Supervisor and/or Infirmary Administrator to organize additional clinic visits by the Physician to follow up medications, treatments and similar requirements;

(g) Physician shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Physician and for Clients, inmates, patients, and/or residents served by the Physician.

(h) Physician shall provide consultation, hands on treatment and other related medical services to Clients while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail Facilities; Physician shall refer Clients to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the

resources available at the jail;

(j) Physician shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed by either the Jail or the Texas Commission on Jail Standards;

(k) Physician shall permit Jail and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;

(l) Physician shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Jail;

(m) Physician will order prescription medications utilizing the approved formulary provided by the jail, unless Physician determines other formularies are in the best interest of the Client.

(n) The qualified Physician must provide and maintain a Texas Controlled Substance Registration listing the Jail's physical address in order to maintain and store/stock medications needed by the Contract Physician and Detention Infirmary Department;

2. Physician represents that he is a licensed physician licensed by the State of Texas and qualified to perform and execute the services provided above. If such license is suspended or revoked, this Contract shall automatically be terminated and Physician shall immediately notify the Hidalgo County Sheriff or such suspension or revocation.

3. As consideration for the above and foregoing, Physician shall submit a monthly billing statement to the Jail (P.O. Box 1228, Edinburg, Texas 78540). Said statement must provide an itemized list of services rendered to the Jail by Physician during the statement period. Upon receipt of said statement, the Jail shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Physician shall be compensated in the amount of Three Thousand Six Hundred and No/100ths Dollars ($3,600.00) per month for the services provided to the Jail hereunder.

4. Physician must comply with all applicable laws and regulations of the Jail and County policies. Notwithstanding the foregoing sentence, Physician represents and maintains that he is not an employee of the Jail, Hidalgo County, Texas, or any agency thereof, and represents and warrants that he does not desire or request any fringe benefits provided to employees of Jail, Hidalgo County, Texas, and/or any agency thereof, including, but no limited to benefits associated with Hidalgo County's Civil Service Program. Physician agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

5. The Jail and Physician agree that either party may terminate this contract at any time for any reason or no reason at all. Physician agrees to give County two weeks notice of his intent to terminate Contract; however, if County is unable to find a suitable replacement, Physician agrees to continue for a period not to exceed thirty days at the

same compensation stipulated in this Contract so that County may have an additional period of time to find a suitable replacement.

6. Physician agrees to provide professional liability insurance covering his activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, §100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish County a certificate issued by the insurer that such insurance is in full force and effect.

7. Physician may not assign the obligations or rights under this Contract to any person without the prior written consent of County.

8. Physician agrees to comply with the Title VI of the Civil Rights Act of 1964.

9. The term of this Contract shall be for a period of two (2) years and shall commence on March 03, 2010 and end on March 02, 2012 with the County's option to renew for two (2) one (1) year options.

12. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:	County of Hidalgo, Texas Attention: County Judge 100 E. Cano, 2nd Floor Edinburg, Texas 78539
If to Physician:	Gumaro Garza, M.D. 502 S. Closner Blvd. Edinburg, Texas 78539

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

13. **THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF TEXAS AND SHALL BE PERFORMABLE IN HIDALGO COUNTY, TEXAS.**

EXECUTED and effective as of the day and year first written above.

COUNTY OF HIDALGO, TEXAS

By:_____
Rene A. Ramirez, County Judge
Date:_____

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk
Date:_____

PHYSICIAN:
By_____
, M.D.
Date:_____

Approved by Commissioners' Court on _____
Approved as to form:

Atlas & Hall

By_____

Date:_____

EXHIBIT "A"
RFP/Q
REQUIREMENTS

EXHIBIT "A"

REQUIREMENTS

HIDALGO COUNTY

REQUEST FOR QUALIFICATIONS AND PROPOSALS

"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES-HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)"

RFQ/P No. 2009-461-12-09-otm

Hidalgo County will be accepting Statements of Qualifications from qualified Physician(s) to provide physician services for Hidalgo County Adult Detention Facility (Jail). The County of Hidalgo is seeking to enter into a services contract(s) with a state-registered/licensed (Texas physician(s). The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications/Proposals for the provision of **"Physician(s) Services for the Adult Detention Facility (Jail)". Request For Qualifications/Proposals"** as specified herein. Statements of Qualifications and proposals will be accepted until **9:30 A.M., Wednesday, December 09, 2009. ANY RFQ/P RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:
RFQ/P Number: 2009-461-12-09-otm

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope/Packet Must Show The RFQ/P Number, Name And Opening Date.

The following outlines the Request For Qualifications & Proposal:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956)292-7612 or via e-mail to olga.montero@co.hidalgo.tx.us BY NO LATER THAN Wednesday, December 2, 2009 at 5:00 p.m. Responses will be sent to all applicants by Friday, December 4, 2009. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant of 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 of 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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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 located at 100 No. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT: Respondents to this RFQ/P must submit a signed Proposer's Affidavit (attached herein in Exhibit D) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

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.

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

ELECTRONIC TRANSMISSION OF RFQ/P: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

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 vendor's ability.

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.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Qualifications/Proposal (RFQ&P) 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 request for qualifications/proposal 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.

RFQ&P DELIVERY: Hidalgo County requires submitters, when hand delivering statements of qualifications/proposal, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ/P off.

SIGNING OF QUALIFICATIONS: In order to be considered, all submittals **must** be signed. **Please sign the original in blue ink.**

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

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

SECTION II -RFQ/P REQUIREMENTS

REQUEST FOR QUALIFICATIONS/PROPOSAL: The required contents and limitations for the preparation of the RFQ/P are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ/P. A total of **one (1) original and seven (7) copies** of the RFQ/P shall be submitted to the address on the cover letter.

CONTENTS: The required contents for the RFQ/P are presented below in the order they should be incorporated into the submitted document.

PROJECT OVERVIEW:
The County of Hidalgo must provide pursuant to Texas Commission on Jail Standards provisions, Chapter 273, "Health Services", (medical, dental and health services) in accordance with the approved health services plan. These services may include, but shall not be limited to, the services of a licensed physician, professional and allied health personnel, hospital or similar service.

PHYSICIAN(S) QUALIFICATIONS-REQUIREMENTS: The County of Hidalgo is seeking to contract with a competent qualified physician(s) to provide services for the Adult Detention Facility (Jail). This section will contain the minimum requirements to qualify a competent physician(s) to provide services for the Hidalgo County Adult Detention Facility (Jail), including but not limited to the following:

- Personal Curriculum Vitae;
- Registered and licensed to practice medicine by the Texas Board of Medical Examiners. Copy of current/valid license must be included in this response;
- Must have a minimum of (5) years experience in general practice;
- Must hold and maintain a current/valid certificates by the Drug Enforcement Agency and Texas Department of Public Safety Controlled Substances Registration.
- Revocation or suspension of the Physician's medical license will be cause for immediate termination of the contract. All qualified physician(s) are required to furnish a certification or acknowledgment stating that the physician(s) is free from suspension or debarment pursuant to federal regulation 45CRF76;

- Certification form is included in this packet and must be completed and submitted as part of the response to the RFQ/P;
- The qualified physician(s) should provide a copy of their Professional Liability Insurance (malpractice) as well as all other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein;
- Must be or become a member of the Hidalgo County Medical Society;
- Serving on general call 24 hours a day, 7 days a week, except when out of town;
- When unavailable, physician must make all necessary arrangements for a substitute physician to perform the duties of correctional physician;
- Must provide sick call hours of two (2) hours per day, twice a week at the Hidalgo County Adult Detention Facility (Jail).

Term of Agreement: The term of the agreement will be for an initial period of 2 years with the County's option to renew for an additional 2 one(1) year terms 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 unforseen delay in award of new bid for next contract term.

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

Required Certifications and Submittal: This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS . The qualified physician(s) should add copies of their certificate of license from the Texas Board of Medical Examiners.

SCOPE OF SERVICES: The Physician Services contract will encompass all project-related medical services to the County of Hidalgo including, but not limited to, the following:

a. Providing and maintaining a medical license under which all medical activities of the Sheriff's Office employees will take place;
b. Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures;
c. Conducting physical examinations of the Clients as required by the Department;
d. Conducting other evaluations and tests on each Client as required by the Department;
e. Interpreting the results of any test conducted under (b) or (c) above and submitting a written report to the Department of the results of such tests and examinations, as required by the Department including but not limit to, the Radiology tests (i.e. X-rays for all inmates) performed on Hidalgo County inmates involving and/or subject to tuberculosis;
f. Together with a nurse, provide at the sole cost and expense of the Department, will conduct and oversee Sick Call Clinics for all inmates incarcerated at the Hidalgo County Adult Detention Facility (Jail) who require medical services. It will be the duty of the R.N.

Supervisor and/or Infirmary Administrator to organize additional clinic visits by the Contractor to follow up medications, treatments and similar requirements;

g. Physician(s) shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Contractor and for Clients, inmates, patients, and/or residents served by the Contractor.

h. Provides consultation, hands-on treatment and other related medical services to inmates while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail facilities;

i. Physician(s) shall refer inmates to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the resources available in the jail;

j. Physician(s) shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed by either Department or the Texas Commission on Jail Standards;

k. Physician(s) shall permit Department and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;

l. Physician(s) shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Department;

m. Physician(s) will order prescription medications utilizing the approved formulary provided by the jail, unless in the best interest of the patient as is deemed by the Physician;

n. The qualified Physician(s) must provide and maintain a Texas Controlled Substance Registration Certificate listing the Adult Detention Centers' physical address in order to maintain and store/stock medications as needed by the Contract Physician(s) and Detention Infirmary Department;

UNDERSTANDING OF THE PROJECT: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

NUMBER OF COPIES TO BE SUBMITTED: Hidalgo County requires **one (1) original submittal and seven (7) copies**.

PART III -SELECTION & SCHEDULES

SELECTION PROCEDURES:

RFQ/P submittal evaluation will be based on the criteria outlined below,

PROPOSAL RANKING: Departmental Committees will evaluate and rank the written RFQ/P. After the RFQ/P have been ranked, the department will make a recommendation to the Hidalgo County Commissioners' Court.

NEGOTIATION PROCESS: If negotiations prove unsuccessful, the next highest ranked physician will be contacted. The County of Hidalgo reserves the right to reject any and all RFQ/P.

TERMINATION OF SERVICES:

Any contract awarded to a qualified physician will be in effect until (a) the contract expires, (b) performance of all services ordered, or (c) terminated by County with ninety (90) day's written notice prior to cancellation.

RFQ/P SUBMITTED TO: An original and seven (7) copies of RFQ/P should be submitted to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

RFQ/P must be submitted by **no later than 9:30 a.m. on Wednesday, December 09, 2009.**

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

EVALUATION:

The evaluation system consists of a 100-point system. The physician(s) will be ranked after evaluation. Categories under the 100-point system include response to RFQ/P. RFQ/P submittal evaluation will be based on the criteria outlined in Exhibit "B".

EXHIBIT B
SELECTION CRITERIA

REQUEST FOR QUALIFICATIONS/PROPOSAL

"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES-HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)"

RFQ NO: 2009-461-12-09-OTM

EVALUATION CRITERIA/RFQ/P Evaluation Criteria

The submitter's RFQ/P will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ/P Evaluation Form."

1. Physician(s) Qualifications/Certifications/and other Credentials (30)
The physician(s) should provide information related to qualifications. The physician(s) must be registered and licensed to practice in the State of Texas. Physician(s) must provide a copy of certificate and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

2. Understanding the Services/Methodology (20)
The physician(s) must state the approach and/or (methodology) in achieving and rendering all services detailed and required for the "Professional Physician Services for Inmates" for Hidalgo County Adult Detention Facility (Jail). If the Physician(s) currently have an active practice, the Physician(s) must state in detail how it can comply and render all the services, and requirements detailed for the contract. Physician(s) should include any local issues or concerns that directly affect the Physician(s) understanding of the project.

3. Experience (20)
The Physician(s) meets the five (5) year practice required.

4. Ability to Commit to all Services Required (30)
The Physician(s) should provide as much background information as to it's experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

HIDALGO COUNTY ADULT DETENTION FACILITY (JAIL)
"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES"
RFQ NO: 2009-461-12-09-OTM

EVALUATION FORM

Selection Criteria	Points	Score
1. Physician(s) Qualifications/Certifications/and other Credentials The Physician(s) should provide information related to qualifications. The Physician(s) must be registered and licensed to practice in the State of Texas. Physician(s) must provide a copy of certificate and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.	30	_____

Comments/Rationale For Points: _____

_____

_____

2. Understanding the Services/Methodology The Physician(s) must state the approach and/or (methodology) in achieving and rendering all services detailed and required for the "Professional Physician Services for Inmates for Hidalgo County Sheriff's Office. If the Physician(s) currently have an active practice, the Physician(s) must state in detail how it can comply and render all the services, and requirements detailed for the contract. Physician(s) should include any local issues or concerns that directly affect the Physician(s) understanding of the project.	20	_____

Comments/Rationale For Points: _____

_____

_____

3. Experience The Physician(s) meets the five (5) year practice required.	20	_____

Comments/Rationale For Points: _____

_____

_____

4. Ability to Commit to all Services Required

The Physician(s) should provide as much background information as to it's experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers. **30** _____

Comments/Rationale For Points: _____

_____

_____

Total Score _____

Provider: _____

Evaluator Name & Department: _____ Date: _____

EXHIBIT "B"
NEGOTIATED MONTHLY AMOUNT

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
(IMMEDIATE REVIEW AND RESPONSE REQUIRED)

To: Gumaro Garza, M.D.

Via Fax: (956) 292-0114
Phone #:956-648-2319
Email: grz4556@aol.com

From: Martha L. Salazar, CPPB
Hidalgo County Purchasing Department
Attn: Olga T. Montero (OTM)

Date: January 27, 2010

Re: Negotiation for –
"Hidalgo County Adult Detention Facility (Jail)-Professional Physician Services for Inmates"
(RFP NO: 2009-461-12-09-otm)

Pursuant to action taken by Hidalgo County Commissioner's Court on Tuesday, January 26, 2010, please be advised that you have been selected (ranked) to enter into negotiations with County Of Hidalgo for the above referenced project.

The Hidalgo County Purchasing Department is asking for you to submit a best and final offer for the proposed scope of work and services for the mentioned project.

We request that you submit a proposed "Best and Final Offer" by no later than 10:00 a.m. on Monday, February 01, 2010.

Best and final offer of the proposed contract rate of $ 3,600.00 .

We ask that you approve by signing below acknowledgment of receipt with commitment to submit by deadline and return via fax to (956) 292-7612.

Signed: Gumaro Garza, MD

Title:

Printed Name: Gumaro Garza

EXHIBIT "C"
INSURANCE REQUIREMENTS

TEXAS MEDICAL LIABILITY INSURANCE UNDERWRITING ASSOCIATION
505 EAST HUNTLAND DR, SUITE 160
AUSTIN, TEXAS
PHONE: 512-452-4370

CERTIFICATE OF INSURANCE

This is to certify that: GUMARO GARZA, M.D.
502 SOUTH CLOSNER BLVD
EDINBURG, TX 78539

is insured by Texas Medical Liability Insurance Underwriting Association for the types of insurance and in accordance with the limits of liability, exclusions, conditions, and other terms of the policy herinafter described. This certificate of insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policy listed below.

Policy Number	Policy Period	Locations to which Certificate Applies
TX113392	From: 04/10/2009 To: 04/10/2010	State of Texas
Policy Form	Retroactive Date	Limits of Liability
[X] Occurrence [ ] Claims Made	(if applicable)	[X] Each Occurrence [X] Aggregate [ ] Each Claim [ ] All Claims
Physicians and Other Non-Institutional Health Care Providers: [X] Primary [ ] Excess		[X] $200,000.00 [X] $600,000.00 [ ] [ ]
Hospitals and Other Institutional Health Care Providers: [ ] Primary [ ] Excess		[ ] [ ] [ ] [ ]

Cancellation: Should the above described policy be cancelled before the expiration date thereof, the Company will endeavor to mail written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its Agents or Representatives.

CERTIFICATE HOLDER

GUMARO GARZA, M.D.
502 SOUTH CLOSNER BLVD
EDINBURG, TX 78539

03/24/2009
Date

By: _____
Authorized Representative

JUA-57 (REV. 7-1-02)

AI-19849 **21.F.1.**

Approval Renew/Extend Documents-Juvenile Probation Provider Contracts
CC REGULAR

Date:	02/16/2010
Submitted By:	Vangie Garcia, PURCHASING DEPT.
Submitted For:	Marty Salazar
Department:	PURCHASING DEPT.
Agenda Category:	Purchasing Department **Sub-category:** Juvenile Probation

Information

CAPTION

Approval of Amendments to the following listed renewed/extended contracts (as approved by CC on 02/02/10) to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor including the renewal/extended option under the same rates, terms and conditions;

a. C-09-034-02-17-Xavier Martinez, PhD
b. C-09-034A-02-17-Roy E. Cain, PhD
c. C-09-035-02-17-Steven J. Zak, PhD;
d. C-09-035A-02-17-Jerry Amaya, MS, LMFT, LSOTP
e. C-09-103-05-19-Ramiro R. Ramirez, PhD
f. C-09-378-10-27-Blanche Kelly, LPC, LSOTP

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-423-32-330-001-0-331
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:
Available funds as of 2/11/10 is $25,043.20.

FISCAL YEAR: 2010 **ACCT. #:** 0-1100-423-60-330-002-0-331
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:
Available funds as of 2/11/10 is $108,747.25.

Attachments

Link: Amendment-Xavier Martinez
Link: Amendment-Roy E. Cain
Link: Amendment-Steven J. Zak
Link: Amendment-Jerry Amaya

Link: Amendment-Ramiro Ramirez

Link: Amendment-Blanche Kelly

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	02/10/2010 03:05 PM	APRV
2	Budget & Management	Erika Zamora	02/10/2010 03:52 PM	APRV
3	Perla Lopez	Perla Lopez	02/11/2010 10:33 AM	APRV
4	Auditor's Office	Linda Fong	02/11/2010 06:37 PM	APRV

Form Started By: Vangie Garcia Started On: 02/09/2010 03:19 PM

Final Approval Date: 02/11/2010

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND XAVIER MARTINEZ, Ph.D.

This AMENDMENT to the contract between Xavier Martinez, Ph.D. ('Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010**, is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on February 17th, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentence of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

   Contractor agrees to provide to Department and its Clients the services required of a Psychologist until replaced by Department in accordance with the terms and provisions Exhibit A attached hereto and incorporated herein for all

purposes and Department agrees to compensate Contractor in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, County hereby renews the Contract, as amended by the Amendment, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Xavier Martinez, Ph.D.

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND ROY E. CAIN, Ph.D.

This AMENDMENT to the contract between Roy E. Cain, Ph.D. ("Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010**, is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on February 17th, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentences of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

> Contractor agrees to provide to Department and its Clients the services required of a Psychologist until replaced by Department in accordance with the terms and provisions Exhibit A attached hereto and incorporated herein for all

purposes and Department agrees to compensate Contractor in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, County hereby renews the Contract, as amended by the Amendment, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Roy E. Cain, Ph.D.

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND STEVEN J. ZAK, Ph.D.

This AMENDMENT to the contract between Steven J. Zak, Ph.D. ('Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010**, is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on February 17, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentence of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

> Contractor agrees to provide to Department and its Clients the services required of a licensed sex offender treatment provider (LSOTP) until replaced by Department in accordance with the terms and provisions of Exhibit A

attached hereto and incorporated herein for all purposes and Department agrees to compensate Contractor in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, County hereby renews the Contract, as amended by the Amendment, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Steven J. Zak, Ph.D.

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND JERRY AMAYA, MS, LMFT, LSOTP

This AMENDMENT to the contract between Jerry Amaya, MS, LMFT, LSOTP ('Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010,** is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on February 17th, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentence of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

> Contractor agrees to provide to Department and its Clients the services required of a licensed sex offender treatment provider (LSOTP) until replaced by Department in accordance with the terms and provisions of Exhibit A

attached hereto and incorporated herein for all purposes and Department agrees to compensate Contractor in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, County hereby renews the Contract, as amended by the Amendment, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Jerry Amaya, MA, LMFT, LSOTP

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND RAMIRO R. RAMIREZ, Ph.D.

This AMENDMENT to the contract between Ramiro R. Ramirez, Ph.D. ('Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010**, is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on May 19th, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentence of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

> Contractor agrees to provide to Department and its Clients the services required of a Psychologist until replaced by Department in accordance with the terms and provisions Exhibit A attached hereto and incorporated herein for all purposes and Department agrees to compensate Contractor

in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, County hereby renews the Contract, as amended by the Amendment, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Ramiro R. Ramirez, Ph.D.

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
COUNTY OF HIDALGO §

AMENDMENT TO AND RENEWAL OF CONTRACT FOR SERVICES BETWEEN HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT AND BLANCHE KELLY, LSOTP

This AMENDMENT to the contract between Blanche Kelly, LSOTP a resident of Hidalgo County, Texas ('Contractor") and Hidalgo County Juvenile Probation Department a department of Hidalgo County, Texas (the "Department") effective the **16th** day of **February, 2010**, is made between the Department and the County (the "Amendment"), as follows:

WHEREAS, Contractor and Department entered into a Contract on October 27, 2009 (the "Contract') in which the Contractor agreed to provide professional medical and/or psychological counseling services for the youth probationers served by the Department (the "Clients") as described in the Contract;

WHEREAS, the Contract did not reference the requirements/scope of services attached to the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties have now determined to amend the Contract to reference the requirements/scope of services in the Contract as Exhibit A; as well as Exhibit B that were part of the Request for Proposals issued by the Department in acquiring services of Contractor;

WHEREAS, the parties desire to renew the Contract as provided in the requirement/scope of services that were part of the Request for Proposals issued by the Department in acquiring the Services of Contractor;

NOW THEREFORE, for and in consideration of the services performed by Contractor and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Contractor and Department hereby agree to the following Amendment to the Contract:

1. The first sentence of numbered paragraph 1 of the Contract is deleted in its entirety and is replaced by the following:

> Contractor agrees to provide to Department and its Clients the services required of a licensed sex offender treatment provider (LSOTP) until replaced by Department in accordance with the terms and provisions of Exhibit A attached hereto and incorporated herein for all purposes and Department agrees to compensate Contractor in accordance with the terms and provisions of Exhibit B attached hereto and incorporated herein for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Company and County ratify and confirm the terms and provisions of the Contract as amended.

3. In accordance with the requirements/scope of services stated in the Request for Proposals issued by the Department in acquiring the services of Contractor, attached to the Contract as amended by this Amendment, County hereby renews the Contract, as amended, with Contractor for an additional one (1) year term under the same rates, terms and conditions.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Rene Ramirez, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

Contractor

_____
Blanche Kelly, LSOTP

APPROVED AS TO FORM:

ATLAS & HALL, LLP

By: _____
Stephen L. Crain