

AI-23834

2.A.

Intradepartmental transfer - Law Library

CC CONSENT

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Angelica Chapa
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Law Library (1247)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1247-412-50-100-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/04/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 10:03 AM	APRV
2	Norma Silva	Norma Silva	11/04/2010 12:29 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 02:50 PM	APRV

Form Started By: Sylvia Solis
Started On: 11/04/2010 09:58 AM

Final Approval Date: 11/05/2010

DATE: November 4, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Law Library

ACCOUNT NUMBER: 0-1247-412-50-100-001-0-XXX

Contact Person: Sylvia V. Solis Ph#: (956) 292-7025 Ext. 5423

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
890	OTHER	250	UNEMPLOYMENT COMPENSATION	133.00
TOTAL				133.00

REASON: **Intradepartmental Transfer to fund current and year-end unemployment compensation expenditures due to an increase in rate as a result of an increase in unemployment claims.**

DEPARTMENT HEAD SIGNATURE

_____/____/_____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23836

2.B.

Intradepartmental transfer - D.A. Bad Checks

CC CONSENT

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Roy Cazares
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - D.A. Bad Checks (1222)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1222-412-00-080-006-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/04/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 12:50 PM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 10:54 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:16 PM	APRV

Form Started By: Sylvia Solis Started On: 11/04/2010 10:18 AM

Final Approval Date: 11/05/2010

DATE: November 4, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for D.A. Bad Checks

ACCOUNT NUMBER: 0-1222-412-00-080-006-0-XXX

Contact Person: Sylvia V. Solis Ph#: (956) 292-7025 Ext. 5423

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
890	OTHER	250	UNEMPLOYMENT COMPENSATION	410.00
TOTAL				410.00

REASON: Intradepartmental Transfer to fund current and year-end unemployment compensation expenditures due to an increase in rate as a result of an increase in unemployment claims.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23835

2.C.

Intradepartmental transfer - DA Investigation HB65

CC CONSENT

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Roy Cazares
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - D.A. Investigation HB65 (1223)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1223-412-00-080-007-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/04/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 12:50 PM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 10:46 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:16 PM	APRV

Form Started By: Sylvia Solis Started On: 11/04/2010 10:13 AM

Final Approval Date: 11/05/2010

DATE: November 4, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for DA INVESTIGATION HB65

ACCOUNT NUMBER: 0-1223-412-00-080-007-0-XXX

Contact Person: Sylvia V. Solis

Ph#: (956) 292-7025 Ext. 5423

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
890	OTHER	250	UNEMPLOYMENT COMPENSATION	405.00
TOTAL				405.00

REASON: Intradepartmental Transfer to fund current and year-end unemployment compensation expenditures due to an increase in rate as a result of an increase in unemployment claims.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23851

2.D.

**Unemployment Compensation- LIT (to cover 2009 unemployment deficit)-
Jail Commissary
CC CONSENT**

Date: 11/09/2010
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Sheriff's Office
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Jail Commissary (2102)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-2102-423-21-280-015-0-113
FUNDS AVAILABLE Y/N?: YES MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available lapsed salaries as of 11/04/10.

Attachments

Link: [intradep transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:14 AM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 10:45 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:18 PM	APRV

Form Started By: Rosie Cantu Started On: 11/04/2010 03:09 PM

Final Approval Date: 11/05/2010

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: November 4, 2010

2010

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

Transfer

DEPARTMENT NAME: Department of Budget & Management for Sheriff's Office



ACCOUNT NUMBER: 0-2102-423-21-280-015-0-XXX Jail Commissary

SUBJECT: Intradepartmental transfer(s)

Contact: Rosie Cantu

Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
113	REGULAR F/T EMPLOYEES	250	UNEMPLOYMENT	\$ 500.00
TOTAL				\$ 500.00

REASON:

Intradept. Transfer to fund expenditures posted to account as a result of the 2009 unemployment deficit. (REF: JE-03050.00).

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /

DATE

ATTEST COUNTY CLERK

AI-23830

2.E.

Line Item Transfer

CC CONSENT

Date: 11/09/2010
Submitted By: Myra Montoya, SHERIFF DEPT.
Submitted For: Myra Montoya
Department: SHERIFF DEPT.
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - Sheriff's Office Adult Detention Facility (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-423-21-280-002-0-
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:
Available account balance as of 11-5-10

Attachments

Link: [lit](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	11/04/2010 12:26 PM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 12:52 PM	APRV
3	JC Carreon	JC Carreon	11/05/2010 09:18 AM	APRV
4	Auditor's Office	Linda Fong	11/05/2010 03:21 PM	APRV
5	Dina Trevino	Sylvia Solis	11/05/2010 03:28 PM	APRV
6	JC Carreon	JC Carreon	11/05/2010 03:41 PM	APRV

Form Started By: Myra Montoya

Started On: 11/04/2010 09:46 AM

Final Approval Date: 11/05/2010

DATE: 11/3/2010
DEPARTMENT HEAD: SHERIFF GUADALUPE "LUPE" TREVINO
DEPARTMENT NAME: SHERIFF'S OFFICE
ACCOUNT NUMBER: 0-1100-423-21-280-002-0-
SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C.:

FROM			TO		
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT	ACCOUNT (OBJECT)	AMOUNT
0-1100-423-21-280-002-0	339-OTHER PROFESSIONAL SERVICES	→	0-1100-423-21-280-002-0	531- JAIL TELEPHONE	\$30,000.00
0-1100-423-21-280-002-0	424- LAWN CARE	→	0-1100-423-21-280-002-0	619- OTHER MISC. SUPPLIES	\$2,500.00
0-1100-423-21-280-002-0	540- ADVERTISING		0-1100-423-21-280-002-0	619- OTHER MISC. SUPPLIES	\$6,250.00
0-1100-423-21-280-002-0	605- CLOTHING & UNIFORMS		0-1100-423-21-280-002-0	619- OTHER MISC. SUPPLIES	\$20,500.00
0-1100-423-21-280-002-0	339-OTHER PROFESSIONAL SERVICES		0-1100-423-21-280-002-0	619- OTHER MISC. SUPPLIES	\$1,500.00
TOTAL					\$60,750.00

REASON: TRANSFER IS BEING REQUESTED TO COVER EXPENDITURES FOR THE REMAINDER OF THE YEAR.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-23831

2.F.

Line item Transfer

CC CONSENT

Date: 11/09/2010
Submitted By: Myra Montoya, SHERIFF DEPT.
Submitted For: Myra Montoya
Department: SHERIFF DEPT.
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - Sheriff's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-421-00-280-001-0
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Anacleto Martinez	Anacleto Martinez	11/04/2010 11:35 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 12:51 PM	APRV
3	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:39 AM	APRV
4	Auditor's Office	Linda Fong	11/05/2010 03:23 PM	APRV

Form Started By: Myra Montoya Started On: 11/04/2010 09:50 AM

Final Approval Date: 11/05/2010

DATE: 11/3/2010
DEPARTMENT HEAD: SHERIFF GUADALUPE "LUPE" TREVINO
DEPARTMENT NAME: SHERIFF'S OFFICE
ACCOUNT NUMBER: 0-1100-421-00-280-001-0-
SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C.:

FROM			TO		
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT	ACCOUNT (OBJECT)	AMOUNT
0-1100-421-00-280-001-0	311- MANAGEMENT CONSULTING SERVICES	→	0-1100-421-00-280-001-0	601- OFFICE SUPPLIES	\$5,885.00
0-1100-421-00-280-001-0	339- OTHER PROFESSIONAL SERVICES	→	0-1100-421-00-280-001-0	331- PHYSICIAN SERVICES	\$20,000.00
0-1100-421-00-280-001-0	532- WIRELESS DEVICES	→	0-1100-421-00-280-001-0	665-MINOR COMPUTER EQUIPMENT	\$19,000.00
0-1100-421-00-280-001-0-	611- POLICE SUPPLIES	→	0-1100-421-00-280-001-0	601- OFFICE SUPPLIES	\$3,111.00
0-1100-421-00-280-001-0	611- POLICE SUPPLIES	→	0-1100-421-00-280-001-0	665- MINOR COMPUTER EQUIPMENT	\$333.00
0-1100-421-00-280-001-0	611-- POLICE SUPPLIES	→	0-1100-421-00-280-001-0	741-VEHICLES	\$1.00
0-1100-421-00-280-001-0-	745-COMPUTER EQUIPMENT	→	0-1100-421-00-280-001-0	601- OFFICE SUPPLIES	\$2,930.00
0-1100-421-00-280-001-0	745- COMPUTER EQUIPMENT	→	0-1100-421-00-280-001-0	665-MINOR COMPUTER EQUIPMENT	\$15,000.00
0-1100-421-00-280-001-0-	747- SOFTWARE	→	0-1100-421-00-280-001-0	320-PROFESSIONAL SERVICES	\$29,300.00
0-1100-421-00-280-001-0-	747-SOFTWARE	→	0-1100-421-00-280-001-0	667-MINOR SOFTWARE	\$915.00
TOTAL					\$96,475.00

REASON: TRANSFER IS BEING REQUESTED TO COVER EXPENDITURES FOR THE REMAINDER OF FISCAL YEAR.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/_____
DATE

ATTEST COUNTY CLERK

AI-23837

2.G.

2010 - Health & Human Services Dept. (1293)

CC CONSENT

Date: 11/09/2010
Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Mike Escaname
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1293)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1293-441-00-340-013-2-442
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 12:51 PM	APRV
2	Norma Silva	Norma Silva	11/04/2010 03:07 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:25 PM	APRV

Form Started By: Mike Escaname Started On: 11/04/2010 10:28 AM
Final Approval Date: 11/05/2010

AI-23751

2.H.

2010 - Health & Human Services Dept. (1100)

CC CONSENT

Date: 11/09/2010
Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Mike Escaname
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-441-00-340-003-0-532
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 11:50 AM	APRV
2	Norma Silva	Norma Silva	11/03/2010 02:01 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:26 PM	APRV

Form Started By: Mike Escaname Started On: 11/02/2010 09:22 AM
Final Approval Date: 11/05/2010

Date: November 9, 2010
 Department Head: Eduardo Olivarez, Chief Administrative Officer
 Department Name: Hidalgo County Health Department
 Account Number: 0-1100-441-00-340-003-0 Clinics
 Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	AMOUNT
0-1100-441-00-340-003-0-532	WIRELESS DEVICES	0-1100-441-00-340-003-0-622	ELECTRICITY	\$ 3,020.00
0-1100-441-00-340-003-0-560	MICROFILM & FILM DEVELOPMENT	0-1100-441-00-340-003-0-336	COMPUTER SERVICES	\$ 1,000.00
0-1100-441-00-340-003-0-855	LATE FEES,PENALTIES & FINANCE CHARGES	0-1100-441-00-340-003-0-336	COMPUTER SERVICES	\$ 70.00
Amount				\$ 4,090.00

Revenue Account
 Amount Requested: \$ 4,090.00

Reason: Funds needed in the object code listed above in order to meet expenditures.

DEPARTMENT HEAD SIGNATURE _____

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AI-23826

2.I.

2010 - Health & Human Services Dept. (1293)

CC CONSENT

Date: 11/09/2010
 Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
 Submitted For: Mike Escaname
 Department: HEALTH & HUMAN SERVICES DEPT.
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1293)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1293-441-00-340-013-0-812
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 funds available as of 11/05/2010

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 10:03 AM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 11:11 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:39 PM	APRV

Form Started By: Mike Escaname
 Started On: 11/04/2010 09:25 AM

Final Approval Date: 11/05/2010

AMOUNT
\$2,558.00
\$ 2,558.00

ugh

CLERK

AI-23806

2.J.

2010 - Health & Human Services Dept. (1100)

CC CONSENT

Date: 11/09/2010
 Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
 Submitted For: Mike Escaname
 Department: HEALTH & HUMAN SERVICES DEPT.
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-441-00-340-003-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:37 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 10:08 AM	APRV
3	Auditor's Office	Angela Garcia	11/05/2010 10:21 AM	APRV
4	Veronica Ortiz	Veronica Ortiz	11/05/2010 12:25 PM	APRV

Form Started By: Mike Escaname Started On: 11/03/2010 03:43 PM

Final Approval Date: 11/05/2010

Date: November 9, 2010
 Department Head: Eduardo Olivarez, Chief Administrative Officer
 Department Name: Hidalgo County Health Department
 Account Number: 0-1100-441-00-340-003-0 Clinics
 Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		AMOUNT
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	
0-1100-441-00-340-003-0-672	EQ&VEH R&M SUPPLIES	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 1,000.00
0-1100-441-00-340-003-0-640	REFERENCE MATERIALS	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 39.71
0-1100-441-00-340-003-0-619	OTHER MISC SUPPLIES	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 109.06
0-1100-441-00-340-003-0-607	HSEHLD & JANL. SUPPL	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 63.19
0-1100-441-00-340-003-0-583	TRAVEL OUT OF COUNTY	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 1,500.00
0-1100-441-00-340-003-0-601	OFFICE & COMP. SUPPL	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 1,039.87
0-1100-441-00-340-003-0-581	TRAVEL IN COUNTY	0-1100-441-00-340-003-0-604	MEDICAL & LAB SUPPL	\$ 1,450.00
			Amount	\$ 5,201.83

Revenue Account
 Amount Requested: \$ 5,201.83

Reason: Funds needed in the object code listed above in order to meet expenditures.
(Medical Supplies)

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT

DATE

ATTEST COUNTY CLERK

AI-23803

2.K.

2010 - Health & Human Services Dept. (1100)

CC CONSENT

Date: 11/09/2010
Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Mike Escaname
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-441-00-340-001-0-601
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:36 AM	APRV
2	Norma Silva	Norma Silva	11/04/2010 09:32 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:40 PM	APRV

Form Started By: Mike Escaname Started On: 11/03/2010 03:24 PM
Final Approval Date: 11/05/2010

Date: November 2, 2010
 Department Head: Eduardo Olivarez, Chief Administrative Officer
 Department Name: Hidalgo County Health Department
 Account Number: 0-1100-441-00-340-001-0 Administration
 Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		AMOUNT
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	
0-1100-441-00-340-001-0-603	EDUCATION/INSTRUCTION SUPPL	0-1100-441-00-340-001-0-604	MEDICAL & LAB SUPPL	\$ 1,022.66
0-1100-441-00-340-001-0-601	OFFICE & COMPUTER SUPPLIES	0-1100-441-00-340-001-0-604	MEDICAL & LAB SUPPL	\$ 1,628.00
Amount				\$ 2,650.66

Revenue Account
 Amount Requested: \$ 2,650.66

Reason: Funds needed to cover anticipated medical supplies expenditures.

DEPARTMENT HEAD SIGNATURE _____

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AI-23752

2.L.

2010 Hidalgo County Health & Human Services (1100)

CC CONSENT

Date: 11/09/2010
Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Mike Escaname
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-441-00-340-001-0-532
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 11:50 AM	APRV
2	Norma Silva	Norma Silva	11/03/2010 02:20 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:35 PM	APRV

Form Started By: Mike Escaname Started On: 11/02/2010 09:41 AM
Final Approval Date: 11/05/2010

Date: November 2, 2010
 Department Head: Eduardo Olivarez, Chief Administrative Officer
 Department Name: Hidalgo County Health Department
 Account Number: 0-1100-441-00-340-001-0 Administration
 Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	AMOUNT
0-1100-441-00-340-001-0-532	HEALTH ADM-WIRELESS DEVICES	0-1100-441-00-340-003-0-622	HEALTH CLINICS-ELECTRICITY	\$ 5,365.15
Amount				\$ 5,365.15

Revenue Account
 Amount Requested: \$ 5,365.15

Reason: Transferring funds from Dept. 340, program 001 to Dept. 340, program 003.
Need funds to cover electricity expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AI-23800

2.M.

Human Services Division

CC CONSENT

Date: 11/09/2010
Submitted By: Dairen Sarmiento, HEALTH & HUMAN SERVICES DEPT.
Submitted For: Dairen Sarmiento
Department: HEALTH & HUMAN SERVICES DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Human Services (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-444-00-240-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/04/10.

Attachments

Link: [budget line item trf](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:36 AM	APRV
2	Norma Silva	Norma Silva	11/04/2010 09:03 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:42 PM	APRV

Form Started By: Dairen Sarmiento
Started On: 11/03/2010 03:14 PM
Final Approval Date: 11/05/2010

DATE: 11-9-10
DEPARTMENT HEAD: Dairen Sarmiento
DEPARTMENT NAME: HUMAN SERVICES
ACCOUNT NUMBER: 0-1100-444-00-240-001-0-
SUBJECT: BUDGET LINE-ITEM TRANSFER(S)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code: Chapter 111, Subchapter C.:

ACCOUNT NUMBER: 0-1100-444-00-240-001-0-

FROM:		TO:			
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	AMOUNT	
442	equip & vehicle rental	601	office supplies	\$	18.90
583	travel out of county	601	office supplies	\$	383.12
584	registration fees	550	printing & binding	\$	150.00
607	household and janitorial	550	printing & binding	\$	22.95
631	bottled water	601	office supplies	\$	186.75
640	reference materials	550	printing & binding	\$	210.03
780	capital lease	601	office supplies	\$	12.84
855	late fees	550	printing & binding	\$	300.00

reason: to pay for pending supplies and necessities

TOTAL \$ 1,284.59

Dairen Sarmiento
Department Head Signature

11/2/2010
Date

Approved Commissioners' Court

Date

Attest County Clerk

AI-23822

2.N.

**transfer of funds - Tx Agrilife Ext
CC CONSENT**

Date: 11/09/2010
Submitted By: Monica Badillo, EXECUTIVE OFFICE
Department: EXECUTIVE OFFICE
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Texas AgriLife Extension (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-461-00-380-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/04/10.

Attachments

Link: [transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 09:24 AM	APRV
2	Norma Silva	Norma Silva	11/04/2010 10:42 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:43 PM	APRV

Form Started By: Monica Badillo

Started On: 11/04/2010 09:16 AM

Final Approval Date: 11/05/2010

AI-23823

2.0.

**Transfer
CC CONSENT**

Date: 11/09/2010
Submitted By: Alma Ybarra, FACILITIES MANAGEMENT
Submitted For: Alma Ybarra
Department: FACILITIES MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Facilities Management (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-419-40-220-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-4-10

Attachments

Link: [transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 09:24 AM	APRV
2	JC Carreon	JC Carreon	11/04/2010 11:01 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:45 PM	APRV

Form Started By: Alma Ybarra
Started On: 11/04/2010 09:17 AM

Final Approval Date: 11/05/2010

BUDGET INTRA-DEPARTMENTAL TRANSFER REQUEST

DATE: November 4, 2010

DEPARTMENT HEAD: DANIEL FLORES

DEPARTMENT NAME: FACILITIES MANAGEMENT DPT.

ACCOUNT NUMBER: 0-1100-419-40-220-001-0

CONTACT PERSON: DANIEL FLORES **PHONE:** 956-289-7850

SUBJECT: Budget Intradepartmental Transfer

Honorable Commissioner's Court of Hidalgo County:

I submit to you for your consideration following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM	OBJECT NAME	TO	OBJECT NAME	
OBJECT CODE		OBJECT CODE		
346	FREIGHT/HAULING	425	PEST CONTROL	500.00
413	SURVEILLANCE	425	PEST CONTROL	1,000.00
452	RENOVATION	425	PEST CONTROL	1,500.00
350	OTHER SERVICES	425	PEST CONTROL	1,000.00
			TOTAL	\$4,000.00

REASON: OBJECT LOW IN FUNDS

a O balance)

DEPARTMENT HEAD SIGNATURE

CC DATE

APPROVED COMMISSIONERS COURT

ATTEST COUNTY CLERK

AI-23820

2.P.

**PRINTER TRANSFER
CC CONSENT**

Date: 11/09/2010
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Budget & Management (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-14-115-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 09:05 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:46 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:45 PM	APRV

Form Started By: Angela Garcia Started On: 11/04/2010 08:48 AM

Final Approval Date: 11/05/2010

BUDGET INTRADEPARTMENTAL TRANSFER REQUEST

DATE: 11/04/10

DEPARTME

DEPARTMENT NAME: DBM - BUDGET MANAGEMENT

ACCOUNT NUMBER: 0-1100-415-14-115-001-0-XXX

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM:		TO:		
OBJECT	OBJECT	OBJECT	OBJECT	
CODE	NAME	CODE	NAME	AMOUNT
339	OTHER PROF. SERVICES	665	MINOR COMPUTER EQUIP.	\$500.00
339	OTHER PROF. SERVICES	540	ADVERTISING	500.00
			<u>TOTAL</u>	<u>1,000.00</u>

REASON: PURCHASE NEW PRINTER, TO REPLACE A BROKEN ONE.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS COURT

DATE

ATTEST COUNTY CLERK

AI-23817

2.Q.

**LINE ITEM TRANSFER
CC CONSENT**

Date: 11/09/2010
Submitted By: Maria Medina, AUDITOR'S OFFICE
Submitted For: Ray Eufracio
Department: AUDITOR'S OFFICE
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - County Auditor's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-21-170-001-0-
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available balance as of 11-4-2010.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 08:43 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 12:27 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:46 PM	APRV

Form Started By: Maria Medina
Started On: 11/04/2010 08:17 AM

Final Approval Date: 11/05/2010

DATE: November 4, 2010

DEPARTMENT HEAD: Ray Eufrazio, CPA

DEPARTMENT NAME: Auditor's Office

ACCOUNT NUMBER: 0-1100-415-21-170-001-0-


SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C.:

FROM			TO		
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-415-21-170-001-0-665	Minor Computer Equipment	→	0-1100-415-21-170-001-0-745	Computer equipment	\$2,196.00
0-1100-415-21-170-001-0-601	Office & Computer Supplies	→	0-1100-415-21-170-001-0-745	Computer equipment	388.00
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
- - - - -		→	- - - - -		
TOTAL					\$2,584.00

REASON: To reclassify check 01-330512 / PO#645956.


DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-23814

2.R.

Budget Line Item Transfer

CC CONSENT

Date: 11/09/2010
 Submitted By: Edna Kirby, IT DEPARTMENT
 Submitted For: Renan Ramirez
 Department: IT DEPARTMENT
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - I.T. Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-200-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

336-->601 - \$ 693.70; Funding available as of 11/04/10.
 412-->601 - \$ 300.00; Funding available as of 11/04/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:45 AM	APRV
2	Norma Silva	Norma Silva	11/04/2010 09:55 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:47 PM	APRV

Form Started By: Edna Kirby

Started On: 11/04/2010 07:41 AM

Final Approval Date: 11/05/2010

AI-23780

2.S.

Budget Line Item Transfer

CC CONSENT

Date: 11/09/2010
 Submitted By: Edna Kirby, IT DEPARTMENT
 Submitted For: Renan Ramirez
 Department: IT DEPARTMENT
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - I.T. Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-200-002-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:10 PM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 10:20 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Edna Kirby Started On: 11/03/2010 01:13 PM

Final Approval Date: 11/05/2010

DATE: November 9, 2010

DEPARTMENT HEAD: Renan Ramirez

DEPARTMENT NAME: Information Technology Dept.

ACCOUNT NUMBER: 0-1100-415-00-200-002-0

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
431	IT COUNTY WIDE-BLDG&OTHR STRUC R&M SRV	743	IT COUNTYWIDE-OFFICE FURN & EQUIP	11,057.55
432	IT COUNTY WIDE-EQUIP&VEH R&M SRV	743	IT COUNTY WIDE-OFFICE FURN & EQUIP	\$1,370.95
432	IT COUNTY WIDE- EQUIP&VEH R&M SRV	601	IT COUNTY WIDE -OFFICE COMP SUPPL	\$13,109.98
442	IT COUNTY WIDE-EQUIP & VEHICLE RENTALS	601	IT COUNTYWIDE-OFFICE & COMPU SUPPL	2,025.68
619	IT COUNTY WIDE - OTHER MISC SUPPLIES	601	IT COUNTY WIDE-OFFICE COMP SUPPL	28.09
664	IT COUNTY WIDE- OTHER MINOR EQUIP	601	IT COUNTY WIDE -OFFICE COMP SUPPL	10,771.40
665	IT COUNTY WIDE-MINOR COMPUTER EQUIP	601	IT COUNTY WIDE- OFFICE COMP SUPPL	31,239.57
671	IT COUNTY WIDE- BLDG&OTHR STRUC R&M SUPPL	601	IT COUNTY WIDE -OFFICE COMP SUPPL	743.82
747	IT COUNTYWIDE-SOFTWARE	619	IT COUNTY WIDE -OTHER MISC SUPPLIES	2,045.79
748	IT COUNTYWIDE-OTHER EQUIP	619	IT COUNTY WIDE -OTHER MISC SUPPLIES	200.00
810	IT COUNTY WIDE-DUES & MEMBERSHIPS	619	IT COUNTY WIDE -OTHER MISC SUPPLIES	1,200.00
671	IT COUNTY WIDE BLDG&OTHR STRUC R&M	745	IT COUNTYWIDE COMPUTER EQUIP	1,679.49
TOTAL				\$75,472.32

REASON: **Transfer monies to the correct object code to cover expenses**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-23789

2.T.

23789 11-03-10 lit \$4,686.38

CC CONSENT

Date: 11/09/2010
 Submitted By: Mary Garcia, TAX OFFICE
 Submitted For: Armando Barrera Jr.
 Department: TAX OFFICE
 Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - Tax Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-15-140-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-4-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:14 PM	APRV
2	JC Carreon	JC Carreon	11/04/2010 11:05 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Mary Garcia
 Started On: 11/03/2010 02:14 PM

Final Approval Date: 11/05/2010

DATE: November 3, 2010

DEPARTMENT HEAD: Armando Barrera Jr.

DEPARTMENT NAME: Hidalgo County Tax Office

ACCOUNT NUMBER: 0-1100-415-15-140-001-0xxx

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
336	Compter Services	745	Computer Equipment	2,318.02
665	Minor Comp Equipment	745	Computer Equipment	601.28
743	Office Furniture & Equipment	745	Computer Equipment	1,767.08
664	Other Minor Equipment	745	Computer Equipment	5.09
TOTAL				4,691.47

REASON: **To purchase necessary items to operate County office.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-23755

2.U.

Intra-Dept. Line Item Transfer 11/09/10

CC CONSENT

Date: 11/09/2010
Submitted By: Stephanie Palacios, DISTRICT CLERK
Submitted For: Laura Hinojosa
Department: DISTRICT CLERK
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - District Clerk (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-090-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-3-10

Attachments

Link: [LIT 11.09.10](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management		11/05/2010 03:48 PM	PEND
2	JC Carreon	JC Carreon	11/03/2010 10:55 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Stephanie Palacios
Started On: 11/02/2010 10:32 AM
Final Approval Date: 11/05/2010

AI-23811

2.V.

Intra-Dept. Transfer 11/09/10

CC CONSENT

Date: 11/09/2010
Submitted By: Stephanie Palacios, DISTRICT CLERK
Submitted For: Laura Hinojosa
Department: DISTRICT CLERK
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - District Clerk (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-090-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT 11.09.10](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:37 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:44 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Stephanie Palacios
Started On: 11/03/2010 03:53 PM
Final Approval Date: 11/05/2010

AI-23855

2.W.

2010 - Hidalgo County Clerks Records Archive (1100)

CC CONSENT

Date: 11/09/2010
 Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
 Submitted For: Rene Perez
 Department: BUDGET & MANAGEMENT
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - County Clerk Record Archive (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-40-180-002-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 Funds available as of 11/05/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:14 AM	APRV
2	Norma Silva	Norma Silva	11/05/2010 08:37 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis
 Started On: 11/05/2010 07:17 AM

Final Approval Date: 11/05/2010



ARTURO GUAJARDO, JR.

HIDALGO COUNTY CLERK

DATE: 11/4/2010

DEPARTMENT HEAD: Arturo Guajardo, Jr

DEPARTMENT NAME: Hidalgo County Clerk's Office

ACCOUNT NUMBER: 0-1100-415-40-180-002-0

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM:		TO:		
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	AMOUNT
601	CO CLERK RECORD ARCHIVE-OFFIC	664	RECORD ARCHIVE OTHER MIN.EQUIP	\$1,165.00
550	CO CLERK RECORD ARCHIVE-PRINT	664	RECORD ARCHIVE OTHER MIN.EQUIP	\$185.00
550	CO CLERK RECORD ARCHIVE-PRINT	619	CO CLERK RECORD ARCHIVE-OTHER	\$265.00
		TOTAL		\$1,615.00

REASON: Need funds for upcoming expenses.


DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS COURT

DATE

ATTEST COUNTY CLERK

AI-23848

2.X.

2010 - Hidalgo County Clerks (1100)

CC CONSENT

Date: 11/09/2010
 Submitted By: Rene Perez, COUNTY CLERK
 Submitted For: Annette Muniz
 Department: COUNTY CLERK
 Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - County Clerks (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-40-180-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-5-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:11 AM	APRV
2	JC Carreon	JC Carreon	11/05/2010 09:20 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Rene Perez Started On: 11/04/2010 02:40 PM

Final Approval Date: 11/05/2010



ARTURO GUAJARDO, JR.

HIDALGO COUNTY CLERK

DATE: 11/4/2010

DEPARTMENT HEAD: Arturo Guajardo, Jr

DEPARTMENT NAME: Hidalgo County Clerk's Office

ACCOUNT NUMBER: 0-1100-415-40-180-001-0

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM: OBJECT CODE	OBJECT NAME	TO: OBJECT CODE	OBJECT NAME	AMOUNT
640	CO CLERK-REFERENCE MATERIALS	601	CO CLERK-OFFICE & COMPUTER SUP	\$1,168.00
607	CO CLERK-HSEHLD & JANITORIAL	601	CO CLERK-OFFICE & COMPUTER SUP	\$250.00
432	CO CLERK-EQUIP&VEH R&M SRV	550	CO CLERK-PRINTING & BINDING	\$1,500.00
339	CO CLERK-OTHER PROF SRV	601	CO CLERK-OFFICE & COMPUTER SUP	\$1,800.00
342	CO CLERK-INFO & CREDIT SERVICE	601	CO CLERK-OFFICE & COMPUTER SUP	\$700.00
442	CO CLERK-EQUIP & VEHICLE RENTAL	601	CO CLERK-OFFICE & COMPUTER SUP	\$1,000.00
TOTAL				\$6,418.00

REASON: Need funds in account for upcoming expense.

DEPARTMENT HEAD SIGNATURE _____

APPROVED COMMISSIONERS COURT _____

DATE _____

ATTEST COUNTY CLERK _____

AI-23785

2.Y.

Internadepartmental Line Item Transfer

CC CONSENT

Date: 11/09/2010
Submitted By: Irma Castillo, PLANNING DEPT.
Department: PLANNING DEPT.
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Planning Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-419-10-210-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-5-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:14 PM	APRV
2	JC Carreon	JC Carreon	11/05/2010 09:27 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Irma Castillo

Started On: 11/03/2010 01:43 PM

Final Approval Date: 11/05/2010



Raul E. Sesin, P.E.,
 C.F.M.
 PLANNING
 ADMINISTRATOR

HIDALGO COUNTY
PLANNING DEPT.

DATE: November 3, 2010

DEPARTMENT HEAD: Raul E. Sesin, P.E.

DEPARTMENT NAME: Planning Department

ACCOUNT NUMBER: 0-1100-419-10-210-001-0.

SUBJECT: BUDGET LINE ITEM TRANSFER(S)

Submit to you for your consideration the following line-item transfer(s) in accordance with Local Government Code, Chapter III, Subchapter C.

FROM ACCOUNT NUMBER	ACCOUNT NAME		TO ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
0-1100-419-10-210-001-0-432	Rpr & Maint Service-Equip & Veh	→	0-1100-419-10-210-001-0-601	Office & Computer supplies	\$523.00
0-1100-419-10-210-001-0-607	Equip & Veh R & M Supplies	→	0-1100-419-10-210-001-0-601	Office & Computer supplies	\$21.60
0-1100-419-10-210-001-0-607	Household & Janit. Supp.	→	0-1100-419-10-210-001-0-679	Equip & Veh R & M Supplies	\$32.40
					\$577.00

Reason: Need monies in office supplies to get us thru Dec. 31, 2010. Also need to purchase hot pink flourscent spray paint to mark when measuring at the sites.

 Department Head Signature

 Approved Commissioners' Court

____/____/____
 Date

 Attest County Clerk

LIT110910B

AI-23731

2.Z.

Elections Dept- LIT

CC CONSENT

Date: 11/09/2010
 Submitted By: Veronica Lopez, ELECTIONS DEPT.
 Submitted For: Yvonne Ramon
 Department: ELECTIONS DEPT.
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Elections Department (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-414-00-130-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 535 --> 664 \$289.00
 Available balance as of 11/5/10

Attachments

Link: [Elections Dept- LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Yvonne Ramon	Angela Garcia	11/05/2010 01:12 PM	APRV
2	Budget & Management	Angela Garcia	11/05/2010 01:21 PM	APRV
3	JC Carreon	JC Carreon	11/05/2010 02:32 PM	APRV
4	Auditor's Office	Linda Fong	11/05/2010 03:30 PM	APRV
Form Started By: Veronica Lopez			Started On: 10/29/2010 11:03 AM	
Final Approval Date: 11/05/2010				

DATE: November 4, 2010

DEPARTMENT HEAD: Yvonne Ramon

DEPARTMENT NAME: Elections Department

ACCOUNT NUMBER: 0-1100-414-00-130-001-0-XXX

Contact Person: Veronica L. Nixon

Ph#: (956) 318-2570 Ext. 5715

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

2010

Transfer

AI- 23731



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 <small>OBJECT CODE</small>	OBJECT DESCRIPTION	TO <small>OBJECT CODE</small>	OBJECT DESCRIPTION	AMOUNT
535	Elections Dept- Postage	664	Elections Dept- Other Minor Eq	\$289.00
TOTAL				289.00

REASON:
Transfer needed for audio system.

Approved by

_____/_____/_____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23860

2.AA.

**Transfer
CC CONSENT**

Date: 11/09/2010
Submitted By: Nereida Garza, HUMAN RESOURCES/CIVIL SERVICE
Department: HUMAN RESOURCES/CIVIL SERVICE
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Human Resources (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-50-190-002-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	11/05/2010 10:28 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 02:05 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Nereida Garza
Started On: 11/05/2010 10:03 AM
Final Approval Date: 11/05/2010

DATE: 11-08-10
 DEPARTMENT HEAD: Esther A. Cortez
 DEPARTMENT NAME: **HUMAN RESOURCES**
 ACCOUNT NUMBER: 0-1100-415-50-190-002-0

SUBJECT: BUDGET LINE-ITEM TRANSFER(S)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code: Chapter 111, Subchapter C.:

ACCOUNT NUMBER: 0-1100-415-50-190-002-0

FROM:		TO:			
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	AMOUNT	
540	Advertising	601	SUPPLIES	\$	1,475.00
604	Medical Supplies	601	SUPPLIES	\$	300.00
605	Uniforms	601	SUPPLIES	\$	110.00
619	Misc. Supplies	601	SUPPLIES	\$	180.00
631	Bottled Water	601	SUPPLIES	\$	100.00
664	Other Minor Equip	601	SUPPLIES	\$	174.00
672	Equ. & Veh R & M Supplies	601	SUPPLIES	\$	100.00
780	Capital Lease	601	SUPPLIES	\$	43.00
855	Late Penalties	601	SUPPLIES	\$	96.00
REASON: purchase of needed supplies				TOTAL	\$ 2,578.00

 Department Head Signature

 Date

 Approved Commissioners' Court

 Date

 Attest County Clerk

AI-23810
transfer
CC CONSENT

2.BB.

Date: 11/09/2010
Submitted By: Nereida Garza, HUMAN RESOURCES/CIVIL SERVICE
Department: HUMAN RESOURCES/CIVIL SERVICE
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION
2010 - Human Resources (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-50-190-002-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-5-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 08:36 AM	APRV
2	JC Carreon	JC Carreon	11/05/2010 09:16 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Nereida Garza

Started On: 11/03/2010 03:50 PM

Final Approval Date: 11/05/2010

DATE: 11-03-10
 DEPARTMENT HEAD: Esther A. Cortez
 DEPARTMENT NAME: **HUMAN RESOURCES**
 ACCOUNT NUMBER: 0-1100-415-50-190-002

SUBJECT: BUDGET LINE-ITEM TRANSFER(S)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code: Chapter 111, Subchapter C.:

ACCOUNT NUMBER: 0-1100-415-50-190-002

FROM:		TO:			
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	AMOUNT	
412	cable stellite tv	601	SUPPLIES	\$	150.00
413	elc. Surveillance & Security	601	SUPPLIES	\$	585.00
431	Bldg. & Other Struct. R & M Srv.	601	SUPPLIES	\$	50.00
432	Equip. & Vech. R & M Srv.	601	SUPPLIES	\$	87.00
442	rental of equipment and vehicles	601	SUPPLIES	\$	1,364.00
529	surety and notary bonds	601	SUPPLIES	\$	299.00
535	postage	601	SUPPLIES	\$	143.00
REASON: purchase of needed supplies				TOTAL	\$ 2,678.00

 Department Head Signature Date

 Approved Commissioners' Court Date

 Attest County Clerk

AI-23809
transfer
CC CONSENT

2.CC.

Date: 11/09/2010
Submitted By: Nereida Garza, HUMAN RESOURCES/CIVIL SERVICE
Department: HUMAN RESOURCES/CIVIL SERVICE
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION
2010 - Civil Service (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-50-190-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 10/05/2010

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 08:36 AM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 08:27 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Nereida Garza

Started On: 11/03/2010 03:47 PM

Final Approval Date: 11/05/2010

DATE: November 3, 2010

DEPARTMENT HEAD: Esther A. Cortez

DEPARATMENT NAME: Civil Service

ACCOUNT NUMBER: 0-1100-415-50-190-001-0-XXX

SUBJECT: BUDGET LINE-ITEM TRANSFER(S)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code: Chapter 111, Subchapter C.:

FROM:		TO:	
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME
432	Equipment & Veh R & M Services	601	Office Supplies
535	Postage & Express Mail Charges	601	Office Supplies
581	In County Travel	601	Office Supplies

TOTAL

REASON: Transfer is needed to purchase office supplies.

Department Head Signature

Date

Approved Commissioners' Court

Date

Attest County

AMOUNT

\$ 800.00
\$ 300.00
\$ 43.00

\$ 1,143.00

Clerk

AI-23775

2.DD.

WIC

CC CONSENT

Date: 11/09/2010

Submitted By: Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

2010 - WIC (1292)

BACKGROUND

Line item Transfer for FY2010

Fiscal Impact

FISCAL YEAR: 2010

ACCT. #: 0-1292-441-00-350-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 11/04/2010

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:09 PM	APRV
2	Ana Galvan	Anna Galvan	11/04/2010 02:14 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:38 PM	APRV

Form Started By: Margarita Gonzalez
Started On: 11/03/2010 12:09 PM
Final Approval Date: 11/05/2010

DATE: November 3, 2010

WIC DIRECTOR: NORMA LONGORIA

DEPARTMENT NAME: HIDALGO COUNTY WIC PROGRAM

ACCOUNT NUMBER: 0.1292.441.00.350.001.0.-WIC

SUBJECT: BUDGET LINE ITEM TRANSFER

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfer(s) in accordance with the Local Government Code Chapter 111, Subchapter C.

FROM		TO		
ACCOUNT NUMBER	Account Name	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
0-1292-441-00-350-001-0-	622 Electricity	0-1292-441-00-350-001-0-	626 Fuel	5,000.00
0-1292-441-00-350-001-0-	622 Electricity	0-1292-441-00-350-001-0-	312 Indirect Costs	1,000.00
0-1292-441-00-350-001-0-	622 Electricity	0-1292-441-00-350-001-0-	581 In County Travel	1,000.00

Total \$ 7,000.00

REASON: To close out FY 2010 Budget.

Department Head Signature

Date

Approved Commissioners' Court

Attest County Clerk

AI-23805

2.EE.

Intradepartmental transfer - County Court At Law #5

CC CONSENT

Date: 11/09/2010
 Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
 Submitted For: Joanna Guerra
 Department: BUDGET & MANAGEMENT
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - County Court At Law #5 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-025-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 Funds available as of 11/04/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 07:36 AM	APRV
2	JC Carreon	JC Carreon	11/04/2010 11:06 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis
 Started On: 11/03/2010 03:34 PM

Final Approval Date: 11/05/2010

DATE: November 3, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for County Court At Law #5

ACCOUNT NUMBER: 0-1100-412-00-025-001-0-XXX

Contact Person: Sylvia V. Solis Ph#: (956) 292-7025 Ext. 5423

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
523	PUBLIC OFFICIALS INSURANCE	529	SURETY AND NOTARY BONDS	100.00
581	IN-COUNTY EMPLOYEE TRAVEL	529	SURETY AND NOTARY BONDS	100.00
810	DUES & MEMBERSHIPS	529	SURETY AND NOTARY BONDS	100.00
TOTAL				300.00

REASON: **Intradepartmental Transfer to fund the Judge's surety bond expenditure.**

DEPARTMENT HEAD SIGNATURE

_____/_____/_____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23797

2.FF.

**Intradepartmental transfer - County Court At Law #6
CC CONSENT**

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Frank Fuentes
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - County Court At Law #6 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-026-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/03/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:17 PM	APRV
2	Ana Galvan	Anna Galvan	11/04/2010 02:52 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis
Started On: 11/03/2010 03:03 PM

Final Approval Date: 11/05/2010

DATE: November 3, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for County Court At Law #6

ACCOUNT NUMBER: 0-1100-412-00-026-001-0-XXX

Contact Person: Sylvia V. Solis

Ph#: (956) 292-7025 Ext. 5423

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
855	LATE FEES, PENALTIES, & FINANCE CHARGES	661	MINOR OFFICE FURNITURE & EQUIPMENT	500.00
TOTAL				500.00

REASON: **Intradepartmental Transfer to fund the purchase of the Judge's chair for the court room.**

DEPARTMENT HEAD SIGNATURE

____/____/____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23741

2.GG.

**Intradepartmental transfer - County Court At Law #6
CC CONSENT**

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Frank Fuentes
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - County Court At Law #6 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-026-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/01/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 07:41 AM	APRV
2	Ana Galvan	Anna Galvan	11/03/2010 02:24 PM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:31 PM	APRV

Form Started By: Sylvia Solis
Started On: 11/01/2010 09:43 AM

Final Approval Date: 11/05/2010

DATE: November 1, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for County Court At Law #6

ACCOUNT NUMBER: 0-1100-412-00-026-001-0-XXX

Contact Person: Sylvia V. Solis **Ph#:** (956) 292-7025 Ext. 5423

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
583	TRAVEL OUT OF COUNTY	529	SURETY AND NOTARY BONDS	100.00
TOTAL				100.00

REASON:
Intradepartmental Transfer to fund bond & oath for Bailiff.

DEPARTMENT HEAD SIGNATURE

___/___/___
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23864

2.HH.

Commissioners Court-November 16, 2011

CC CONSENT

Date: 11/09/2010
Submitted By: Dora Lopez, 92ND DISTRICT COURT
Department: 92ND DISTRICT COURT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - 92nd District Court (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-001-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 12:00 PM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 01:36 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Dora Lopez Started On: 11/05/2010 10:28 AM

Final Approval Date: 11/05/2010

DATE: November 8, 2010

DEPARTMENT

HEAD: Ricardo P. Rodriguez, Jr.

DEPARTMENT

NAME: 92nd Judicial District Court

ACCOUNT

NUMBER: 0-1100-412-00-001-001-0

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
831	Court Costs & Investigation	342	Info & Credit Services	200.00
831	Court Costs & Investigation	664	Other Minor Equipment	600.00
TOTAL				800.00

REASON: Lexis Nexis For Judge
and for Radio for Bailiff

 DEPARTMENT HEAD SIGNATURE

 APPROVED COMMISSIONERS' COURT

_____/_____
 DATE

 ATTEST COUNTY CLERK

AI-23749

2.II.

Line Item Transfer

CC CONSENT

Date: 11/09/2010
 Submitted By: Esther Contreras, 370TH DISTRICT COURT
 Submitted For: Noe Gonzalez, Judge Presiding
 Department: 370TH DISTRICT COURT
 Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - 370th District Court (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-007-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 Funds available as of 11/04/2010

FISCAL YEAR: ACCT. #:
 FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 11:49 AM	APRV
2	Ana Galvan	Anna Galvan	11/04/2010 09:40 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:34 PM	APRV

Form Started By: Esther Contreras
 Started On: 11/02/2010 07:31 AM

Final Approval Date: 11/05/2010

DATE: November 8, 2010

DEPARTMENT HEAD: Noé Gonzalez

DEPARTMENT NAME: 370th District Court

ACCOUNT NUMBER: 0-1100-412-00-007-001-0-XXX

SUBJECT: Budget Line Item Transfer(s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line item transfers in accordance with Local Government; Code, Chapter 111, Subchapter C.;

FROM:	TO:
-------	-----

<u>OBJECT CODE</u>	<u>OBJECT NAME</u>	<u>OBJECT CODE</u>	<u>OBJECT NAME</u>	<u>AMOUNT</u>
890	OTHER	619	OTHER MISC. SUPPLIES	\$500.00
890	OTHER	664	OTHER MINOR EQUIPMENT	\$700.00
890	OTHER	745	COMPUTER EQUIPMENT	\$1,500.00
890	OTHER	743	OFFICE FURN. & EQUIPMENT	\$2,500.00

Total: \$5,200.00

REASON: Current and future expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNT CLERK

AI-23463

2.JJ.

Line Item Transfer

CC CONSENT

Date: 11/09/2010
 Submitted By: Yolanda Orozco, FIRE MARSHAL'S DEPT.
 Submitted For: Juan Martinez
 Department: FIRE MARSHAL'S DEPT.
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Fire Marshal (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-422-10-300-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-05-10

Attachments

Link: [LIT.101910](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 11:49 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:37 AM	APRV
3	Auditor's Office	Linda Fong	11/05/2010 03:28 PM	APRV

Form Started By: Yolanda Orozco Started On: 10/13/2010 01:06 PM
 Final Approval Date: 11/05/2010

AI-23857

2.KK.

**OFFICE SUPPLIES TRANSFER
CC CONSENT**

Date: 11/09/2010
Submitted By: Angela Garcia, BUDGET & MANAGEMENT
Submitted For: Rachel Bueno
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - J.P. 2/2 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-064-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
584-->601 - \$ 600.00; Funding available as of 11/05/10.

Attachments

Link: [lit](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	11/05/2010 10:28 AM	APRV
2	Norma Silva	Norma Silva	11/05/2010 12:34 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Angela Garcia
Started On: 11/05/2010 08:58 AM

Final Approval Date: 11/05/2010

BUDGET INTRADEPARTMENTAL TRANSFER REQUEST

DATE: 11/05/10

DEPARTME

DEPARTMENT NAME: J.P. 2/2

ACCOUNT NUMBER: 0-1100-412-00-064-001-0-XXX

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM:		TO:		
OBJECT	OBJECT	OBJECT	OBJECT	
CODE	NAME	CODE	NAME	AMOUNT
584	REGISTRATION FEES	601	OFFICE SUPPLIES	\$600.00
			TOTAL	600.00

REASON: PURCHASE SUPPLIES FOR NEW JURY ROOM

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS COURT

DATE

ATTEST COUNTY CLERK

AI-23847

2.LL.

various transfer

CC CONSENT

Date: 11/09/2010
 Submitted By: Angela Garcia, BUDGET & MANAGEMENT
 Department: BUDGET & MANAGEMENT
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - J.P. 3/2 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-066-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-5-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:11 AM	APRV
2	JC Carreon	JC Carreon	11/05/2010 09:43 AM	APRV
3	Veronica Ortiz	Angela Garcia	11/05/2010 09:51 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Angela Garcia Started On: 11/04/2010 02:07 PM
 Final Approval Date: 11/05/2010

AI-23880

2.MM.

**Intradepartmental transfer - JP PCT. 4 PL
CC CONSENT**

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Aleida Lopez
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - J.P. 4/1 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-067-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/05/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 03:09 PM	APRV
2	Norma Silva	Norma Silva	11/05/2010 03:30 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis Started On: 11/05/2010 03:01 PM

Final Approval Date: 11/05/2010

DATE: November 5, 2010

2010
Transfer



DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for JP PCT. 4 PL1

ACCOUNT NUMBER: 0-1100-412-00-067-001-0-XXX

Contact Person: Sylvia V. Solis

Ph#: (956) 292-7025 Ext. 5423

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
550	PRINTING & BINDING	531	TELEPHONE	280.00
TOTAL				280.00

REASON:
Intradepartmental Transfer to fund AT&T telephone expenditures.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23849

2.NN.

transfer of funds - JP 5-1

CC CONSENT

Date: 11/09/2010
Submitted By: Monica Badillo, EXECUTIVE OFFICE
Submitted For: Melinda Villalpando
Department: EXECUTIVE OFFICE
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - J.P. 5/1 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-069-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:12 AM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:52 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Monica Badillo Started On: 11/04/2010 02:50 PM

Final Approval Date: 11/05/2010

DATE: November 4, 2010

DEPARTMENT HEAD: E. Jackson

DEPARTMENT NAME: Hidalgo County Justice of the Peace Pct. 5

ACCOUNT NUMBER: 0-1100-412-00-069-001-0-

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
535	Postage	550	Printing	\$300
TOTAL				300.00

REASON: Need to purchase business cards

E. Jackson
DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-23791

2.00.

YEAR END EXPENDITURES

CC CONSENT

Date: 11/09/2010
 Submitted By: Nancy Ponce, CONSTABLE PCT. #4
 Submitted For: Nancy Ponce
 Department: CONSTABLE PCT. #4
 Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

2010 - Constable Pct. #4 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-421-00-294-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Funds available as of 11/04/2010

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:17 PM	APRV
2	Ana Galvan	Anna Galvan	11/04/2010 02:22 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Nancy Ponce
 Started On: 11/03/2010 02:22 PM

Final Approval Date: 11/05/2010

BUDGET INTRADEPARTMENTAL TRANSFER REQUEST

DATE: November 3, 2010
 DEPARTMENT HEAD: J.E. GUERRA
 DEPARTMENT NAME: CONSTABLE PRECINCT 4
 ACCOUNT NUMBER: 0-1100-421-00-294-001-0-XXX
 SUBJECT: Budget Intradepartmental Transfer

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM: OBJECT CODE	OBJECT NAME	TO: OBJECT CODE	OBJECT NAME	AMOUNT
611	POLICE SUPPLIES	668	POLICE WEAPONS & BP VESTS	\$ 894.30
605	CLOTHING & UNIFORMS	601	OFFICE & COMPUTER SUPPL	180.29
			TOTAL	\$ 1,074.59

REASON: TRANSFER IS NEEDED TO FUND OPERATIONAL EXPENDITURES.

 DEPARTMENT HEAD SIGNATURE

 APPROVED COMMISSIONERS' COURT

 DATE

 ATTEST COUNTY CLERK

AI-23865

2.PP.

Constable Pct.5

CC CONSENT

Date: 11/09/2010
 Submitted By: Roxanne Elizondo, CONSTABLE PCT. #5
 Submitted For: Roxanne Elizondo
 Department: CONSTABLE PCT. #5
 Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Constable Pct. #5 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-421-00-295-001-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available account balance as of 11-5-10

Attachments

Link: [23865 INTRA FORM](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 12:00 PM	APRV
2	JC Carreon	JC Carreon	11/05/2010 02:33 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Roxanne Elizondo			Started On: 11/05/2010 10:34 AM	
Final Approval Date: 11/05/2010				

BUDGET INTRADEPARTMENTAL TRANSFER REQUEST

DATE: NOVEMBER 5, 2010

DEPARTMENT HEAD: DANIEL MARICHALAR

DEPARTMENT NAME: Constable Pct. 5

ACCOUNT NUMBER: 0-1100-421-00-295-001-0-

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM:		TO:		
OBJECT	OBJECT	OBJECT	OBJECT	
CODE	NAME	CODE	NAME	AMOUNT
	672 EQ&VEH R&M SUPPLIES		605 CLOTHING & UNIFORMS	500
			TOTAL	500.00

REASON: NEED FUNDS TO PAY INVOICES.

DANIEL MARICHALAR

 DEPARTMENT HEAD SIGNATURE

 APPROVED COMMISSIONERS COURT

DATE

ATTEST COUNTY CLERK

AI-23838

2.QQ.

2010- PCT. 1 SANITATION (1100)

CC CONSENT

Date: 11/09/2010
Submitted By: Joann Gonzalez, COMM. PCT. #1
Department: COMM. PCT. #1
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #1 Sanitation (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-432-00-121-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-5-10

Attachments

Link: 2010- PCT. 1 SANITATION (1100)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 12:49 PM	APRV
2	JC Carreon	JC Carreon	11/05/2010 10:36 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Joann Gonzalez

Started On: 11/04/2010 10:31 AM

Final Approval Date: 11/05/2010

DATE: November 8, 2010

MEETING REQUEST DATE: November 9, 2010

DEPARTMENT HEAD: COMMISSIONER A.C. CUELLAR

DEPARTMENT NAME: PCT #1 SANITATION

ACCOUNT NUMBER: 0-1100-432-00-121-001-0-XXX

SUBJECT: Budget Line-Item Transfer(s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfer(s) in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM								ACCOUNT NAME	TO								AMOUNT	
ACCOUNT NUMBER									ACCOUNT NUMBER									
0	-1100	-432	-00	-121	-001	-0	421	Disposal	0	-1100	-432	-00	-121	-001	-0	672	Equip & Veh R&M Supply	1,500.00
0	-1100	-432	-00	-121	-001	-0	431	Blg & Other Struct	0	-1100	-432	-00	-121	-001	-0	672	Equip & Veh R&M Supply	500.00
0	-1100	-432	-00	-121	-001	-0	605	Clothing & Uniform	0	-1100	-432	-00	-121	-001	-0	672	Equip & Veh R&M Supply	250.00
0	-1100	-432	-00	-121	-001	-0	609	Argi & Landscaping	0	-1100	-432	-00	-121	-001	-0	672	Equip & Veh R&M Supply	500.00
0	-1100	-432	-00	-121	-001	-0	664	Other Minor Equip	0	-1100	-432	-00	-121	-001	-0	550	Printing & Binding	859.55
0	-1100	-432	-00	-121	-001	-0	346	Hauling & Freight	0	-1100	-432	-00	-121	-001	-0	550	Printing & Binding	150.00
<u>3,759.55</u>																		

REASON: NEEDED TO COVER FUTURE EXPENSES

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT / / DATE ATTEST COUNTY CLERK

AI-23839

2.RR.

2010 - PCT. 1 ROAD & BRIDGE (1200)

CC CONSENT

Date: 11/09/2010
Submitted By: Joann Gonzalez, COMM. PCT. #1
Department: COMM. PCT. #1
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #1 R&B (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-121-005-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: 2010 - PCT. 1 ROAD & BRIDGE (1200)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 12:49 PM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:47 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Joann Gonzalez
Started On: 11/04/2010 10:33 AM

Final Approval Date: 11/05/2010

AI-23760

2.SS.

Intradepartmental transfer - Pct. 1 CDBG

CC CONSENT

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Dina Trevino
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #1 CDBG (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-463-00-121-002-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Funds available as of 11/02/10.

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 02:27 PM	APRV
2	Ana Galvan	Anna Galvan	11/04/2010 09:47 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis Started On: 11/02/2010 01:15 PM

Final Approval Date: 11/05/2010

AI-23753

2.TT.

**INTRA - BCAP (1311) - North Alamo Village Subdivision Precinct No.2
CC CONSENT**

Date: 11/09/2010
Submitted By: Marcie Jackson, COLONIA ACCESS PROGRAM
Submitted For: Agapito Vargas
Department: COLONIA ACCESS PROGRAM
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #2 BCAP (1311)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 0 ACCT. #: 0-1311-431-00-122-494-1-733
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:09 PM	APRV
2	Norma Silva	Norma Silva	11/03/2010 03:25 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Marcie Jackson Started On: 11/02/2010 10:11 AM
Final Approval Date: 11/05/2010

DATE: November 2, 2010

2010
Transfer

DEPARTMENT HEAD: Agapito Vargas



DEPARTMENT NAME: Border Colonia Access Program for PCT. NO. 2 BCAP- (1311)

ACCOUNT NUMBER: 0-1311-431-00-122-494-1-731

AI-23753 11/09/10

Contact Person: Marcie Jackson

Ph#: (956) 787-1891 Ext. 2010

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
733	NORTH ALAMO VILLAGE-DRAINAGE DITCHES	339	NORTH ALAMO VILLAGE-OTHER PROF SERV	\$1,122.12
TOTAL				1,122.12

REASON:
Transfer needed to process payment on past due invoices that were not corrected and no work authorization was submitted by vendor in a timely manner .
Reference P.O.#563494

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23846

2.UU.

**Budget Line-Item Transfer for Sanitation Department for permits
CC CONSENT**

Date: 11/09/2010
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #2 Sanitation (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-432-00-122-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available in the amount of \$11,656.60 as of 11/04/2010
From 421 -----> 550 in the amount of \$100.00

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 08:10 AM	APRV
2	Norma Silva	Norma Silva	11/05/2010 08:27 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Yolanda Cisneros Started On: 11/04/2010 02:06 PM
Final Approval Date: 11/05/2010

DATE: November 4, 2010

2010
Transfer



DEPARTMENT HEAD: Hector "Tito" Palacios

DEPARTMENT NAME: Hidalgo County Precinct No. 2
Sanitation Landfill Department

ACCOUNT NUMBER: 0-1100-432-00-122-001-0-XXX

Contact Person: Yoli Cisneros-Administrative Assistant II Ph#: (956) 787-1891 Ext. 2002

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 <small>OBJECT CODE</small>	OBJECT DESCRIPTION	TO <small>OBJECT CODE</small>	OBJECT DESCRIPTION	AMOUNT
421	DISPOSAL	550	PRINTING & BINDING	\$100.00
TOTAL				\$100.00

REASON: **Transfer needed to cover expected expenditures for the department.**

_____ DEPARTMENT HEAD SIGNATURE

11/4/2010
DATE

_____ APPROVED COMMISSIONERS' COURT

_____ ATTEST COUNTY CLERK

AI-23757

2.VV.

**Budget Line-item Transfer for Road & Bridge Department
CC CONSENT**

Date: 11/09/2010
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #2 R&B (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-122-006-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available in the amount of \$90,970.56 as of 11/01/2010
From 346 -----> 673 in the amount of \$30,000.00

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 02:27 PM	APRV
2	Norma Silva	Norma Silva	11/03/2010 02:54 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Yolanda Cisneros
Started On: 11/02/2010 12:34 PM
Final Approval Date: 11/05/2010

DATE: November 1, 2010

2010
Transfer



DEPARTMENT HEAD: Hector "Tito" Palacios

DEPARTMENT NAME: Hidalgo County Precinct No. 2
Road & Bridge Department

ACCOUNT NUMBER: 0-1200-431-00-122-006-0-XXX

Contact Person: Yoli Cisneros-Administrative Assistant II Ph#: (956) 787-1891 Ext. 2002

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
346	HAULING & FRIEIGHT SERVICES	673	R&B ROAD & MAINTENANCE SUPPLY	\$30,000.00
			TOTAL	\$30,000.00

REASON:
Transfer needed to cover any unexpected expenditures.

DEPARTMENT HEAD SIGNATURE

11/1/2010
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23762

2.WW.

Pct #3 Transfer

CC CONSENT

Date: 11/09/2010
Submitted By: Norma Ceballos, COMM. PCT. #3
Department: COMM. PCT. #3
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #3 R&B (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-123-005-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 02:26 PM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:39 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Norma Ceballos
Started On: 11/02/2010 02:23 PM

Final Approval Date: 11/05/2010

INTRA-DEPARTMENTAL TRANSFER

DATE: 11/09/10

DEPARTMENT HEAD: Commissioner Joe M. Flores - Pct No. 3

DEPARTMENT NAME: Hidalgo County Precinct #3

ACCOUNT NUMBER: 0-1200-431-00-123-005-0-XXX

CONTACT PERSON: Norma Ceballos PHONE: (956)585-4509

SUBJECT: Intra-departmental Transfer

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intra-departmental transfer(s) in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
671	Pct #3 P/U Rd-Bldg & Other Struc R&M Supp	672	Pct #3 P/U Rd. Equip & Veh R&M Supp	\$ 5,000.00
619	Pct #3 P/U Rd-Other Misc Supplies	626	Pct #3 P/U Gasoline/Diesel	\$ 1,000.00
613	Pct #3 P/U Rd-Safety Supplies	626	Pct #3 P/U Gasoline/Diesel	\$ 3,000.00
433	Pct #3 P/U Rd-R&M Service	626	Pct #3 P/U Gasoline/Diesel	\$ 4,000.00
TOTAL				\$ 13,000.00

REASON: For Expected Expenses.

DEPARTMENT HEAD SIGNATURE

CC DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-23859

2.XX.

Unemployment Compensation- LIT (to cover 2009 unemployment deficit)- Pct No. 3

CC CONSENT

Date: 11/09/2010
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Commissioner Precinct No. 3
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #3 R&B (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-123-005-0-XXX
FUNDS AVAILABLE Y/N?: yes MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Lapsed salaries available as of 11/05/10.rc

Attachments

Link: [intradep transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	11/05/2010 09:55 AM	APRV
2	Budget & Management	Angela Garcia	11/05/2010 10:28 AM	APRV
3	JC Carreon	JC Carreon	11/05/2010 10:44 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Rosie Cantu			Started On: 11/05/2010 09:51 AM	
Final Approval Date: 11/05/2010				

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: November 4, 2010

2010

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

Transfer

DEPARTMENT NAME: Department of Budget & Management for Comm. Pct. No. 3



ACCOUNT NUMBER: 0-1200-431-00-123-005-0-XXX P/U RD (R&B)

SUBJECT: Intradepartmental transfer(s)

Contact: Rosie Cantu

Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
113	REGULAR F/T EMPLOYEES	250	UNEMPLOYMENT COMP	\$ 3,500.00
TOTAL			\$	3,500.00

REASON:

Intradept. Transfer to fund expenditures posted to account as a result of the 2009 unemployment deficit. (REF: JE-03050.00).

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_ / _ / _
DATE

ATTEST COUNTY CLERK

AI-23854

2.YY.

**Intradepartmental Transfer - Pct. #3 Drainage Improvement Project
CC CONSENT**

Date: 11/09/2010
Submitted By: Perla Lopez, BUDGET & MANAGEMENT
Submitted For: Sergio Cruz
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #3 Drainage Improv. Proj. (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-123-049-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

113 - -> 211 = \$1,239.81
220 - -> 211 = \$492.19
220 - -> 212 = \$34.56
220 - -> 250 = \$327.56
230 - -> 250 = \$116.96

Available balance as of 11/5/10.

Attachments

Link: [Intradepartmental Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Perla Lopez	Perla Lopez	11/05/2010 07:35 AM	APRV
2	Budget & Management	Sylvia Solis	11/05/2010 08:13 AM	APRV
3	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:41 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Perla Lopez
Started On: 11/04/2010 03:40 PM

Final Approval Date: 11/05/2010

AI-23818

2.ZZ.

Pct #3 Transfer

CC CONSENT

Date: 11/09/2010
Submitted By: Norma Ceballos, COMM. PCT. #3
Department: COMM. PCT. #3
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #3 Sanitation (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-432-00-123-001-0-XXX
FUNDS AVAILABLE Y/N?: N MATCHING FUNDS Y/N?: Y
BUDGETARY IMPACT:
Funds available as of 11/05/2010

Attachments

Link: [Line Item Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/04/2010 08:43 AM	APRV
2	Ana Galvan	Anna Galvan	11/05/2010 10:22 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Norma Ceballos

Started On: 11/04/2010 08:28 AM

Final Approval Date: 11/05/2010

INTRADEPARTMENTAL TRANSFER

DATE: November 9, 2010

DEPARTMENT HEAD: Commissioner Joe M. Flores

DEPARTMENT NAME: Hidalgo County Precinct #3 Sanitation

ACCOUNT NUMBER: 0-1100-432-00-123-001-0-XXX

CONTACT PERSON: Norma Ceballos PHONE: (956) 585-4509

SUBJECT: Intradepartmental Transfer

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME
671	Bldg & Other Structures R&M Supplies	631	Bottled Water
679	Other R&M Supplies	631	Bottled Water
619	Other Misc Supplies	631	Bottled Water
TOTAL			

REASON: Transfer is needed to fund expenditures.

DEPARTMENT HEAD SIGNATURE

CC D.

APPROVED COMMISSIONERS' COURT

ATTEST COU

AI-23754

2.a.

Pct. #4 Landfill (1100)

CC CONSENT

Date: 11/09/2010
Submitted By: Jr. Munoz, COMM. PCT. #4
Department: COMM. PCT. #4
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #4 Landfill (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-432-00-124-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-3-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 11:51 AM	APRV
2	JC Carreon	JC Carreon	11/03/2010 10:53 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Jr. Munoz

Started On: 11/02/2010 10:26 AM

Final Approval Date: 11/05/2010

AI-23763

2.b.

Pct. #4 Administration (1200)

CC CONSENT

Date: 11/09/2010
Submitted By: Jr. Munoz, COMM. PCT. #4
Department: COMM. PCT. #4
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #4 Administration (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-124-005-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-3-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 03:43 PM	APRV
2	JC Carreon	JC Carreon	11/03/2010 10:57 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Jr. Munoz

Started On: 11/02/2010 02:33 PM

Final Approval Date: 11/05/2010

DATE: 11/02/10 **AI#** _____

DEPARTMENT HEAD: Commissioner Oscar L. Garza Jr.

DEPARTMENT NAME: Hidalgo County Pct. #4 - Administration

ACCOUNT NUMBER: 0-1200-431-00-124-005-0-XXX

SUBJECT: Intra-departmental Transfer/s

Contact Person: Rumaldo Munoz Jr. **Ph# :** 956-383-3112

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM	OBJECT NAME	TO	OBJECT NAME	AMOUNT
				-
661	Minor Office Furn & Equip	780	Capital Leases	1,500.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL				1,500.00

REASON: To expected expenses.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_____/_____/_____
DATE

ATTEST COUNTY CLERK

AI-23779

2.c.

Pct. #4 R&B (1200)

CC CONSENT

Date: 11/09/2010
Submitted By: Jr. Munoz, COMM. PCT. #4
Department: COMM. PCT. #4
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Pct. #4 R&B (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-124-007-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available account balance as of 11-05-10

Attachments

Link: [LIT](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:10 PM	APRV
2	Veronica Ortiz	Veronica Ortiz	11/05/2010 09:42 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Jr. Munoz Started On: 11/03/2010 01:04 PM

Final Approval Date: 11/05/2010

DATE: 11/08/10 AI# _____

DEPARTMENT HEAD: Commissioner Oscar L. Garza Jr.

DEPARTMENT NAME: Hidalgo County Pct. #4 - R&B

ACCOUNT NUMBER: 0-1200-431-00-124-007-0-XXX

SUBJECT: Intra-departmental Transfer/s

Contact Person: Rumaldo Munoz Jr. Ph# : 956-383-3112

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM	OBJECT NAME	TO	OBJECT NAME	AMOUNT
711	Row	741	Vehicles	30,000.00
711	Row	673	R&M Supplies	10,000.00
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL				40,000.00

REASON: To cover expected expenses for day to day operations of the Precinct and the purchase of one p/u truck.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-23853

2.d.

CAP- Unemployment Compensation- LIT (to cover 2009 unemployment deficit)

CC CONSENT

Date: 11/09/2010
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Colonia Access Program
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Intradep.(Line-Item) Transfers

Information

CAPTION

2010 - Colonia Access Program (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-115-042-0-113
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
FUNDS AVAILABLE FROM LAPSED SALARIES AS OF 11/05/2010

Attachments

Link: [intradep transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	11/05/2010 08:45 AM	APRV
2	Budget & Management	Angela Garcia	11/05/2010 10:28 AM	APRV
3	Norma Silva	Norma Silva	11/05/2010 12:26 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Rosie Cantu			Started On: 11/04/2010 03:34 PM	
Final Approval Date: 11/05/2010				

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: November 4, 2010

2010

Transfer

DEPARTMENT HEAD: Raul Silguero, Jr., Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Colonia Access Program

ACCOUNT NUMBER: 0-1200-431-00-115-042-0-XXX Colonia Access Program

SUBJECT: **Intradepartmental transfer(s)**



Contact: Rosie Cantu
Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
113	REGULAR F/T EMPLOYEES	211	HEALTH	\$ 2,700.00
113	REGULAR F/T EMPLOYEES	212	LIFE	\$ 35.00
113	REGULAR F/T EMPLOYEES	220	FICA	\$ 1,300.00
113	REGULAR F/T EMPLOYEES	230	RETIREMENT	\$ 1,900.00
113	REGULAR F/T EMPLOYEES	250	UNEMPLOYMENT COMP	\$ 450.00
TOTAL			\$	6,385.00

REASON: Intradep. Transfer to fund expenditures posted to account as a result of the 2009 unemployment deficit. (REF: JE-03050.00) and to provide funding to other salary related object codes.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_____/_____/_____
DATE

ATTEST COUNTY CLERK

AI-23761

3.A.

**Interdepartmental transfer - Colonia Access Program
CC CONSENT**

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Colonia Access Program
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

Colonia Access Program (1200):
Approval of 2010 interdepartmental transfer from Border Colonia Access Program (122-017) to Colonia Access Program (115-042) in the total amount of \$1,123.48.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-122-017-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Pct 2 BCAP
Funds available as of 11/02/10.

Attachments

Link: [interdepartmental transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/02/2010 02:26 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	11/03/2010 03:49 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis
Started On: 11/02/2010 01:15 PM
Final Approval Date: 11/05/2010

DATE: November 2, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for
Border Colonia Access Program

ACCOUNT NUMBER: 0-1200-431-00-1XX-0XX-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				
0-1200-431-00-122-017-0-	113	Pct 2 BCAP -	Reg F/T Employee	(892.91)
0-1200-431-00-122-017-0-	211	Pct 2 BCAP -	Health Insurance	(77.93)
0-1200-431-00-122-017-0-	212	Pct 2 BCAP -	Life Insurance	(0.78)
0-1200-431-00-122-017-0-	220	Pct 2 BCAP -	FICA	(62.39)
0-1200-431-00-122-017-0-	230	Pct 2 BCAP -	Retirement	(85.01)
0-1200-431-00-122-017-0-	250	Pct 2 BCAP -	Unemployment Comp.	(4.46)
TO				
0-1200-431-00-115-042-0-	113	Colonia Access Program -	Reg F/T Employee	892.91
0-1200-431-00-115-042-0-	211	Colonia Access Program -	Health Insurance	77.93
0-1200-431-00-115-042-0-	212	Colonia Access Program -	Life Insurance	0.78
0-1200-431-00-115-042-0-	220	Colonia Access Program -	FICA	62.39
0-1200-431-00-115-042-0-	230	Colonia Access Program -	Retirement	85.01
0-1200-431-00-115-042-0-	250	Colonia Access Program -	Unemployment Comp.	4.46
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental to sweep unneeded funds from Pct No. 2 (122-017) BCAP to CAP (115-042). No positions are budgeted under Pct No. 2 BCAP as of May 2010 (ref: CC 05-11-10 AI 21114/ 19.A).

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

Interdept Transfer for IT Co. Wide-Computer Equipment expenses

CC CONSENT

Date: 11/09/2010
Submitted By: Edna Kirby, IT DEPARTMENT
Submitted For: Renan Ramirez
Department: IT DEPARTMENT
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

IT Co. Wide (1100)
Approval of interdepartmental transfer from Info. Tech Dept to IT Co. Wide in the amount of \$10,099.08 to fund various operating expenditures.

BACKGROUND

This transfer will fund computer equipment, computer services, and minor software.

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-200-001-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

0-1100-415-00-200-001-0-XXX --> 0-1100-415-00-200-002-0-XXX for \$10,099.08 to fund various operating expenditures; funds available as of 11-4-10.

Attachments

Link: [IT Co. Wide transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:12 PM	APRV
2	Ivan Cantu	Ivan Cantu	11/04/2010 07:50 AM	APRV
3	Auditor's Office	Angela Garcia	11/05/2010 08:39 AM	APRV
4	Ivan Cantu	Ivan Cantu	11/05/2010 09:46 AM	APRV
5	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Edna Kirby Started On: 11/03/2010 01:17 PM
Final Approval Date: 11/05/2010

DATE: November 9, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Interdepartmental Transfer



DEPARTMENT NAME: Dept of Budget & Mgmt for IT Co. Wide

ACCOUNT NUMBER: 0-1100-415-00-200-00X-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			
0-1100-415-00-200-001-0- 535	Info Tech. Dept.-	Postage	(1,803.00)
0-1100-415-00-200-001-0- 664	Info Tech. Dept.-	Other Minor Equipment	(5,708.71)
0-1100-415-00-200-001-0- 665	Info Tech. Dept.-	Minor Computer Equipment	(376.60)
0-1100-415-00-200-001-0- 671	Info Tech. Dept.-	Bldg & Other Struc. R & M Suppl.	(500.00)
0-1100-415-00-200-001-0- 743	Info Tech. Dept.-	Office Furn. & Equip.	(1,710.77)
TO			
0-1100-415-00-200-002-0- 745	IT Co. Wide-	Computer Equipment	3,078.78
0-1100-415-00-200-002-0- 336	IT Co. Wide-	Computer Services	4,340.70
0-1100-415-00-200-002-0- 667	IT Co. Wide-	Minor Software	2,679.60
TOTAL BUDGET INCREASE (DECREASE)			0.00

REASON:

To fund various operating expenditures for IT Co. Wide (computer equipment, computer services & minor software.)

SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-23774

3.C.

**Interdept Transfer from Co. Wide Contingency to JP 2/2 for 2010 telephone
CC CONSENT**

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Dina Trevino
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

JP Pct. 2 PL 2 (1100):
Approval of 2010 interdepartmental transfer from Co. Wide Adm. to JP Pct. 2 PL 2 in the amount of \$1,100.00 to fund AT&T telephone expenditures.

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:
CO WIDE ADM-CONTINGENCY
Funds available as of 11/03/10.

Attachments

Link: [Interdept. transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 09:08 AM	APRV
2	Rosalinda Cantu	Rosie Cantu	11/03/2010 03:34 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis
Started On: 11/03/2010 08:40 AM
Final Approval Date: 11/05/2010

DATE: November 3, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for
JP Pct. 2 PL 2

ACCOUNT NUMBER: 0-1100-41X-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	(1,100.00)
TO				
0-1100-412-00-064-001-0-	531	JP Pct. 2 PL 2 -	TELEPHONE	1,100.00
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental transfer to fund AT&T telephone expenditures.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-23772

3.D.

Interdept Transfer from Co. Wide Contingency to IT Co. Wide for telephone exp.-Oct. 2010

CC CONSENT

Date: 11/09/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Edna Kirby
Department: BUDGET & MANAGEMENT
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

I.T. Co Wide (1100):
Approval of 2010 interdepartmental transfer from Co. Wide Adm. to I.T. Co. Wide in the amount of \$12,035.00 to fund AT&T local telephone expenditures for the month of October 2010.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-XXX-002-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

0-1100-415-00-115-002-0-899 --> 0-1100-415-00-200-002-0-531 \$12,035.00 to fund AT & T Local telephone expenditures for the month of Oct. 2010.

Funds available as of 11/03/10.

Attachments

Link: [IT Co. Wide telephone transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 09:08 AM	APRV
2	Ivan Cantu	Ivan Cantu	11/04/2010 08:55 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sylvia Solis Started On: 11/03/2010 08:35 AM
Final Approval Date: 11/05/2010

DATE: November 9, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Interdepartmental Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for I.T. Countywide

ACCOUNT NUMBER: 0-1100-415-00-XXX-002-0-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	(12,035.00)
TO				
0-1100-415-00-200-002-0-	531	IT COUNTYWIDE -	TELEPHONE	12,035.00
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

To fund AT&T local telephone expenditures for the month of October 2010.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

**Inter-Departmental Transfer for the New Administration Building
CC CONSENT**

Date: 11/09/2010
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

Pct. #2 R&B (1200):
Approval of 2010 interdepartmental transfer within Precinct #2 fund (1200) from Road Administration (program 005) to Pct.#2-Other Structures (program 021) for the New Administration Office in the amount of \$50,000.00 to fund project expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-122-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available as of 11/02/2010
From 122-005-0-431 -----> 122-021-0-739 in the amount of \$10,000
From 122-005-0-609 -----> 122-021-0-739 in the amount of \$40,000

Attachments

Link: [Inter-Dept. Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 09:07 AM	APRV
2	Roland Garcia	Rolando Garcia	11/04/2010 12:44 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Yolanda Cisneros			Started On: 11/02/2010 03:38 PM	
Final Approval Date: 11/05/2010				

DATE: November 11, 2010

2010

Transfer

DEPARTMENT HEAD: Hector "Tito" Palacios

AI-23765

DEPARTMENT NAME: Hidalgo County Precinct No.2
Road & Bridge Department



ACCOUNT NUMBER: 0-1200-431-00-122-0XX-0-XXX

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

Contact: Yoli Cisneros
Ph#: 956-787-1891 Ext. 2002

Honorable Commissioners' Court of Hidalgo County:

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

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
0-1200-431-00-122-005-0-431	Pct.2 Rd Adm - Bld & Other Structure R&M Service	(\$10,000.00)
0-1200-431-00-122-005-0-609	Pct.2 Rd Adm - Agri. & Landscaping Supply	(\$40,000.00)
0-1200-431-00-122-021-0-739	Pct.2 - Other Structures	\$50,000.00
TOTAL BUDGET INCREASE (DECREASE)		

REASON:
Transfer from PCT 2 ROAD & BRIDGE into PCT. #2 BUILDING FOR NEW ADMINISTRATION OFFICE PROJECT for requisition fence and sprinkler system irrigation.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_____/_____/_____
DATE

ATTEST COUNTY CLERK

**Inter-Departmental Transfer for the New Administration Building
CC CONSENT**

Date: 11/09/2010
Submitted By: Yolanda Cisneros, COMM. PCT. #2
Submitted For: Yolanda Cisneros
Department: COMM. PCT. #2
Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

Pct. #2 R&B (1200):
Approval of 2010 interdepartmental transfer within Precinct #2 fund (1200) from Road Administration (program 005) to Pct. #2-Other Structures (program 021) for the New Administration Office in the amount of \$7,500.00 to fund the project expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-122-0XX-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available in the amount of \$10,450.00 as of 11/05/2010
From 122-005-0-890 -----> 122-021-0-739 in the amount of \$7,500.00

Attachments

Link: [Inter-Dept. Transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/05/2010 03:36 PM	APRV
2	Roland Garcia	Rolando Garcia	11/05/2010 03:47 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Yolanda Cisneros			Started On: 11/05/2010 03:11 PM	
Final Approval Date: 11/05/2010				

DATE: November 5, 2010

2010

Transfer

DEPARTMENT HEAD: Hector "Tito" Palacios

AI-23884

DEPARTMENT NAME: Hidalgo County Precinct No.2
Road & Bridge Department

ACCOUNT NUMBER: 0-1200-431-00-122-0XX-0-XXX



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

Contact: Yoli Cisneros
Ph#: 956-787-1891 Ext. 2002

Honorable Commissioners' Court of Hidalgo County:

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

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
0-1200-431-00-122-005-0-890	Pct.2 Rd Adm - Other	(\$7,500.00)
0-1200-431-00-122-021-0-739	Pct.2 - Other Structures	\$7,500.00
TOTAL BUDGET INCREASE (DECREASE)		

REASON:
Transfer from PCT 2 ROAD & BRIDGE into PCT. #2 BUILDING FOR NEW ADMINISTRATION OFFICE PROJECT for requisition fence and to cover the CHANGE ORDER for sprinkler system irrigation.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_____/_____/_____
DATE

ATTEST COUNTY CLERK

Interdepartmental Transfer - Pct. #3 Sanitation (1100)

CC CONSENT

Date: 11/09/2010
 Submitted By: Perla Lopez, BUDGET & MANAGEMENT
 Submitted For: Sergio Cruz
 Department: BUDGET & MANAGEMENT
 Agenda Category: 2010 Interdepartmental Transfers

Information

CAPTION

Pct. #3 Sanitation (1100):
 Approval of 2010 interdepartmental transfer from Co Wide Administration to Precinct #3 Sanitation in the amount of \$25,000.00 to fund disposal costs.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-4XX-00-1XX-00X-0-XXX
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
 BUDGETARY IMPACT:
 Available funds as of 11/5/10.

Attachments

Link: [Inter transfer](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Perla Lopez	Perla Lopez	11/05/2010 02:02 PM	APRV
2	Budget & Management	Sylvia Solis	11/05/2010 02:23 PM	APRV
3	Sylvia Solis	Sylvia Solis	11/05/2010 02:47 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Perla Lopez			Started On: 11/05/2010 01:54 PM	
Final Approval Date: 11/05/2010				

INTER-DEPARTMENTAL TRANSFER

DATE: November 9, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

DEPARTMENT NAME: Budget & Management for Pct. #3 Sanitation (1100)

ACCOUNT NUMBER: 0-1100-4XX-00-1XX-00X-0-XXX

SUBJECT: **Inter-departmental Transfer/s (increase/decrease)**

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Inter-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM:		
0-1100-415-00-115-002-0-899	Co Wide Adm - Contingency	(25,000.00)
TO:		
0-1100-432-00-123-001-0-421	Pct. #3 Sanitation - Disposal	20,000.00
0-1100-432-00-123-001-0-672	Pct. #3 Sanitation - Equip & Veh R&M Supplies	5,000.00
Total Budget (Increase/Decrease)		0.00

REASON: Transfer to fund disposal and equipment maintenance costs.

Department Head Signature

Date

Approved Commissioners' Court

Attest County Clerk

District Attorney's Office - Processing Fee Report - October 2010

CC CONSENT

Date: 11/09/2010
Submitted By: Roy Cazares, DISTRICT ATTORNEY
Department: DISTRICT ATTORNEY
Agenda Category: Monthly Fee Reports

Information

CAPTION

District Attorney:
Approval of October 2010 Monthly Fee Report.

BACKGROUND

processing fee report

Fiscal Impact

FISCAL YEAR: ACCT. #:
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
No Budgetary Impact.

Attachments

Link: HCRPT102010

Form Routing/Status

Table with 5 columns: Route Seq, Inbox, Approved By, Date, Status. Contains 3 rows of routing information.

Form Started By: Roy Cazares

Started On: 11/03/2010 12:59 PM

Final Approval Date: 11/05/2010

HIDALGO COUNTY TEXAS
 DISTRICT ATTORNEY PROCESSING FEES REPORT
 FOR THE MONTH ENDED October 29, 2010

COPY

MONIES RECEIVED

BEGINNING RECEIPT # 86954 ENDING RECEIPT # 87316

TOTAL RECEIPTS FOR THIS MONTH: 363
 TOTAL RECEIPTS VOIDED THIS MONTH: 5

Restitution Collected This Month <i>PC Ch. 32.41 (e)</i>	\$175,535.35
Court Costs Collected This Month <i>CCP Art. 102.0071</i>	21,504.50
Processing Fees Collected This Month <i>CCP Art. 102.007 (c)</i>	15,502.74
Merchant Fees Collected This Month <i>BCC Ch. 3.506 (b)</i>	5,375.00
Overpayments/Refunds for This Month	440.93
Interest Earned on Bank Acct. <i>LGC 113.021 (c)</i>	<u>0.00</u>
Total Collections for This Month	<u><u>\$218,358.52</u></u>


DISBURSEMENTS

BEGINNING CHECK # 181868 ENDING CHECK # 182160

TOTAL CHECKS FOR THIS MONTH: 293
 TOTAL CHECKS VOIDED THIS MONTH: 1

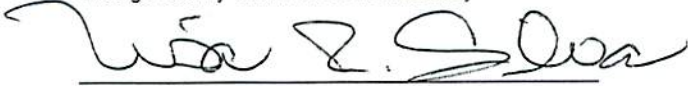
Restitution Disbursed This Month	\$175,569.95
Court Costs Disbursed This Month	21,504.50
Processing Fees Disbursed- County Treasurer	15,502.74
Merchant Fees Disbursed This Month	5,375.00
Refunds of Overpayments to Defendants	406.33
Interest Paid to General Fund	0.00
Reissue Checks Disbursed This Month	485.00
Voided Checks This Month	<u>0.00</u>
Total Disbursements for This Month	<u><u>\$218,843.52</u></u>

This report has been personally reviewed by me and I certify it to be true and correct to the best of my knowledge.



 Hidalgo County Criminal District Attorney

11-3-10
 Date



 Prepared By

11-3-10
 Date

This report is due in the Office of the County Auditor before the fifth (5th) working day of the following month (LGC§ 114.001).

**Pipeline Permit
CC CONSENT**

Date: 11/09/2010
Submitted By: Sandra Garcia, RIGHT OF WAY DEPT.
Submitted For: Joe Pena
Department: RIGHT OF WAY DEPT.
Agenda Category: Right of Way

Information

CAPTION

North Alamo Water Supply Corporation:

1. Approximately 500' north of B83 on the east side of Border Rd- Bore- Joann Handy-3/4" service connection
2. Approximately 500' north of Richardson Rd on the east side of Kenyon Rd- Bore- David Sanchez-3/4" service connection
3. Approximately 55' north of 12.5N on the east and west side of 2W- Bore - La Paloma Est Unit 2 Sub 8" waterline w/16" PVC casing
4. Approximately 150' north of 12.5N on the east and west side of 2W- Bore- La Paloma Est Unit 2 Sub 1" waterline w/2" PVC casing
5. Approximately 370' north of 12.5N on east and west side of 2W- Bore- La Paloma Est Unit 2 Sub 1" waterline w/2" PVC casing
6. Approximately 570' north of 12.5N on the east and west side of 2W- Bore- La Paloma Est Unit 2 Sub 1" waterline w/ 2" PVC casing
7. Approximately 770' north of 12.5N on the east and west side of 2W- Bore- La Paloma Est Unit 2 Sub 1" waterline w/2" PVC casing
8. Approximately 990' north of 12.5N on east and west side of 2W- Bore- La Paloma Est Unit 2 Sub 1" waterline w/ 2" PVC casing

BACKGROUND

Fiscal Impact

Attachments

Link: [NAWSC](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 03:10 PM	APRV
2	Olga Garza	Olga Garza	11/05/2010 10:26 AM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Sandra Garcia
Started On: 11/02/2010 12:39 PM

Final Approval Date: 11/05/2010

THE STATE OF TEXAS §

COUNTY OF HIDALGO §

That the County of Hidalgo, Texas, acting by and through its Commissioners' Court, by virtue of motion and resolution introduced and adopted by said Commissioners' Court on the 9th day of November, 2010 does by these presents **GRANT, GIVE AND RELINQUISH TO:**

North Alamo Water Supply Corporation hereinafter called Permittee, of the County of Hidalgo, Texas, the Right, Privilege and Authority to construct, reconstruct, lay and maintain an 2 inch /water/ gas/ sewer/ irrigation line; said line to be constructed of PVC material along the following public road easement held by the Hidalgo County of Hidalgo, Texas upon the conditions, obligations, and requirements as hereinafter set forth, said public road upon which said water/ gas/ sewer/ irrigation line is to be constructed, reconstructed, laid and maintained, **described as follows:**

- 1. Approximately 500' north of B83 on the east side of Border Rd- Bore- Joann Handy- ¾" service connection
- 2. Approximately 500' north of Richardson Rd on the east side of Kenyon Rd- Bore- David Sanchez- ¾" serv conn

The granting, giving and authorizing of permission for the said aforementioned Permittee to so construct, reconstruct, lay and maintain a water line along the above described public road being conditioned that Permittee agrees that:

1. The Permittee will install and shall maintain said pipeline so that the top of the line will always be at least at the minimum depth of forty (40) inches below the flow line of the ditches on either side of said roadway when the pipeline is to be constructed, the Permittee shall contact the Commissioner in the Precinct in which the construction project is located and obtain written instructions, signed by said Commissioner, concerning the location and depth of said line. In this connection, it is agreed and understood that the Permittee will not cut the surface in any manner said public road or any roadway, without first obtaining the written permission of the Commissioners' Court of Hidalgo County, Texas.
2. The Permittee will employ a competent person or firm to do such installation and complete it in accordance with the covenants and conditions herein set forth.
3. Permittee shall stake its line on the location approved by the Commissioner in whose precinct the work is to be done well in advance of beginning its work. Permittee shall contact Commissioner before commencing any work.
4. The Permittee will use all proper caution in performing the work to prevent injury to all persons and property and it will indemnify Hidalgo County against all damages that may be assessed against the County by reasons of the work here permitted and the maintenance of such pipeline.
5. Notwithstanding any provision in this Agreement to the contrary, Permittee recognizes that the paramount purpose of the easement and dedication for the said public road is to provide for the establishment and operation of a roadway for the public. Recognizing this as the paramount purpose of the easement and dedication, Permittee agrees that Permittee has the unlimited and unrestricted right to establish, construct, reconstruct and maintain the said public road and to conduct all maintenance for the roadway and all related structures (including but not limited to the maintenance, construction and reconstruction of ditches, drainage pipes, bridges and paving surfaces) without incurring any liability, obligation or duty to Permittee.

THE STATE OF TEXAS §

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AI-23766

7.A.

Tax Office Refunds

CC CONSENT

Date: 11/09/2010
 Submitted By: Hilda Fuentes, TAX OFFICE
 Submitted For: Hilda Fuentes
 Department: TAX OFFICE
 Agenda Category: Tax Refunds

Information

CAPTION

Acct#	Payer	Amt
T7353.00.000.0005.00	Gmac Mortgage	\$9038.71
W3800.00.430.0000.05	Eliceo Haro	\$3023.68

BACKGROUND

Fiscal Impact

Attachments

Link: [frntpg](#)
 Link: [accts pg](#)
 Link: [gmac](#)
 Link: [haro](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	11/03/2010 09:07 AM	APRV
2	Perla Lopez	Perla Lopez	11/04/2010 12:12 PM	APRV
3	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Hilda Fuentes Started On: 11/03/2010 07:29 AM
 Final Approval Date: 11/05/2010

Office of Tax Assessor-Collector

COUNTY of HIDALGO



Armando Barrera Jr., RTA

Assessor and Collector

November 2, 2010

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

The Honorable Rene Ramirez
Hidalgo County Commissioners
Edinburg, Texas 78539

Re: See attached list

Gentlemen:

As per Section 31.11 of the Property Tax Code, the governing body of each taxing unit must authorize refunds of overpayments or erroneous payments over \$ 2500.00 dollars.

I respectfully request that the Commissioner's Court approve the enclosed application for a tax refund based on an adjustment approved by the Hidalgo County Appraisal District Office.

When completed, please return the attached to this office.

Thanking you for your assistance in this matter, I remain.

Very truly yours,

Armando Barrera, Jr. RTA

Abj: mm

Enclosure

Xc: Hidalgo County Auditor
Raymundo Eufracio, CPA



2804 S. Bus. Hwy 281 • Edinburg, TX 78539

Office of Tax Assessor-Collector

COUNTY of HIDALGO



Armando Barrera Jr., RTA

Assessor and Collector

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

ACCOUNT NUMBER	PAYER	AMOUNT
1. T7353.00.000.0005.00	GMAC MORTGAGE	\$ 9,038.71
2.W3800.00.430.0000.05	ELICEO HARO	\$ 3,023.68



2804 S. Bus. Hwy 281 • Edinburg, TX 78539

APPLICATION FOR TAX REFUND

Collection office name HIDALGO COUNTY TAX OFFICE		Collecting tax for: (Tax Units) GHD-SST-DR1-FD1-FD2-FD3-FD4-CAN- CLV-CMS-CPN-CPO-CWL-SEB-SLV- SML-SMS-SSL-SWL-JCC					
Present mailing address (number and street) P O BOX 178							
City, town or post office, state, ZIP code EDINBURG TX 78540-0178		Phone (area code and number) (956) 318-2157					
To apply for a tax refund, the taxpayer must complete the following							
Step 1: Owner's name and address	Owner's name CHOW, LEOPOLDO PAYER: GMAC MORTGAGE						
	Present mailing address (number and street) 1608 TRINITY RD						
	City, town or post office, state, ZIP code MISSION, TX 78572		Phone (area code and number)				
Step 2: Describe the property	Legal description (or attach copy of the tax bill or tax receipt): TRINITY GROVE AT CIMARRON LT5						
	Address or location of property:						
	R574873						
	Account number of property: T7353.00.000.0005.00		Tax receipt number:				
Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested		Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested	
	1. ALL ENTITIES		2009	08/11 / 2010	\$ 9038.71	\$ 9038.71	
	2.			/	\$	\$	
	3.			/	\$	\$	
	4.			/	\$	\$	
	5. TOTAL			/	\$	\$ 9038.71	
Taxpayer's reason for refund (attach supporting documentation): AS PER GMAC PAID ACCT IN ERROR							
HF							
Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."						
	sign here	Signature <i>Veronica Mendez GMAC Tax Processor</i>				Date of application for tax refund 9-20-10	
If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.							
Step 5: Tax refund Determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE: April 20 11 <i>[Signature]</i>			
	sign here	Authorized officer <i>[Signature]</i>				Date 11/2/10	
	sign here	Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 37.11, tax code) <i>[Signature]</i>				Date 10/29/10	

10/19 11/1/10

APPLICATION FOR TAX REFUND

Collection office name HIDALGO COUNTY TAX OFFICE	Collecting tax for: (Tax Units) GHD-SST-DR1-FD1-FD2-FD3-FD4-CAN-CLV-CMS-CPN-CPO-CWL-SEB-SLV-SML-SMS-SSL-SWL-JCC
Present mailing address (number and street) P O BOX 178	
City, town or post office, state, ZIP code EDINBURG TX 78540-0178	Phone (area code and number) (956) 318-2157

To apply for a tax refund, the taxpayer must complete the following

Step 1: Owner's name and address	Owner's name GARCIA, FIDENCIO PAID BY: ELICEO HARO
	Present mailing address (number and street) PO BOX 2632
	City, town or post office, state, ZIP code ELSA, TX 78543-0000

Phone (area code and number)


Legal description (or attach copy of the tax bill or tax receipt): **WEST TRACT W306.95' N 141.9' S 780.50' FT 430 1.0AC**

Step 2: Describe the property	GR .90AC NET
	Address or location of property: R325706
	Account number of property: W3800.00.430.0000.05
	Tax receipt number: OR SEVERAL

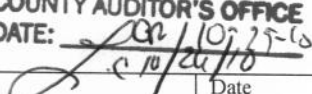
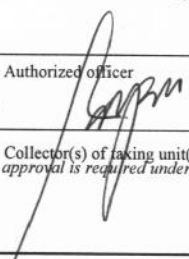

Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES	2004	12/29 / 04	\$ 980.63	\$ 980.63
	2. ALL ENTITIES	2005	3/27,5/30,6/30 / 06	\$ 1075.95	\$ 1075.95
	3. ALL ENTITIES	2006	12/21 / 06	\$ 967.10	\$ 967.10
	4.		/	\$	\$
	5.		/	\$ TOTAL	\$ 3023.68

Taxpayer's reason for refund (attach supporting documentation): **PAID IN ERROR. HCAD MADE A NAME CORRECTION ON ACCT. APPLY TO W3800.00.430.0000.14**

MM

Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	sign here Signature 	Date of application for tax refund

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.

Step 5: Tax refund Determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE:  / 10/25/10
	sign here Authorized officer 	Date 10/28/10	
	sign here Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 31.11, tax code) 	Date 10/20/10	

10/19

**Corrections to the Classification & Compensation Pay Plan Phase I & II
CC CONSENT**

Date: 11/09/2010
 Submitted By: Dina Trevino, BUDGET & MANAGEMENT
 Submitted For: Raul Silguero
 Department: BUDGET & MANAGEMENT
 Agenda Category: Budget and Management

Information

CAPTION

Approval of corrections to the Classification and Compensation Pay Plan (Phase I and II) for in-transit personnel changes occurring during the implementation period of both phases.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
		Dina Trevino	11/05/2010 03:36 PM	CREATED
1	Budget & Management (Originator)	Sylvia Solis	11/05/2010 03:46 PM	APRV
2	Rosalinda Cantu			NEW
3	Auditor's Office			
Form Started By: Dina Trevino			Started On: 11/05/2010 03:36 PM	

**Requesting approval of Invoices and Revise Invoices for L&G Engineering
CC CONSENT**

Date: 11/09/2010
Submitted By: Rocio Villarreal, PURCHASING DEPT.
Submitted For: Rocio Villarreal
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Acceptance, and approval of the following invoices submitted by contracted/projected engineer, L & G Consulting Engineers, Inc.:

1. Invoice No. 11323598-\$390.00 for "FM 1924 PH II ROW Acquisition" - C-05-102-03-16;
2. Invoice No. 11323614- \$25,602.50 for "La Homa"-C-08-031-02-12;
3. Invoice No. 11323619(Revision to Invoice No. 11323576) -\$223,837.62 for "FM 681 From FM 2221 to SH 107"-C-09-192-06-08;
4. Invoice No. 11323620 (Revision to Invoice No. 11323577)-\$98,073.96 for "FM 681 Project; From FM 2221/FM 492"- C-09-192A-06-08.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010	ACCT. #: 0-1315-431-00-123-031-0-841
FUNDS AVAILABLE Y/N?: Y	MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:	
For Invoice No. 11323598: Available funds in P.O. #549999 as of 11/5/10 is \$390.00.	

FISCAL YEAR: 2010	ACCT. #: 0-1336-431-00-123-045-0-731
FUNDS AVAILABLE Y/N?: Y	MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:	
For Invoice No. 11323614: Available funds in P.O. #600650 as of 11/5/10 is \$74,305.00.	

FISCAL YEAR: 2010	ACCT. #: 0-1315-431-00-123-070-0-841
FUNDS AVAILABLE Y/N?: Y	MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:	
For Invoice No. 11323619: Available funds in P.O. #625224 as of 11/5/10 is \$1,008,561.55.	

FISCAL YEAR: 2010

ACCT. #: 0-1315-431-00-123-071-0-841

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

For Invoice No. 11323620: Available funds in P.O. #625225 as of 11/5/10 is \$539,993.71.

Attachments

Link: [L&G Engineering Invoice](#)

Link: [L&G Invoices](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 09:21 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 09:23 AM	APRV
3	Perla Lopez	Perla Lopez	11/05/2010 11:56 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Rocio Villarreal

Started On: 11/03/2010 03:16 PM

Final Approval Date: 11/05/2010

INVOICE #: 11323619

INVOICE DATE: 10/31/10

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

SIGN: _____
 REQ# 156841
 PO# 625224

BILL TO: 08

Hidalgo County Pct. #3
 P.O. Box 607
 Mission, TX 78572

JOB: 090501

FM 681
 From FM 2221 to SH 107

Contract# C-09-192-06-08 P.O.#625224

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services rendered through October 31, 2010.						
13002-ROW Map	6,200.00	5,890.00		5,890.00	95.0	310.00
13020-ROW Map/Sub	158,100.00	150,195.00		150,195.00	95.0	7,905.00
15001-Surv.Plans&Des	677.32	643.45		643.45	95.0	33.87
15010-Field Srvy/Sub	65,748.00	62,460.60		62,460.60	95.0	3,287.40
15050-Outfall Sy Sub	15,204.00	15,204.00		15,204.00	100.0	
15060-Outfall Sy Sub	34,218.00	34,218.00		34,218.00	100.0	
16001-Rdwy Design	365,920.00	274,440.00	36,592.00	311,032.00	85.0	54,888.00
16102-Hydraulic Dsgn	40,000.00	30,000.00	4,000.00	34,000.00	85.0	6,000.00
16104-Outfall Dsgn	40,000.00	30,000.00	4,000.00	34,000.00	85.0	6,000.00
16201-Signing	20,000.00	15,000.00	2,000.00	17,000.00	85.0	3,000.00
16202-Pvmt Marking	16,000.00	12,000.00	1,600.00	13,600.00	85.0	2,400.00
16230- Signal/Illum	90,000.00	13,500.00	13,500.00	27,000.00	30.0	63,000.00
16302-Traf Cntrl Pln	30,000.00	28,500.00		28,500.00	95.0	1,500.00
16304-Irrigation	30,000.00	18,000.00	4,500.00	22,500.00	75.0	7,500.00
16306-Qty Specs	30,000.00	15,000.00	3,000.00	18,000.00	60.0	12,000.00
16307-Utilities	30,000.00	27,000.00		27,000.00	90.0	3,000.00
32001-Const. Mgnmt	22,075.47				0.0	22,075.47
60000-Row Acq. Admin	272,852.83		109,141.13	109,141.13	40.0	163,711.70
60100-Title Services	31,800.00		24,486.00	24,486.00	77.0	7,314.00
60200-Appraisal Srv	37,100.00				0.0	37,100.00
60220-Appr Svc/Sub	106,000.00				0.0	106,000.00
60300-Appraisal Rvw	22,525.00				0.0	22,525.00
60301-Apprais Update	9,500.00				0.0	9,500.00
60330-Appr Rev/Sub	19,875.00				0.0	19,875.00
60400-Parcel Negtion	185,500.00				0.0	185,500.00
60500-Clng Srvs Fee	10,600.00				0.0	10,600.00
60600-Relocation Srv	12,000.00				0.0	12,000.00
60700-Land	38,716.98		38,716.98	38,716.98	100.0	
TOTALS:	1,740,612.60	732,051.05	241,536.11	973,587.16	54.9	767,025.44

16002-Rdwy Dsg-2 Set	34,566.98		17,283.49	17,283.49	50.0	17,283.49
13021-ROW Map/Sub	4,150.00		3,735.00	3,735.00	90.0	415.00
60700-Land	-38,716.98		-38,716.98	-38,716.98	100.0	

Supplemental #1

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11323619
INVOICE DATE: 10/31/10
PAGE: 2

BILL TO: 08

Hidalgo County Pct. #3
P.O. Box 607
Mission, TX 78572

JOB: 090501

FM 681
From FM 2221 to SH 107

Contract# C-09-192-06-08 P.O.#625224

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
TOTALS:	1,740,612.60	732,051.05	223,837.62	955,888.67	54.9	784,723.93

ORIGINAL CONTRACT SUM	\$ 1,740,612.60
CHANGE BY CHANGE ORDER	\$ 0.00
CONTRACT SUM TO DATE	\$ 1,740,612.60
TOTAL COMPLETED TO DATE	\$ 955,888.67
LESS PREVIOUS INVOICES	\$ 732,051.05
 CURRENT PAYMENT DUE	 \$ 223,837.62


PROJECT MANAGER'S SIGNATURE

INVOICE RECEIVED BY
ASU ON 11/2/10
GOODS/SERVICES RECEIVED BY
Comm Flow ON 10/31/10
0-1315-431-00-123-070-0-841

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11323620
INVOICE DATE: 10/31/10

SIGN: _____
 REQ# 156846
 PO# 625225

BILL TO: 08
 Hidalgo County Pct. #3
 P.O. Box 607
 Mission, TX 78572

JOB: 090502
 FM 681 Project
 From FM 2221/FM 492:
 FM 681 to FM 364

Contract# C-09-192A-06-08 P.O.#625225

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services rendered through October 31, 2010.						
13020-ROW Map/Sub	99,200.00	94,240.00		94,240.00	95.0	4,960.00
15001-Surv.Plans&Des	16,611.68	15,781.10		15,781.10	95.0	830.58
15010-Field Srvy/Sub	30,940.00	29,393.00		29,393.00	95.0	1,547.00
15050-Outfall Sy/Sub	7,154.00	7,154.00		7,154.00	100.0	
16001-Rdwy Design	126,800.00	95,100.00	12,680.00	107,780.00	85.0	19,020.00
16102-Hydraulic Dsgn	20,000.00	15,000.00	2,000.00	17,000.00	85.0	3,000.00
16104-Outfall Dsgn	20,000.00	15,000.00	2,000.00	17,000.00	85.0	3,000.00
16201-Signing	10,000.00	7,500.00	1,000.00	8,500.00	85.0	1,500.00
16202-Pvmt Marking	8,000.00	6,000.00	800.00	6,800.00	85.0	1,200.00
16303-Signal/Ill	8,490.57	1,273.59	1,273.58	2,547.17	30.0	5,943.40
16230-Signal/Ill Sub	30,000.00	4,500.00	4,500.00	9,000.00	30.0	21,000.00
16302-Traf Cntrl Pln	15,000.00	14,250.00		14,250.00	95.0	750.00
16304-Irrigation	15,000.00	9,000.00	2,250.00	11,250.00	75.0	3,750.00
16306-Qty Specs	15,000.00	7,500.00	1,500.00	9,000.00	60.0	6,000.00
16307-Utilities	15,000.00	13,500.00		13,500.00	90.0	1,500.00
32001-Const. Mgmt	14,433.96				0.0	14,433.96
60000-Row Acq. Admin	145,172.17		58,068.87	58,068.87	40.0	87,103.30
60100-Title Services	19,200.00		1,200.00	1,200.00	6.3	18,000.00
60200-Appraisal Srv	22,400.00				0.0	22,400.00
60220-Appr Svc/Sub	64,000.00				0.0	64,000.00
60300-Appraisal Rvw	13,600.00				0.0	13,600.00
60301-Apprais Update	4,500.00				0.0	4,500.00
60330-Appr Rev/Sub	12,000.00				0.0	12,000.00
60400-Parcel Negtion	112,000.00				0.0	112,000.00
60500-Clsng Srvs Fee	6,400.00				0.0	6,400.00
60600-Relocation Srv	6,000.00				0.0	6,000.00
60700-Land	18,283.02		18,283.02	18,283.02	100.0	
TOTALS:	875,185.40	335,191.69	105,555.47	440,747.16	49.5	434,438.24

16002-Rdwy Design	14,133.02		7,066.51	7,066.51	50.0	7,066.51
13021-ROW Map/Sub	4,150.00		3,735.00	3,735.00	90.0	415.00
60700-Land	-18,283.02		-18,283.02	-18,283.02	100.0	

Supplemental #1

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11323620
INVOICE DATE: 10/31/10
PAGE: 2

BILL TO: 08

Hidalgo County Pct. #3
P.O. Box 607
Mission, TX 78572

JOB: 090502

FM 681 Project
From FM 2221/FM 492:
FM 681 to FM 364

Contract# C-09-192A-06-08 P.O.#625225

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
TOTALS:	875,185.40	335,191.69	98,073.96	433,265.65	49.5	441,919.75

ORIGINAL CONTRACT SUM	\$	875,185.40
CHANGE BY CHANGE ORDER	\$	0.00
CONTRACT SUM TO DATE	\$	875,185.40
TOTAL COMPLETED TO DATE	\$	433,265.65
LESS PREVIOUS INVOICES	\$	335,191.69
CURRENT PAYMENT DUE	\$	98,073.96


PROJECT MANAGER'S SIGNATURE

INVOICE RECEIVED BY
NA ON 11/2/10
GOODS/SERVICES RECEIVED BY
Conn. Flores ON 10/31/10
0-1315-131-00-123.071-0-841

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11323598
INVOICE DATE: 10/31/10

SIGN: _____
 REQ# 069248
 PO# 549999

BILL TO: 08
 Hidalgo County Pct. #3
 P.O. Box 607
 Mission, TX 78572

JOB: 050501
 FM 1924 PH II ROW Acquisition
 C/o Hidalgo Pct. #3
 P.O. Box 607
 Mission, TX 78572

WA#2 continuation to WA #1
 Contract C05-102-03-16 PO#: 549999

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services for the month of October 2010.						
Row Acquistion ADM/ED	225,150.00	225,150.00		225,150.00	100.0	
Title Services	19,500.00	19,500.00		19,500.00	100.0	
SUB Title Services	19,500.00	19,500.00		19,500.00	100.0	
Appraisal Services	78,000.00	78,000.00		78,000.00	100.0	
SUB Appraisal Srv.	97,500.00	97,500.00		97,500.00	100.0	
Appraisal Review	35,750.00	35,750.00		35,750.00	100.0	
SUB Appraisal Review	29,250.00	29,250.00		29,250.00	100.0	
SUB Appraisal Update	9,900.00	9,900.00		9,900.00	100.0	
Parcel Negotiations	227,500.00	227,500.00		227,500.00	100.0	
Closing Services Fee	19,500.00	19,110.00	390.00	19,500.00	100.0	
TOTALS:	761,550.00	761,160.00	390.00	761,550.00	100.0	0.00

ORIGINAL CONTRACT SUM \$ 761,550.00
 CHANGE BY CHANGE ORDER \$ 0.00
 CONTRACT SUM TO DATE \$ 761,550.00
 TOTAL COMPLETED TO DATE \$ 761,550.00
 LESS PREVIOUS INVOICES \$ 761,160.00

CURRENT PAYMENT DUE \$ 390.00

PROJECT MANAGER'S SIGNATURE



INVOICE RECEIVED BY
Tom ON 11/2/10

GOODS/SERVICES RECEIVED BY
Conor Flores ON 10/31/10

0-1315-431-W-123-031-0-541

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11323614
INVOICE DATE: 10/31/10

SIGN: _____
 REQ# 12844
 PO# 600650

BILL TO: 08
 Hidalgo County Pct. #3
 P.O. Box 607
 Mission, TX 78572

JOB: 080301
 La Homa
 P.O. Box 607
 Mission, TX 78572

Contract# C-08-031-02-12
 PO# 600650

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
Engineering services for the month of October 2010.						
11006-Dsgn Schematic	157,500.00	157,500.00		157,500.00	100.0	
12002-EA Reports	55,000.00	49,500.00		49,500.00	90.0	5,500.00
12003-Public Invmt	25,000.00	25,000.00		25,000.00	100.0	
12020-EA. Report/Sub	20,000.00	20,000.00		20,000.00	100.0	
13001-Prelim ROW	10,000.00	9,000.00		9,000.00	90.0	1,000.00
13010-Prelim ROW/Sub	10,000.00	9,000.00		9,000.00	90.0	1,000.00
15001-Design Srvy	26,000.00	23,400.00		23,400.00	90.0	2,600.00
15010-Desgn Srvy/Sub	40,000.00	36,000.00		36,000.00	90.0	4,000.00
15020-Rdwy Dgn/Sub	4,150.00	4,150.00		4,150.00	100.0	
16001-Rdwy Design	267,350.00	240,615.00	13,367.50	253,982.50	95.0	13,367.50
16101-Drainage	116,000.00	110,200.00		110,200.00	95.0	5,800.00
16207-Sgn.Pvmt.Markg	24,200.00	21,780.00	1,210.00	22,990.00	95.0	1,210.00
16250-Iso Signal/Sub	52,000.00	46,800.00		46,800.00	90.0	5,200.00
16260-Sign Warr/Sub	5,800.00	5,800.00		5,800.00	100.0	
16302-Traf Cntrl Pln	75,600.00	68,040.00	3,780.00	71,820.00	95.0	3,780.00
16304-Irrigation	31,500.00	28,350.00	1,575.00	29,925.00	95.0	1,575.00
16306-Qty Specs	18,900.00	17,010.00	945.00	17,955.00	95.0	945.00
16307-Utilities	63,000.00	56,700.00	3,150.00	59,850.00	95.0	3,150.00
16400-Contract Mgmt	31,500.00	28,350.00	1,575.00	29,925.00	95.0	1,575.00
TOTALS:	1,033,500.00	957,195.00	25,602.50	982,797.50	95.1	50,702.50

ORIGINAL CONTRACT SUM \$ 1,033,500.00
 CHANGE BY CHANGE ORDER \$ 0.00
 CONTRACT SUM TO DATE \$ 1,033,500.00
 TOTAL COMPLETED TO DATE \$ 982,797.50
 LESS PREVIOUS INVOICES \$ 957,195.00

PROJECT MANAGER'S SIGNATURE

CURRENT PAYMENT DUE \$ 25,602.50

INVOICE RECEIVED BY

 ON 10/2/10

GOODS/SERVICES RECEIVED BY

Comp. Files ON 10/31/10

0-1336-431-10-123-045-0-711

Renewal/Extension-Specialty Printed Items And Related Supplies (Multiple Awarded Vendors)

CC CONSENT

Date: 11/09/2010
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Requesting approval to exercise the County's option to utilize and extend the one (1) additional year as stipulated in the contract(s) with Scott Merriman, Inc-C-09-443-11-17 and Curtis 1000, Inc.-C-09-443A-11-17 at the same rates, terms and conditions for "Specialty Printed Items And Related Supplies".

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-423-21-280-002-0-550
FUNDS AVAILABLE Y/N?: YES MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
JAIL-PRINTING & BINDING
\$12,234.80 available funding as of 11/05/10.
Purchases are on an as needed basis. No funding required at this time.

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-40-180-001-0-550
FUNDS AVAILABLE Y/N?: YES MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
CO CLERK-PRINTING & BINDING
\$2,050.34 available funding as of 11/05/10.
Purchases are on an as needed basis. No funding required at this time.

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-090-001-0-550
FUNDS AVAILABLE Y/N?: NO MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
DIST CLERK-PRINTING & BINDING
Purchases are on an as needed basis. No funding required at this time.

Attachments

Link: [Extension and Contract Documentation-Scott Merriman](#)

Link: [Extension and Contract Documentation-Curtis 1000](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 08:51 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 09:04 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	11/05/2010 12:46 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Vangie Garcia
Started On: 11/03/2010 02:59 PM

Final Approval Date: 11/05/2010



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626 / Fax: (956) 318-2629

November 2, 2010

Scott-Merriman, Inc.
Attn: Jeff Biggs, V.P.
11212 Goodnight Ln. #200
Dallas, Texas 75229

Via: Certified Mail #7099-3220-0002-9744-6532
Email: scott-merriman@sbcglobal.net

Re: Extension Of Original Service Contract No: C-09-443-11-17
"Specialty Printed Items And Related Supplies"

Dear Mr. Biggs:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise its' option to renew the one (1) year term as provided under the Contract for Hidalgo County. Extension will be at the same rates, terms and conditions.

This notice will be sent via certified mail as well as by email, please forward back this acknowledge receipt of notice of such request in order to proceed forward in placement on the Commissioners' Court meeting of Tuesday, November 9, 2010 for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than 11:00 a.m., Thursday, November 4, 2010 or sooner, via facsimile to (956) 956-318-2629 or email to: evangelina.garcia@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

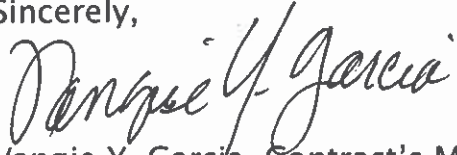
By: _____

Date: _____

Additionally, we are requesting your company provide an updated certificate of insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualification), if applicable.

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

A handwritten signature in black ink that reads "Vangie Y. Garcia". The signature is written in a cursive style with a large, stylized initial "V".

Vangie Y. Garcia, Contract's Manager
Hidalgo County Purchasing Department

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**SERVICE CONTRACT
C-09-443-11-17**

THIS CONTRACT is made and entered into this 17th day of November, 2009 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 "**SPECIALITY 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 **November 17, 2009** and ending on **November 16, 2010**. 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 Good Night Lane #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.

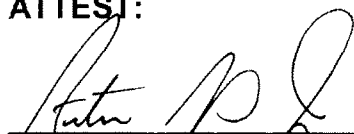
14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

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 _____, 2009.

ATTEST:



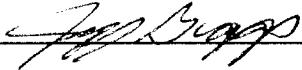
Arturo Guajardo Jr., County Clerk

COUNTY OF HIDALGO

By: 

Rene A. Ramirez, County Judge

COMPANY: Scott Merriman, Inc.

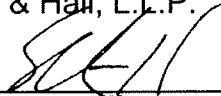
By: 

Printed Name: Jeff Biggs

Title: V.P.

APPROVED BY COMMISSIONES COURT: 11-17-09

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

By: 
Stephen L. Crain

**EXHIBIT “A”
REQUEST FOR BIDS (RFB)
PROCUREMENT PACKET**



PURCHASING DEPARTMENT
County Of Hidalgo

October 26, 2009

RE: Hidalgo County
Request for Bids – Hidalgo County
"Specialty Printed Items and Related Supplies"
Bid Nº 2009-443-11-04-YZV

Dear Gentlemen:

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

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

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

Sincerely,

Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

MLS/yzv



PURCHASING DEPARTMENT
County Of Hidalgo

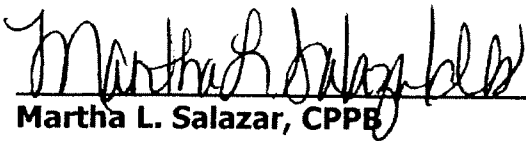
**REQUEST FOR BID (RFB)
CHECKLIST**

**Hidalgo County
"Specialty Printed Items and Related Supplies"
Bid No: 2009-443-11-04-YZV**

1. Request For Bid Letter.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications consisting of 5 page.
4. Exhibit "B" Bid Page consisting of 1 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, CPPB
Purchasing Agent



Date

Bid No: 2009-443-11-04	Buyer: Yolanda Z. Velasquez	Tel. No: (956) 318-2626
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REQUEST FOR BIDS

HIDALGO COUNTY DEPARTMENT "SPECIALTY PRINTING ITEMS AND RELATED SUPPLIES"

BID OPENING DATE

NOVEMBER 04, 2009

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 **"Specialty Printing 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-2009-443-11-04-yzv-Specialty Printing 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, NOVEMBER 04, 2009. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO "REQUEST FOR BIDS-2009-443-11-04-yzv-RFB-Specialty Printing 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 - "**Specialty 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	<u>November 04, 2009</u>
Award of Contract	_____, 2009
Commence Work or Deliver Products	_____, 2009

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
"Specialty Printed Items and Related Supplies"
BID NO.: 2009-443-11-04-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
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
RFB Nº 2009-443-11-04-YZV

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".

Specifications:

Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product

Vital Statistics Forms: Bidder(s) shall ensure that printing of all forms is in compliance with the instructions and requirements contained in Texas.....(See blue sticky)

Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. No additional set-up fees, change fees, typesetting fees or delivery fees will be paid by Hidalgo County.

Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders if requested 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.

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity
<p>Inmate Trust Fund Receipt Books</p> <ul style="list-style-type: none"> • Finished Size: 7 ¼" x 11" • Color Sequence: 3 part NCR white, canary, pink • Four Receipts to a page: 3 horizontal perforations • Pages per book: 50 sheets (200 numerical receipts per books) • Imprint Colors: Black and Red for Numbers • Numbering: Four (4) numbers per page • Starting Number: <u>Nº 588101</u> 	200

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity
<p>Minute Binder</p> <ul style="list-style-type: none"> • Indestructo Binders • Injection molded covers of high impact, polystyrene • Heritage Recorder Metal • Swing-away hinge flap or angle tab (xer-cap) • Capacity 1 ¾" – 3" • 11 lines of lettering 	750
<p>Minute Paper</p> <ul style="list-style-type: none"> • Byron Weston Xerographic (Bright White) • 100 % Cotton (Rag) • 8 ½" x 14" Paper • Rectangle Hole Punch • 500 Sheets per ream 	2,000 Reams
<p>#10 Envelopes</p> <ul style="list-style-type: none"> • Item Size 4 ⅛" x 9 ½" • Description: 25% Cotton • Imprint Specifications/Process: Flat Print • Imprint Location: Front • Imprint colors: 2PMS Colors 	70,000
<p>#28 Catalog Envelopes White Stock – No Window</p> <ul style="list-style-type: none"> • Item Size: 10" x 13 • Description: 2500 Thermo Graphed • Imprint Specifications/ Process: Flat Print • Imprint Location: Front • Imprint Colors: 2PMS Colors 	10,000
<p>Letterhead Paper</p> <ul style="list-style-type: none"> • Item Size 8 ½" x 11" • 25% Cotton • Imprint Specifications/Process: Flat Print/County Seal w/Foil • Imprint colors 2 PMS 	20,000

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity
<p>Booklet Envelopes</p> <ul style="list-style-type: none"> • 9½" x 12" Booklet Envelopes • 28# White Stock • With or without peel and stick feature • Printed two (2) color • Special Window 	6,000
<p>Bound Books</p> <ul style="list-style-type: none"> • ¾" Bound Books • Hand Sewn • Red Imitation Leather sides • Red leather Spine and corners • Printed 4 colors • 2 sides on special 100% Cotton archival Byron Weston Linen Ledger • 320 Sheets capability per book • Special Metal rim index in the front • Plain Hubs 	2
<p>Birth/Marriage Envelopes</p> <ul style="list-style-type: none"> • Custom Design • Printed gold ink one side • White crushed marble stock • Finished Size : 4" x 9.5" closed after printing • Folded and glued 	6,000
<p>Marriage License/Certified Marriage License</p> <ul style="list-style-type: none"> • Printed 1/1 color • 32# Custom Ledger that is archival and correct off white color for Marriage License • Certified are numbered front and back 	3,000
<p>Poly Envelopes for Wallet Cards</p> <ul style="list-style-type: none"> • 2 ¾" x 4" • With a special archival poly that will not react chemically with the ink of the cards 	3,000
<p>Banknotes</p> <ul style="list-style-type: none"> • Watermark • Security Fibers • Optically Dead Chemically Sensitive Security Paper • Paper Treated with laser Toner Retention 	10,000 pages

<ul style="list-style-type: none"> • Engraved Intaglio Printing • Engraved Intaglio Latent Images "V" and R" • Engraved "Vital Record" Micro-print • State/City Departmental Name of Vital Record • State/City/Departmental Seals • "Void" Copy Background • Prismatic Print • Screened State/City/Departmental Seal • Erasure Sensitive Inks • Sequential Control Numbering & Barcoding 	
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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 who is awarded 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 termination 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.

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
volanda.velasquez@co.hidalgo.tx.us BY NO LATER THAN 5:00 P.M. on Wednesday,
October 28, 2009, to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by **Friday, October 30, 2009**

EXHIBIT "B"
HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID PAGE

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200		

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Minute Binders	750		
Minute Paper	2,000 reams		
#10 Envelopes	70,000		
#28 Catalog Envelopes White Stock – No Window	10,000		
Letterhead Paper	20,000		

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Booklet Envelopes	6,000		
Bound Books	2		
Birth/Marriage Envelopes	6,000		
Marriage License/Certified Marriage License	3,000		
Poly Envelopes for Wallet Cards	3,000		
Banknotes	10,000 pages		

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE Nº: _____ **FAX Nº:** _____

CELLULAR Nº: _____ **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 THEIR 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	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				BODILY INJURY (Any one person) \$
	<input type="checkbox"/> OWNER'S & CONT PROT				PERSONAL AND ADV INJURY \$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				GENERAL AGGREGATE \$
	<input type="checkbox"/> GEN L AGGREGATE LIMIT APPLIES PER POLICY PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
C	EXCESS LIABILITY				AUTO ONLY EA ACC \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
	<input type="checkbox"/> DEDUCTIBLE				AGGREGATE \$
	<input type="checkbox"/> RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUS: <input type="checkbox"/> OTHER TORY LIMITS
					E L EACH ACCIDENT \$
					E L DISEASE-EA EMPLOYEE \$
	OTHER				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.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

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



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)	
<input type="checkbox"/> Less than 125,000 annual gross receipt	<input type="checkbox"/> Black American
<input type="checkbox"/> Less than 250,000 annual gross receipt	<input type="checkbox"/> Hispanic American
<input type="checkbox"/> Less than 499,000 annual gross receipt	<input type="checkbox"/> Asian Pacific American
<input type="checkbox"/> More than 500,000 annual gross receipt	<input type="checkbox"/> Native American
	<input type="checkbox"/> Women
	<input type="checkbox"/> Other
Have you been certified as a HUB or an MBE/WBE source?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate Certification No.(s): _____ or are Certificate(s) attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of product(s) is/are solicited by your company?:	
Would you like to be provided with specifications for procurements of such products?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
To Be Completed by the County: Rec'd by (Purchasing): _____ Date Rec'd by (Purchasing): _____	
Date Forwarded Information to Auditor's Office: _____ Entry Date: _____ Vendor No.: _____	

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?:
%

(List HUB Subcontractor information below).

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

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

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

Request for Taxpayer Identification Number and Certification

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

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

Part I Taxpayer Identification Number (TIN)

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

Social security number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>												
or												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table>												

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	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:

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

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

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

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

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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

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

- 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-09-443

THIS CONTRACT is made and entered into **this** _____ day of _____, **200** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and _____ a Texas Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for **A** _____ @ 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 _____, 200__.

Approved by Commissioners= Court on, _____ day of _____, 200__.

COUNTY OF HIDALGO

ATTEST:

By: _____
Juan D. Salinas, III, 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.

October 30, 2009

RE: ADDENDUM NO.1

RFB No: 2009-443-11-04-YZV
HIDALGO COUNTY
"Specialty Printed Items and Related Supplies"

Dear Bidder:

Attached you will find ADDENDUM NO. 1, in connection with "HIDALGO COUNTY Request for Bids for "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Please add this ADDENDUM NO. 1 to your procurement packet, 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 "HIDALGO COUNTY "SPECIALTY PRINTED ITEMS & RELATED SUPPLIES."

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO 1
ACKNOWLEDEMENT OF RECEIPT

Firm Name

MLS/yzv
Enclosures

ADDENDUM NO. 1

October 30, 2009

HIDALGO COUNTY
"Specialty Printed Items & Related Supplies"
RFB No. 2009-443-11-04-YZV

BID OPENING DATE: NOVEMBER 04, 2009 @ 9:30 a.m.

PLEASE NOTE THE FOLLOWING CHANGES:

1. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

I, _____, acknowledge receipt of
ADDENDUM NO. 1 dated, OCTOBER 30, 2009 RFB NO.:2009-443-11-04-YZV
HIDALGO COUNTY "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Printed Proposer Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER
TO COMPLETE YOUR PROPOSED PACKET.

**EXHIBIT “B”
VENDOR’S BID**

EXHIBIT "B"
HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID PAGE

OPENED

9:51am

11-04-09

Witnessed

SECTION I - SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200	5.41 ea	1082.00

SECTION II - DISTRICT CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Minute Binders	750	58.00 ea	43,500.00
Minute Paper	2,000 reams	37.00 per ream	74,000.00
#10 Envelopes	70,000	64.70 m	4,529.00
#28 Catalog Envelopes White Stock - No Window	2,500	24.50 m	61,250.00
Thermo & plain per specs.	7,500	14.95 m	112,125.00
Letterhead Paper	20,000	1.43 m	28,650.00

Thermo graph flat printed

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Booklet Envelopes	6,000	49.40 m	296,400.00
Bound Books	2	581.50 m	1,163.00
Birth/Marriage Envelopes	6,000	.33 ea	1,980.00
Marriage License/Certified Marriage License	3,000	29.30 m	87,900.00
Poly Envelopes for Wallet Cards	3,000	180.00 m	540,000.00
Banknotes	10,000 pages	367.50 m	3,675,000.00

w/o peel & seal with peel & seal

BIDDER/COMPANY NAME: Scott Merriman, Inc.

ADDRESS: 11212 Goodnight Ln # 200

CITY/STATE/ZIP CODE: Dallas, TX 75229

PHONE No: 800-648-7022 FAX No: 972-484-8908

CELLULAR No: _____ email: scott-merriman@shglobal.net

AUTHORIZED SIGNATURE: Jeff Biggs

PRINTED NAME: Jeff Biggs

TITLE: V.P.

* Booklet Envelopes - reg gum with peel & seal

50,000	126.54 m	6,327.00
50,000	135.69 m	6,784.50

HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID TABULATION

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	VENDOR: CURTIS 1000		VENDOR: SCOTT MERRIMAN	
		Unit Price	Total Price	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200	\$7.13 EA	\$1,426.00	\$5.41 EA	\$1,082.00✓

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity	Vendor: Curtis 1000		Vendor: Scott Merriman		
		Unit Price	Total Price	Unit Price	Total Price	
Minute Binders	750		No Bid	\$58.00 ea	\$43,500.00√	
Minute Paper	2,000 reams		No Bid	\$37.00 ream	\$74,000.00√	
#10 Envelopes	70,000	\$42.03/1,000	\$2,942.10	\$64.70 ream	\$4,529.00√	
#28 Catalog Envelopes White Stock – No Window	10,000	\$106.01/1,000	\$1,060.10	2,500	\$245.20m	*\$613.00√
				7,500	\$149.50m	**\$1,121.25√
Letterhead Paper	20,000	118.60/1,000	\$2,372.00√	\$143.25 m	\$2,865.00	

*Thermo grade ** Flat printed

HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID TABULATION

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Vendor: Curtis 1000		Vendor: Scott Merriman	
		Unit Price	Total Price	Unit Price	Total Price
Booklet Envelopes	6,000	\$269.43	\$1,256.58	\$494.00 \$581.00	\$2,964.00*√ \$3,484.00*√
Bound Books	2		No Bid	\$479.00 ea	\$958.00√
Birth/Marriage Envelopes	6,000		No Bid	.33¢	\$1,980.00√
Marriage License/Certified Marriage License	3,000		No Bid	\$293.00	\$879.00√
Poly Envelopes for Wallet Cards	3,000		No Bid	\$180.00	540.00√
Banknotes	10,000 pages		No Bid	\$367.50	\$3,675.00√

*W/O Peel & Seal ** With Peel & Seal

**EXHIBIT “C”
INSURANCE REQUIREMENTS**

**EXHIBIT “A-1”
(ADDENDUM #1)**



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1

October 30, 2009

HIDALGO COUNTY
"Specialty Printed Items & Related Supplies"
RFB No. 2009-443-11-04-YZV

BID OPENING DATE: NOVEMBER 04, 2009 @ 9:30 a.m.

PLEASE NOTE THE FOLLOWING CHANGES:

1. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

I, Jeff Biggs, acknowledge receipt of
ADDENDUM NO. 1 dated, OCTOBER 30, 2009 RFB NO.:2009-443-11-04-YZV
HIDALGO COUNTY "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Scott Merriman, Inc.
Printed Proposer Name

10-30-09
Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER
TO COMPLETE YOUR PROPOSED PACKET.

Yolanda Velasquez

From: Scott Merriman [scott-merriman@sbcglobal.net]
Sent: Monday, December 07, 2009 2:50 PM
To: 'Yolanda Velasquez'
Cc: tescott3@sbcglobal.net
Subject: Workman's Comp.

Yolanda,

The products that we were awarded for the contract for Specialty Printed Items and Related Supplies are not manufactured or produced by Scott-Merriman, Inc. We are a wholesaler for the products which are manufactured and shipped directly to the county by third parties. I hope this is acceptable to your Legal Department.

Ginni

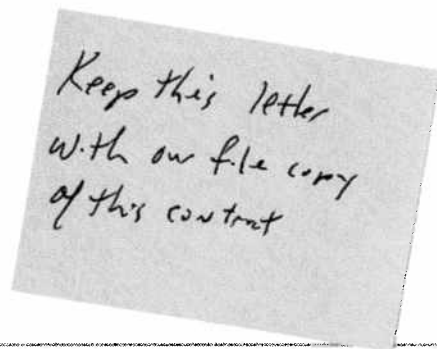
From: Scott Merriman [mailto:scott-merriman@sbcglobal.net]
Sent: Monday, December 07, 2009 9:31 AM
To: 'Yolanda Velasquez'
Subject: RE: ACORD form 11/30/09

Yolanda,

I am working on it and will have a more detailed answer for you later in the day.

Thanks,

Ginni



From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Monday, December 07, 2009 9:10 AM
To: 'Scott Merriman'
Subject: FW: ACORD form 11/30/09

Good morning Ms. Ginni

I was just wondering if you have any news for me on the Workers Comp Ins. Requirement by H. County

From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Friday, December 04, 2009 1:21 PM
To: 'Scott Merriman'
Subject: RE: ACORD form 11/30/09

Good afternoon Ginni

I was just informed that our Legal Department is requesting that beside general Liability your company has to provide Workers Comp. Also I was asked to request something in writing from your company as to how the Printing Services will be delivered.

If you should have any questions or need additional information please let me know.



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

November 2, 2010

Curtis 1000, Inc.

Attn: Oscar Zapata, Sales Rep.

P.O. BOX 4547

McAllen, Texas 78504

Via: Certified Mail #7099-3220-0002-9744-6556

Email: ozapata@curtis1000.com

Re: Extension Of Original Service Contract No: C-09-443A-11-17
"Specialty Printed Items And Related Supplies"

Dear Mr. Zapata:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise its' option to renew the one (1) year term as provided under the Contract for Hidalgo County. Extension will be at the same rates, terms and conditions.

This notice will be sent via certified mail as well as by email, please forward back this acknowledge receipt of notice of such request in order to proceed forward in placement on the Commissioners' Court meeting of Tuesday, November 9, 2010 for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than 11:00 a.m., Thursday, November 4, 2010 or sooner, via facsimile to (956) 956-318-2629 or email to: evangelina.garcia@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

By: _____

Date: _____

Additionally, we are requesting your company provide an updated certificate of insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualification), if applicable.

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

A handwritten signature in black ink, appearing to read "Vangie Y. Garcia". The signature is written in a cursive style with a large initial "V".

Vangie Y. Garcia, Contract's Manager
Hidalgo County Purchasing Department

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-09-443A-11-17

THIS CONTRACT is made and entered into this 17th day of **November, 2009** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and **Curtis 1000 Inc.**, a **Texas Corporation**. ("Company").

WHEREAS, Company responded to advertised notices for bids for **"SPECIALITY 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 **November 17, 2009** and ending on **November 16, 2010**. 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 **Curtis 1000, Inc.
P.O. Box 4547
McAllen, Texas 78502**

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.

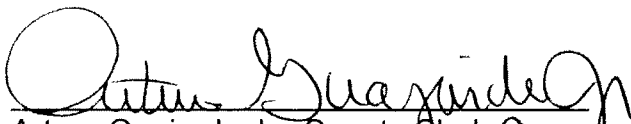
14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

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 _____, 2009.

ATTEST:


Arturo Guajardo Jr., County Clerk

COUNTY OF HIDALGO

By: 
Rene A. Ramirez, County Judge

COMPANY: CUNIS 1000
By: [Signature]
Printed Name: Oscar Zafra
Title: Sals Rep

APPROVED BY COMMISSIONES COURT: 11-17-09

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.

By: [Signature]
Stephen L. Crain

**EXHIBIT “A”
REQUEST FOR BIDS (RFB)
PROCUREMENT PACKET**



PURCHASING DEPARTMENT
County Of Hidalgo

October 26, 2009

RE: Hidalgo County
Request for Bids – Hidalgo County
"Specialty Printed Items and Related Supplies"
Bid Nº 2009-443-11-04-YZV

Dear Gentlemen:

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

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

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

Sincerely,

Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

MLS/yzv



PURCHASING DEPARTMENT
County Of Hidalgo


**REQUEST FOR BID (RFB)
CHECKLIST**

**Hidalgo County
"Specialty Printed Items and Related Supplies"
Bid No: 2009-443-11-04-YZV**

1. Request For Bid Letter.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications consisting of 5 page.
4. Exhibit "B" Bid Page consisting of 1 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, CPPB
Purchasing Agent



Date

Bid No: 2009-443-11-04	Buyer: Yolanda Z. Velasquez	Tel. No: (956) 318-2626
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REQUEST FOR BIDS

HIDALGO COUNTY DEPARTMENT "SPECIALTY PRINTING ITEMS AND RELATED SUPPLIES"

BID OPENING DATE

NOVEMBER 04, 2009

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 **"Specialty Printing 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-2009-443-11-04-yzv-Specialty Printing 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, NOVEMBER 04, 2009. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO "REQUEST FOR BIDS-2009-443-11-04-yzv-RFB-Specialty Printing 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 - "**Specialty 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 Eufrazio, County Auditor
 2812 S. Business 281
 Edinburg, Texas 78539
 (956)318-2511

16. Schedule of Events

Bid Opening, 9:30 AM	<u>November 04, 2009</u>
Award of Contract	_____, 2009
Commence Work or Deliver Products	_____, 2009

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
"Specialty Printed Items and Related Supplies"
BID NO.: 2009-443-11-04-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
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
RFB Nº 2009-443-11-04-YZV

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".

Specifications:

Listed are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product

Vital Statistics Forms: Bidder(s) shall ensure that printing of all forms is in compliance with the instructions and requirements contained in Texas.....(See blue sticky)

Pricing: All pricing submitted shall be inclusive of all reproduction costs to produce a complete and ready to use product. No additional set-up fees, change fees, typesetting fees or delivery fees will be paid by Hidalgo County.

Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional cost.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders if requested 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.

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity
<p>Inmate Trust Fund Receipt Books</p> <ul style="list-style-type: none"> • Finished Size: 7 ¼" x 11" • Color Sequence: 3 part NCR white, canary, pink • Four Receipts to a page: 3 horizontal perforations • Pages per book: 50 sheets (200 numerical receipts per books) • Imprint Colors: Black and Red for Numbers • Numbering: Four (4) numbers per page • Starting Number: <u>Nº 588101</u> 	200

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity
<p>Minute Binder</p> <ul style="list-style-type: none"> • Indestructo Binders • Injection molded covers of high impact, polystyrene • Heritage Recorder Metal • Swing-away hinge flap or angle tab (xer-cap) • Capacity 1 ¾" – 3" • 11 lines of lettering 	750
<p>Minute Paper</p> <ul style="list-style-type: none"> • Byron Weston Xerographic (Bright White) • 100 % Cotton (Rag) • 8 ½" x 14" Paper • Rectangle Hole Punch • 500 Sheets per ream 	2,000 Reams
<p>#10 Envelopes</p> <ul style="list-style-type: none"> • Item Size 4 ⅛" x 9 ½" • Description: 25% Cotton • Imprint Specifications/Process: Flat Print • Imprint Location: Front • Imprint colors: 2PMS Colors 	70,000
<p>#28 Catalog Envelopes White Stock – No Window</p> <ul style="list-style-type: none"> • Item Size: 10" x 13 • Description: 2500 Thermo Graphed • Imprint Specifications/ Process: Flat Print • Imprint Location: Front • Imprint Colors: 2PMS Colors 	10,000
<p>Letterhead Paper</p> <ul style="list-style-type: none"> • Item Size 8 ½" x 11" • 25% Cotton • Imprint Specifications/Process: Flat Print/County Seal w/Foil • Imprint colors 2 PMS 	20,000

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity
<p>Booklet Envelopes</p> <ul style="list-style-type: none"> • 9½" x 12" Booklet Envelopes • 28# White Stock • With or without peel and stick feature • Printed two (2) color • Special Window 	6,000
<p>Bound Books</p> <ul style="list-style-type: none"> • ¾" Bound Books • Hand Sewn • Red Imitation Leather sides • Red leather Spine and corners • Printed 4 colors • 2 sides on special 100% Cotton archival Byron Weston Linen Ledger • 320 Sheets capability per book • Special Metal rim index in the front • Plain Hubs 	2
<p>Birth/Marriage Envelopes</p> <ul style="list-style-type: none"> • Custom Design • Printed gold ink one side • White crushed marble stock • Finished Size : 4" x 9.5" closed after printing • Folded and glued 	6,000
<p>Marriage License/Certified Marriage License</p> <ul style="list-style-type: none"> • Printed 1/1 color • 32# Custom Ledger that is archival and correct off white color for Marriage License • Certified are numbered front and back 	3,000
<p>Poly Envelopes for Wallet Cards</p> <ul style="list-style-type: none"> • 2 ¾" x 4" • With a special archival poly that will not react chemically with the ink of the cards 	3,000
<p>Banknotes</p> <ul style="list-style-type: none"> • Watermark • Security Fibers • Optically Dead Chemically Sensitive Security Paper • Paper Treated with laser Toner Retention 	10,000 pages

<ul style="list-style-type: none"> • Engraved Intaglio Printing • Engraved Intaglio Latent Images "V" and R" • Engraved "Vital Record" Micro-print • State/City Departmental Name of Vital Record • State/City/Departmental Seals • "Void" Copy Background • Prismatic Print • Screened State/City/Departmental Seal • Erasure Sensitive Inks • Sequential Control Numbering & Barcoding 	
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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 who is awarded 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 termination 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.

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,
October 28, 2009, to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by **Friday, October 30, 2009**

EXHIBIT "B"
HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID PAGE

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200		

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Minute Binders	750		
Minute Paper	2,000 reams		
#10 Envelopes	70,000		
#28 Catalog Envelopes White Stock – No Window	10,000		
Letterhead Paper	20,000		

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Booklet Envelopes	6,000		
Bound Books	2		
Birth/Marriage Envelopes	6,000		
Marriage License/Certified Marriage License	3,000		
Poly Envelopes for Wallet Cards	3,000		
Banknotes	10,000 pages		

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE Nº: _____ **FAX Nº:** _____

CELLULAR Nº: _____ **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 THEIR 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				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PROPERTY DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				AMED (Any one person) \$
	<input type="checkbox"/> OWNER'S & CONT PROT				PERSONAL AND ADV INJURY \$
	<input type="checkbox"/> OWNER'S PROTECTIVE LIABILITY				ANNUAL AGGREGATE \$
	<input type="checkbox"/> GEN L AGGREGATE LIMIT APPLIES PER POLICY PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN AUTO ONLY EA ACC AGG \$
C	GARAGE LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> ANY AUTO				AGGREGATE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$
	<input type="checkbox"/> DEDUCTIBLE				\$
D	EXCESS LIABILITY				RETENTION \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUS: <input type="checkbox"/> OTHER TORY LIMITS
	<input type="checkbox"/> OTHER				E L EACH ACCIDENT \$
	<input type="checkbox"/>				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.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES 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

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?:
%

(List HUB Subcontractor information below).

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

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

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

Request for Taxpayer Identification Number and Certification

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

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

Part I Taxpayer Identification Number (TIN)

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

Social security number								
OR								
Employer identification number								

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Payments you receive will be subject to backup withholding if:

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

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

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

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

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

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

Penalties

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

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

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

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

Specific Instructions

Name

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

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

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

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

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

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

Exempt From Backup Withholding

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

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

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

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

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

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

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

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

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

Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

Part II. Certification

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

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

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

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

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

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

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

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

What Name and Number To Give the Requester

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

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

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

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

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

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

Privacy Act Notice

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

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

THE STATE OF TEXAS :
:
COUNTY OF HIDALGO :

SERVICE CONTRACT
C-09-443

THIS CONTRACT is made and entered into **this** _____ day of _____, 200 by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), and _____ a Texas Corporation. ("Company").

WHEREAS, Company responded to advertised notices for bids for **A** _____ @ 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 _____, 200__.

Approved by Commissioners= Court on, _____ day of _____, 200__.

COUNTY OF HIDALGO

ATTEST:

By: _____
Juan D. Salinas, III, 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.

October 30, 2009

RE: ADDENDUM NO.1

RFB No: 2009-443-11-04-YZV
HIDALGO COUNTY
"Specialty Printed Items and Related Supplies"

Dear Bidder:

Attached you will find ADDENDUM NO. 1, in connection with "HIDALGO COUNTY Request for Bids for "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Please add this ADDENDUM NO. 1 to your procurement packet, 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 "HIDALGO COUNTY "SPECIALTY PRINTED ITEMS & RELATED SUPPLIES."

Thank you for your prompt attention to this matter.

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____
ADDENDUM NO 1
ACKNOWLEDEMENT OF RECEIPT

Firm Name

MLS/yzv
Enclosures

ADDENDUM NO. 1

October 30, 2009

HIDALGO COUNTY
"Specialty Printed Items & Related Supplies"
RFB No. 2009-443-11-04-YZV

BID OPENING DATE: NOVEMBER 04, 2009 @ 9:30 a.m.

PLEASE NOTE THE FOLLOWING CHANGES:

1. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

I, _____, acknowledge receipt of
ADDENDUM NO. 1 dated, OCTOBER 30, 2009 RFB NO.:2009-443-11-04-YZV
HIDALGO COUNTY "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Printed Proposer Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER
TO COMPLETE YOUR PROPOSED PACKET.

**EXHIBIT “B”
VENDOR’S BID**

HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID TABULATION

SECTION I – SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	VENDOR: CURTIS 1000		VENDOR: SCOTT MERRIMAN	
		Unit Price	Total Price	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200	\$7.13 EA	\$1,426.00	\$5.41 EA	\$1,082.00✓

SECTION II – DISTRICT CLERK:

Description	Estimated Minimum Quantity	Vendor: Curtis 1000		Vendor: Scott Merriman		
		Unit Price	Total Price	Unit Price	Total Price	
Minute Binders	750		No Bid	\$58.00 ea	\$43,500.00v	
Minute Paper	2,000 reams		No Bid	\$37.00 ream	\$74,000.00v	
#10 Envelopes	70,000	\$42.03/1,000	\$2,942.10	\$64.70 ream	\$4,529.00v	
#28 Catalog Envelopes White Stock – No Window	10,000	\$106.01/1,000	\$1,060.10	2,500	\$245.20m	*\$613.00v
				7,500	\$149.50m	**\$1,121.25v
Letterhead Paper	20,000	118.60/1,000	\$2,372.00v	\$143.25 m	\$2,865.00	

*Thermo grade ** Flat printed

HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID TABULATION

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Vendor: Curtis 1000		Vendor: Scott Merriman	
		Unit Price	Total Price	Unit Price	Total Price
Booklet Envelopes	6,000	\$269.43	\$1,256.58	\$494.00	\$2,640.00*V
Bound Books	2		No Bid	\$479.00 ea	\$958.00V
Birth/Marriage Envelopes	6,000		No Bid	.33¢	\$1,980.00V
Marriage License/Certified Marriage License	3,000		No Bid	\$293.00	\$879.00V
Poly Envelopes for Wallet Cards	3,000		No Bid	\$180.00	540.00V
Banknotes	10,000 pages		No Bid	\$367.50	\$3,675.00V

*W/O Peel & Seal ** With Peel & Seal

EXHIBIT "B"
HIDALGO COUNTY
"SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES"
BID NO: 2009-443-11-04-YZV
BID PAGE

SECTION I - SHERIFF DEPARTMENT:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Inmate Trust Fund Receipt Books	200	7 ¹³ / _{EA}	1426 ⁰⁰

SECTION II - DISTRICT CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Minute Binders	750	No Bid	
Minute Paper	2,000 reams	No Bid	
#10 Envelopes	70,000	42 ⁰³ / ₁₀₀₀	\$2942 ¹⁰
#28 Catalog Envelopes White Stock - No Window	10,000	106 ⁰¹ / ₁₀₀₀	\$1060 ¹⁰
Letterhead Paper	20,000	118 ⁶⁰ / ₁₀₀₀	\$2372 ⁰⁰

SECTION III - COUNTY CLERK:

Description	Estimated Minimum Quantity	Unit Price	Total Price
Booklet Envelopes	6,000	\$209 ⁴⁵ / ₁₀₀₀	\$1256 ⁵⁸
Bound Books	2	No Bid	
Birth/Marriage Envelopes	6,000	No Bid	
Marriage License/Certified Marriage License	3,000	No Bid	
Poly Envelopes for Wallet Cards	3,000	No Bid	
Banknotes	10,000 pages	No Bid	

OPENED

9:49am
11-04-09

BIDDER/COMPANY NAME: Curtis 1000

ADDRESS: P.O. Box 4547

CITY/STATE/ZIP CODE: Mallow, TX 78502

PHONE NO: 936-605-1309 FAX NO: 936-631-1001

CELLULAR NO: 936-605-1309 email: OZALATA@CURTIS1000.COM

AUTHORIZED SIGNATURE: [Signature]

PRINTED NAME: Oscar Zalat

TITLE: Info Mgr

Witnessed

[Signature]

**EXHIBIT “C”
INSURANCE REQUIREMENTS**

**EXHIBIT “A-1”
(ADDENDUM #1)**



PURCHASING DEPARTMENT
County Of Hidalgo

ADDENDUM NO. 1

October 30, 2009

HIDALGO COUNTY
"Specialty Printed Items & Related Supplies"
RFB No. 2009-443-11-04-YZV

BID OPENING DATE: NOVEMBER 04, 2009 @ 9:30 a.m.

PLEASE NOTE THE FOLLOWING CHANGES:

1. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

I, Oscar Zapata, acknowledge receipt of
ADDENDUM NO. 1 dated, OCTOBER 30, 2009 RFB NO.:2009-443-11-04-YZV
HIDALGO COUNTY "SPECIALTY PRINTED ITEMS AND RELATED SUPPLIES".

Oscar Zapata
Printed Proposer Name

10-30-09
Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET IN ORDER
TO COMPLETE YOUR PROPOSED PACKET.

AI-23793

9.C.

**Renewal/Extension-Southwest Key Program -Wrap Around Program
CC CONSENT**

Date: 11/09/2010
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Approval to exercise the County's option to utilize and extend the first (1st.) of two (2)-one (1) year terms as provided under the Contract (C-09-400-11-24) with Southwest Key Program for: Hidalgo County Juvenile Justice Wrap Around Program under the same rates, terms and conditions.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1294-423-00-330-052-1-350
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N
BUDGETARY IMPACT:
Available funds as of 11/5/10 is \$219,457.76.

Attachments

Link: [Contract Documentation](#)

Link: [Extension Letter](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 08:50 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 09:03 AM	APRV
3	Perla Lopez	Perla Lopez	11/05/2010 01:03 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Vangie Garcia Started On: 11/03/2010 02:44 PM

Final Approval Date: 11/05/2010

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

Service Contract
C-09-400-11-24

THIS AGREEMENT is made effective the **24th** day of **November, 2009**, by and between **JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER**, a department of **HIDALGO COUNTY, TEXAS**, a political subdivision of the State of Texas (hereinafter “Department”) and **SOUTHWEST KEY PROGRAMS, INC.** (hereinafter “Agency”) to service at the pleasure of the Department.

W I T N E S S E T H:

WHEREAS, Department desires to contract with an Agency to provide the services necessary to act as a provider of services for “Alternative To Out Of Home Placement Program” for the “Wrap Around Program” for the youth probationers served by Department (the “Clients”) that are more specifically set forth hereinafter; and

WHEREAS, has agreed to provide the services hereinafter enumerated for the Department.

NOW, THEREFORE, for the mutual consideration expressed hereinafter, Department and Agency agree as follows:

1. Agency agrees to provide to Department and its Clients the services required for Alternative To Out Of Home Placement Program utilizing the “Wrap Around Program”. These services include, but are not limited to:

- a) A mix of culturally competent services that wrap the youth and family with services to increase chances of maintaining success in their communities.
- b) Program for six (6) to twelve (12) months of service.
- c) Service delivery will include a combination of immediate intervention, comprehensive assessments, advocacy, crisis stabilization, case management, skill building services,

therapeutic support services, Youth and Family Service Planning, discharge planning and aftercare.

- d) Culturally Competent Services- The program is structured to provide services in a culturally competent manner to youth and their families. Culturally sensitive programming includes *Cultural Competency Training, Recruitment and Employment of Multiracial Staff, Culturally Appropriate Materials and Information, Culturally Competent Resources and Activities.*
- e) Immediate Intervention Response within 24 -48 hours – Conduct initial meeting at family’s home, placement facility or other appropriate location within 24 – 48 hours of receipt of referral; If there is a need for a quicker response time due to court orders or detention situation, arrangements will be made to respond within 2 hours and meet youth and family at court or the detention facility.
- f) 24 hour Crisis Intervention and Safety Planning – Provide crisis intervention and safety planning 7 days per week, 24 hours per day, 365 days per year.
- g) Comprehensive Assessments – The general assessment will identify strengths/needs and status in multiple domains including: education, safety issues in the home and community, family, self, and psychosocial needs. Additional areas of assessment include the following:
 - *Placement and/or housing needs;*
 - *Supportive family and community ties;*
 - *Peer network and support;*
 - *Delinquency history;*
 - *Substance use and/or abuse;*
 - *Mental and physical health status;*
 - *Economic status;*
 - *Individual strengths;*
 - *Talents and interests; and*
 - *Detailed family history, including family strengths, relationships, and challenges.*
- h) Youth and Family Support Teams- In line with the wrap around approach, youth and family support teams are created to include the client and family, service providers and natural supports to ensure that all vested individuals and organizations have a part in the success of the youth in maintaining in the community.
- i) Youth and Family Team Service Planning – Youth and Family Team Service Planning uses a collaborative process driven by the perspective of the family. The Team would include the youth and family as well as a mix of professional supports, natural supports, and community members. The Service Plan is based on the strengths and culture of the youth and their family, and ensures that the process is ***driven by the needs of the family.***
- j) Youth and Family Team Service Plan Reviews – The Service plan will be updated a minimum of once a month for the length of the program. The full Youth and Family

Support Team is expected to participate.

- k) Flexible Service Hours – Sufficient flexible staffing required to ensure that services are available to families during non-traditional work hours and weekends.
- l) Case management and Care Coordination – The contracted service provider will serve as the single point of contact for youth and families served by the program. Case managers will act as wrap around services coordinators, facilitators and advocates working with the family, community, and collaborating agencies, to discover family strengths, set goals, determine major needs, and develop strength-based options for the family. As facilitators, the Case managers will also ensure all services are put in place and coordinated, and will monitor treatment outcomes. The contracted Service provider will be responsible for the management and continuity of care including the following:
 - *Facilitating the development, review, and evaluation of the Youth and Family Service Plan based on the youth's and family's strengths-based assessment and culture;*
 - *Developing and advocating for provision of services and resources needed by the youth and family, but that may not be currently available to the family;*
 - *Linking youth and family to identified needed services;*
 - *Checking with the youth and family to ensure that formal and informal support systems are functioning properly;*
 - *Monitoring service needs and ensuring positive family, social, education, and health outcomes for enrolled youth;*
 - *Coordinating of case planning and services with the probation department and all involved public and private community partners to ensure awareness of youth services, milestones, or discharges; and*
 - *Empowering families to build upon their strengths and culture to develop new competencies – identifying how strengths and family culture will be used to meet needs and reach goals.*
- m) Therapeutic Support for youth and families - The therapeutic support program component will provide assessment, crisis stabilization and safety planning as well as family and/or individual counseling as needed. If it is assessed that the need for therapeutic services is extensive, then this service need might be addressed by referring and linking the youth and family to a local provider.
- n) Youth Skill Development Groups – Group sessions should address the youth's progress in the program as well as address a variety of treatment and development issues such as anger management, impulse control, adolescent sexuality, job readiness skills, problem solving, making appropriate decisions and other issues pertinent to the youth. Whenever possible parents or guardians will be requested to participate in the “Strengthening Family Program” Groups.
- o) Monitoring/Supervision – provide accountability of the youth and ensure public safety through frequent face to face and telephone contacts depending on the youth's risk level.
- p) Education Advocacy and Support – If the youth is not in school, the Case managers will

assist the youth in enrolling in their local school or most appropriate educational program. Also assist the youth to locate tutoring, mentoring, and/or after school programs that will support the youth in meeting their academic goals.

- q) Discharge Planning – The Youth and Family Support Team will create a Discharge Plan that will address the status of the Youth and Family Service Plan goals. The Discharge plan will highlight the areas of improvement as identified by the youth and family. The Team will spend specific actions the team will take to ensure that the noted improvements can be sustained. In addition, the family will be provided with a list of resources that they may access without required involvement from the contracted service provider and the probation department.
- r) Aftercare – The contracted program staff will remain informally accessible to the youth and family for one (1) month after the client and family have been discharged in efforts to provide continuity of care and respond to questions or concerns. The staff will contact the client and family 30 days after being discharged. Aftercare may include referring participants to appropriate support services and agencies, including child care, youth and family counseling, employment agencies, parenting educations, housing assistance, substance abuse treatment, and benefit assessment agencies.
- s) Data Driven Programming – Tracking of outcomes and performance measures are required to ensure that the program is being effective. Comprehensive data management system is required to generate reports to measure selected target outcomes.

All records, notes and/or reports created by and relating to services provided under this Contract shall be retained for a minimum of three (3) years following the termination of this Contract, and thereafter, until any pending audit or litigation and all questions arising therefrom concerning such records are resolved by a final unappealable determination of any applicable court or agrees to provide Department, the Texas Juvenile Probation Commission, and their employees, attorneys, and/or independent auditors access to such books and/or records to the extent permitted by any obligation of confidentiality between or among the Client and .

2. Agency represent that it employs “Licensed, Certified Personnel/Staffing” licensed by the State of Texas or individually actively working toward licensure as a mental health professional and qualified to perform and execute the services provided above. If any such license is suspended or revoked and Contractor fails, within a reasonable amount of time, to re-staff the position with “Licensed, Certified Personnel/Staffing” licensed by the State of Texas and

qualified to perform the services provided above, this Contract shall automatically be terminated as to such and shall immediately notify the Chief Juvenile Probation Officer of such suspension or revocation. In addition, under Section 236.006, Texas Family Code, Agency certified that the individual or business entity named in this Contract, bid or application is not ineligible to receive the specified grant, loan or payment and acknowledges that this Contract may be terminated if this certification is inaccurate.

3. Agency shall prepare, maintain and submit all records that are designated, required or prescribed by either Department or the Texas Juvenile Probation Commission. In addition, shall permit Department and the Texas Juvenile Probation Commission to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time. Agency shall provide reasonable access to all records, books, reports and other pertinent data and information needed to accomplish reviews of activities, services and expenditures of the Department.

4. Agency shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Agency and for Clients, inmates, patients and/or residents served by Agency.

5. As consideration for the above and forgoing, Agency shall submit a monthly billing statement to the Department (P.O. Box 267, Edinburg, Texas 78540). Said statement must provide an itemized list of services rendered to Department during the statement period, based on the schedule of fees. Upon receipt of said statement, Department shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Department will notify Agency when state funds are used to pay for services.

Agency will account separately for the receipt and expenditure of state funds received from Department. Agency will comply with Department's specified accounting, reporting, and auditing requirements applicable to any state funds paid to Agency under this Contract. In any event, Agency agrees to separately account for the receipt and/or expenditure of funds received pursuant to this Contract and to keep adequate books and records of all such receipts and/or expenditures.

6. Agency must comply with all applicable Department and Hidalgo County policies and with any applicable federal, state, or local laws, regulations, orders or ordinances applicable to the services provided by Agency under this Contract. Notwithstanding the foregoing sentence, Agency represents and maintains that it is an independent Agency and is not an employee of Department, Hidalgo County, Texas, or any thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Department, Hidalgo County, Texas, and/or any thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Agency agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

7. Any contract awarded to a successful proposer 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.

8. Department hereby notifies Agency that this Contract may be wholly or partially funded with state grant funds and as such, this Contract shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.

9. Agency agrees to provide liability insurance covering its activities in providing the Services for Department 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 professional liability insurance insurer that such insurances is in full force and effect. In addition, Agency agrees to hold County harmless for any and all claims arising out of any activity conducted by Agency in providing services under this Contract.

10. Except as otherwise herein provided, Agency may not assign the obligations or rights under this Contract to any person without the prior written consent of Department.

11. Term of contract will be for a period of one year (1) commencing upon Hidalgo County Commissioners' Court final approval, and may be extended at the sole discretion of County for two (2) additional one (1) year terms. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new proposal for next contract term, under the same rates, terms and conditions.

12. Agency agrees to abide by all appropriate performance standards and sanctions and/or penalties that may be imposed by Department, the Texas Juvenile Probation Commission, and/or the Criminal Justice Division, Office of the Governor pursuant to contracts and/or grant arrangements with such entities, if any.

13. Nothing in this Contract shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Contract and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Contract shall be

modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

14. Department will conduct regular financial and programmatic monitoring of Agency if Agency is paid in whole or in part with state funds to ensure performance of and compliance with contractual provisions between Department and Agency. If required by the Texas Juvenile Probation Commission, Department will complete and Agency will cooperate with Department, upon request by Department, in furnishing such information and documentation as Department may require in completing the Texas Juvenile Probation Commission Private Service Provider Contractual Monitoring and Evaluation Report to monitor Agency's compliance with contractual requirements. If Agency fails to deliver quality service, fails to achieve the defined goals, outcomes, strategies and outputs set by Department, or if Agency fails to comply with any conditions in this Contract, then Department shall have the right to terminate this Contract upon the giving of ten (10) days prior written notice to Agency.

15. No waiver by Department of any breach of any provision of this Contract shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

16. This Contract contains the entire agreement between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreements in connection with this Contract not specifically set forth herein. This Contract may be modified or amended only by agreement in writing executed by Department and Agency, and not otherwise.

17. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

18. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall in writing and shall either be (i) personally delivered against 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 Department: Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Attention: Israel "Buddy" Silva, Jr.
P.O. Box 267
Edinburg, Texas 78540

If to Agency: **Southwest Key Programs, Inc.**
Attn: Juan Jose Sanchez, President
6002 Jain Lane
Austin, Texas 78721

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 addresses or, if mailed, at such time as it is deposited in the United States mail.

19. The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Contract.

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

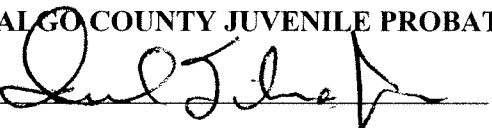
21. All pronouns used in this Contract shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may appropriate.

22. The execution and performance of this Contract by Department and Agency have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of Department and Agency in accordance with its terms.

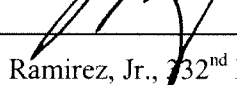
EXECUTED as of the day and year first written above.

DEPARTMENT:

HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT

BY:  DATE: 12-18-09
Israel "Buddy Silva, Jr.", Director and Chief Juvenile Probation Officer

JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER

BY:  DATE: 12-18-09
Hon. Mario E. Ramirez, Jr., 732nd District Court Juvenile Department Overseer

AGENCY: SOUTHWEST KEY PROGRAMS, INC.

BY:  DATE: 12-23-09

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
“WRAP AROUND PROGRAM”
RFP №2009-400-10-14-YZV

Overview:

Hidalgo County (hereinafter referred to as “COUNTY”) is soliciting proposals for “Judge Mario E. Ramirez, Jr. Juvenile Justice Center – Wrap Around Program” .

Deliver Submittal to:

RFP Number: **2009-400-10-14-YZV**
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 South Business Hwy 281
Edinburg, Texas 78539

The Submittal Envelope Must Show
RFP № 2009-400-10-14-YZV
“WRAP AROUND PROGRAM”.

The following outlines the Request For Proposal (RFP):

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at: 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquiries must be directed to Hidalgo county Purchasing Agent, Martha L. Salazar. Hidalgo County will assist the Hidalgo County Juvenile Justice Center in addressing any and all inquiries. All responses will be distributed through Hidalgo County Purchasing Department. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACIMILE (956) 318-2629 or emailed: yolanda.velasquez@co.hidalgo.tx.us BY NO LATER THAN 5:00 P.M. WEDNESDAY, OCTOBER 07, 2009.** Responses will be sent to all applicants via facsimile or email by **Friday, October 09, 2009 at 5:00 p.m. 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 or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the 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 locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Prior Contract award, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion 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

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
“WRAP AROUND PROGRAM”
RFP №2009-400-10-14-YZV

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 BIDS:

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

HAND DELIVERED PROPOSALS:

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

SIGNING OF PROPOSALS:

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.

TERM OF CONTRACT:

Term of contract will be for a period of one year (1) commencing upon Hidalgo County Commissioners' Court final approval, and may be extended at the sole discretion of County for two (2) additional one (1) year terms. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new proposal for next contract term, under the same rates, terms and conditions.

Any contract awarded to a successful proposer 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.

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
"WRAP AROUND PROGRAM"
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SECTION II - RFP REQUIREMENTS

SECTION II – REQUIREMENTS:

REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP.

NUMBER OF COPIES TO BE SUBMITTED: A total of one (1) original and seven (7) copies of the RFP shall be submitted to the address on the cover letter.

CONTENTS: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

REQUIRED CERTIFICATES AND SUBMITTAL:

This section will contain *any/all* licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as a qualified to provide "Wrap Around Program Services."

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

NUMBER OF COPIES TO BE SUBMITTED: Hidalgo County requires one (1) original submittal and seven (7) copies.

SECTION III – SCOPE OF SERVICES

SECTION III - SCOPE OF SERVICES:

Judge Mario E. Ramirez, Jr. Juvenile Justice Center is soliciting proposal from individuals, agencies or entities for the Alternative to Out of Home Placement Program utilizing the "Wrap Around Program" approach for delivery of services. It consists of a mix of culturally competent services that wrap the youth and family with services to increase chances of maintaining success in their communities. We anticipate that youth and their families will be served by this program for six (6) to twelve (12) months. Service delivery will include a combination of services including immediate intervention, comprehensive assessments, advocacy, crisis stabilization, case management, skill building services, therapeutic support services, Youth and Family Service Planning, discharge planning and aftercare. The following components are critical to implementing and operating a comprehensive and successful program.

PERSONNEL AND STAFFING:

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

Caseworker minimum qualifications:

Bachelor's degree in a social service or related field, with (2) years experience working with emotionally disturbed adolescents and their families; may include part-time, volunteer or internship experience. A master's degree in social services or related field may substitute for minimum requirements. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval from the Director or designee.

Clinical Director/ Clinician minimum qualifications:

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
"WRAP AROUND PROGRAM"
RFP №2009-400-10-14-YZV

Master's degree in the Human Service discipline. Possess a minimum of two years of related experience working with children/adolescents and families in a therapeutic treatment environment, or a Bachelor's degree in social services or related field with at least five (5) years' related experience. Qualified experience must focus on community based programs, treatment facilities and/or direct practical experience with children and family therapy. Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or individual actively working toward licensure as a mental health professional is preferred. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval of the Director or designee.

Admin Asst. minimum qualifications:

High School diploma or GED, with at least one (1) year administrative/clerical/secretarial experience or nine (9) months' formal training.

Case Manager minimum qualifications:

Bachelor's degree in a social service or related field, with (2) years experience working with emotionally disturbed adolescents and their families; may include part-time, volunteer or internship experience. A master's degree in social services or related field may substitute for minimum requirements. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval from the Director or designee.

Program Director minimum qualifications:

Bachelor's degree in a social service or related field, with a total of five (5) years supervisory/administrative experience with a Masters degree in social services or related field, with a total of two (2) years supervisory/administrative experience with troubled youth. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval of the Director or the designee.

PROGRAM OVERVIEW:

The proposal shall include a detailed functional description of the services to be provided and how these services will be delivered.

- **Culturally Competent Services-** The program is structured to provide services in a culturally competent manner to youth and their families. Culturally sensitive programming includes *Cultural Competency Training, Recruitment and Employment of Multiracial Staff, Culturally Appropriate Materials and Information, Culturally Competent Resources and Activities.*
- **Immediate Intervention Response within 24 -48 hours –** Conduct initial meeting at family's home, placement facility or other appropriate location within 24 – 48 hours of receipt of referral; If there is a need for a quicker response time due to court orders or detention situation, arrangements will be made to respond within 2 hours and meet youth and family at court or the detention facility.
- **24 hour Crisis Intervention and Safety Planning –** Provide crisis intervention and safety planning 7 days per week, 24 hours per day, 365 days per year.
- **Comprehensive Assessments –** The general assessment will identify strengths/needs and status in multiple domains including: education, safety issues in the home and community, family, self, and psychosocial needs. Additional areas of assessment include the following:
 - *Placement and/or housing needs;*
 - *Supportive family and community ties;*
 - *Peer network and support;*
 - *Delinquency history;*
 - *Substance use and/or abuse;*
 - *Mental and physical health status;*
 - *Economic status;*
 - *Individual strengths;*
 - *Talents and interests; and*

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- *Detailed family history, including family strengths, relationships, and challenges.*
- **Youth and Family Support Teams-** In line with the wrap around approach, youth and family support teams are created to include the client and family, service providers and natural supports to ensure that all vested individuals and organizations have a part in the success of the youth in maintaining in the community.
- **Youth and Family Team Service Planning** – Youth and Family Team Service Planning uses a collaborative process driven by the perspective of the family. The Team would include the youth and family as well as a mix of professional supports, natural supports, and community members. The Service Plan is based on the strengths and culture of the youth and their family, and ensures that the process is ***driven by the needs of the family.***
- **Youth and Family Team Service Plan Reviews** – The Service plan will be updated a minimum of once a month for the length of the program. The full Youth and Family Support Team is expected to participate.
- **Flexible Service Hours** – Sufficient flexible staffing required to ensure that services are available to families during non-traditional work hours and weekends.
- **Case management and Care Coordination** – The contracted service provider will serve as the single point of contact for youth and families served by the program. Case managers will act as wrap around services coordinators, facilitators and advocates working with the family, community, and collaborating agencies, to discover family strengths, set goals, determine major needs, and develop strength-base options for the family. As facilitators, the Case managers will also ensure all services are put in place and coordinated, and will monitor treatment outcomes. The contracted Service provider will be responsible for the management and continuity of care including the following:
 - *Facilitating the development, review, and evaluation of the Youth and Family Service Plan based on the youth's and family's strengths-based assessment and culture;*
 - *Developing and advocating for provision of services and resources needed by the youth and family, but that may not be currently available to the family;*
 - *Linking youth and family to identified needed services;*
 - *Checking with the youth and family to ensure that formal and informal support systems are functioning properly;*
 - *Monitoring service needs and ensuring positive family, social, education, and health outcomes for enrolled youth;*
 - *Coordinating of case planning and services with the probation department and all involved public and private community partners to ensure awareness of youth services, milestones, or discharges; and*
 - *Empowering families to build upon their strengths and culture to develop new competencies – identifying how strengths and family culture will be used to meet needs and reach goals.*
- **Therapeutic Support for youth and families** - The therapeutic support program component will provide assessment, crisis stabilization and safety planning as well as family and/or individual counseling as needed. If it is assessed that the need for therapeutic services is extensive, then this service need might be addressed by referring and linking the youth and family to a local provider.
- **Youth Skill Development Groups** – Group sessions should address the youth's progress in the program as well as address a variety of treatment and development issues such as anger management, impulse control, adolescent sexuality, job readiness skills, problem solving, making appropriate decisions and other issues pertinent to the youth. Whenever possible parents or guardians will be requested to participate in the “Strengthening Family Program” Groups.
- **Monitoring/Supervision** – provide accountability of the youth and ensure public safety through frequent face to face and telephone contacts depending on the youth's risk level.
- **Education Advocacy and Support** – If the youth is not in school, the Case managers will assist the youth in enrolling in their local school or most appropriate educational program. Also assist the youth to locate tutoring, mentoring, and/or after school programs that will support the youth in meeting their academic goals.
- **Discharge Planning** – The Youth and Family Support Team will create a Discharge Plan that will address the status of the Youth and Family Service Plan goals. The Discharge plan will highlight the areas of improvement as identified by the youth and family. The Team will spend specific actions the team will take to ensure that the noted improvements can be sustained. In addition, the family will be provided with a list of resources that they may access without required involvement from the contracted service provider and the probation department.
- **Aftercare** – The contracted program staff will remain informally accessible to the youth and family for one (1) month

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
"WRAP AROUND PROGRAM"
RFP №2009-400-10-14-YZV

after the client and family have been discharged in efforts to provide continuity of care and respond to questions or concerns. The staff will contact the client and family 30 days after being discharged. Aftercare may include referring participants to appropriate support services and agencies, including child care, youth and family counseling, employment agencies, parenting educations, housing assistance, substance abuse treatment, and benefit assessment agencies.

- **Data Driven Programming** – Tracking of outcomes and performance measures are required to ensure that the program is being effective. Comprehensive data management system is required to generate reports to measure selected target outcomes.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer(s) is to provide a standard fee. Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this contract/grant or as agreed to in terms of time frame. All prices must be written in ink or typewritten. Where unit pricing and extended pricing differ unit pricing prevails.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County / Judge Mario E. Ramirez, Jr. Juvenile Justice Center.

- a) Within this description, please describe how each of the above defined common service expectations in the Program Delivery subsection of the RFP will be addressed:
 - Initial Service Response within 24 hours of Referral;
 - Flexibly Deployed Staff providing In-Home Services during Non-Traditional hours (including 24 hour service availability);
 - Individualized Service Planning & Delivery;
 - Sufficient Responsiveness & Support to Family Crises to be perceived as an alternative to Law Enforcement and the Court;
 - Building on Individual & Community Strengths;
 - Cultural Competence;
 - Monitoring & Supervision to address risk taking behaviors; and,
 - Collaborative Relationships with Systems Partners.
- b) In addition the program overview must include but not be limited to:
 - A description of the staffing pattern to meet the service response requirements of the initiative. Please include the educational background and experiences of the projected team members. (NOTE: While the annual funding represents a significant investment by Hidalgo County for these services, the projected service intensity and flexibility of service hours will necessitate an innovative approach for the deployment of staff. Describe your Agency's strategy to address these challenges in coverage including employing a blend of full/part time staff and/or other professional contractual relationships. What specific successes have you achieved toward addressing similar challenges;
 - Identify your Agency's direct experience working with each of the following:
 - Law Enforcement Agencies;
 - Family Court
 - County Juvenile Justice
 - Emergency Services Providers; and,
 - Other Relevant Human Service Organizations
 - Identify all inter-organizational partnerships or affiliations applicants intend to pursue in carrying out a 24 hour mobile response capacity;
 - Please provide a brief implementation plan that addresses each of the following:
 - Outline timelines and milestones associated with the implementation of the program;
 - Describe agency readiness and ability to implement and staff the program in a timely manner; and,
 - Give specific examples of timely implementation and ramp up of new programs within your Agency.

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
“WRAP AROUND PROGRAM”
RFP №2009-400-10-14-YZV

- c) What is the depth of your knowledge of Texas juvenile laws, guidelines, and procedures in relation to the Hidalgo County Juvenile Probation Department.?
- d) Documentation of Outcomes: Please provide all relevant data regarding your Agency's successes in achieving valued outcomes for children and youth from the defined target population. To the extent possible, please document outcomes and milestones achieved in each of the following areas:
 - o Successfully Engaging the Youth and Families in Service;
 - o Building Parental Supervisory Skills;
 - o Reducing Violations that Increase the Risk of Further System Penetration:
 - Re-Offending Rates;
 - No Shows for Court hearings Rates
 - Other Probation and/or Court Violation Rates;
 - Curfew Violations Rates; and
 - Truancy Rates
 - o Successful Diversion from Institutional Care:
 - While Enrolled in Service;
 - Post Enrollment; and,
 - o Improved School Performance.

UNDERSTANDING OF THE PROJECT:

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

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
"WRAP AROUND PROGRAM"
RFP №2009-400-10-14-YZV

SECTION IV – SELECTION/EVALUATION/RANKING

SELECTION/EVALUATION/RANKING PROCESS:

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest rates/fees, but shall take into consideration other factors, including past experience, evidence of good organization, references, ability to provide requested quality services.

EVALUATION:

Proposals will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice Center. (refer to exhibit "B").

PROPOSAL RANKING:

After the RFPs have been reviewed, scored and evaluated, the committee will present the evaluation grid to the Hidalgo County Commissioners Court for the purposes of ranking.

NEGOTIATION PROCESS:

Emphasis will be placed on the compliance with all requirements, costs, qualified and experienced personnel and the most efficient plan in order to implement the Wrap Around Program for Judge Mario E. Ramirez, Jr. Juvenile Justice Center. Accuracy and completeness are essential. Hidalgo County Judge Mario E. Ramirez Jr., Juvenile Justice Center and Hidalgo County Commissioners' Court reserves the right to reject any and all RFPs.

RFP 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

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, OCTOBER 14, 2009.** All costs and expenses associated with the preparation and submission of (rfp'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 / Judge Mario E. Ramirez, Jr. Juvenile Justice Center.

EXHIBIT "B"
SELECTION/EVALUATION/RANKING CRITERIA
Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
Request for Proposals
"WRAP AROUND PROGRAM"
RFP №2009-400-10-14-YZV

SELECTION/EVALUATION/RANKING PROCESS:

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest rates/fees, but shall take into consideration other factors, including past experience, evidence of good organization, references, ability to provide requested services, and any other factors found necessary for quality service.

Proposals will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The evaluation consists of a 100-point scoring system based on the "Evaluation Criteria"-Exhibit B. The participants will be ranked after evaluation. The Hidalgo County Commissioners and/or an Evaluation Committee (selected and/or designated by Hidalgo County Commissioners will review, score and evaluate the RFPs received in response to this "Request For Proposals".

After the RFPs have been reviewed, scored and evaluated, the committee will present the grid to the Hidalgo County Commissioners Court for the purposes of ranking.

1. THE FOLLOWING CRITERIA WILL BE UTILIZED IN EVALUATING THE PROPOSALS:

- a) **VENDOR PROFILE** **25%**
The proposer shall provide information related to its qualifications and experience. The proposer must provide copies of license and certificates, permits, etc. required by the State of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services requested in this RFP.

- b) **UNDERSTAND THE SERVICES/METHODOLOGY:** **25%**
The proposer must state, the approach and/or methodology, in achieving and rendering all services detailed and required for the "Wrap Around Program" for Hidalgo County – Juvenile Justice Center.

- c) **COST** **25%**
Proposer shall provide fee cost based per session, evaluation, update/addendum, individual and/or family counseling and group counseling.

- d) **ABILITY TO COMMIT TO ALL REQUIRED "SERVICES":** **25%**
The "Wrap Around Program" proposer should provide as much background information as to its experiences in providing similar services to juveniles, parents, etc.

EXHIBIT "B"
 SELECTION/EVALUATION/RANKING CRITERIA
 Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center
 Request for Proposals
 "WRAP AROUND PROGRAM"
 RFP №2009-400-10-14-YZV

Selection Criteria

Points

Score

1 VENDOR PROFILE

The proposer shall provide information related to its qualifications and experience. The proposer must provide copies of license and certificates, permits, etc. required by the State of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services requested in this RFP.

25 Points

Comments/Rationale For Points: _____

2. UNDERSTANDING THE SERVICES/METHODOLOGY:

The proposer must state, the approach and/or methodology, in achieving and rendering all services detailed and required for the "Wrap Around Program" for Hidalgo County – Juvenile Justice Center

25 Points

Comments/Rationale For Points: _____

3. COST:

Proposer shall provide fee cost based per session, evaluation, update/addendum, individual and/or family counseling and group counseling.

25 Points

Comments/Rationale For Points: _____

4. ABILITY TO COMMIT TO ALL REQUIRED "SERVICES"

The "Wrap Around Program" proposer should provide as much background information as to its experiences in providing similar services to juveniles, parents, etc.

25 Points

Comments/Rationale For Points: _____

Total Score

Provider: _____

Evaluator: _____ Date: _____

EXHIBIT "B"
FEE SCHEDULE

**Request for Proposal/Qualifications
"WRAP AROUND PROGRAM"**

RFP NO: 2009-400-10-14-YZV

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

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

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer: SOUTHWEST KEY PROGRAMS, INC.

Address: 6002 Jain Lane

Austin, Texas 78721

By: 

Printed Name: Juan J. Sanchez, Ed.D.

SOUTHWEST KEY PROGRAMS, INC.

Community Connection Program

2009

		Annual Budget	
	Personnel	Annual Salary	24 Youth
Salaries Expenses:			
Program Director	1.00	\$ 47,000	\$ 47,000
Executive Assistant	0.50	26,000	13,000
Clinician	1.00	46,000	46,000
Case Manager	2.00	30,000	60,000
Family Specialist - Part Time	4.00	10,000	40,000
Total Salaries Expense	8.50		206,000
Fringe Benefits:			
FICA & Medicare			15,760
SUTA			1,300
Workers Compensation			5,150
Group Health Insurance			24,840
Disability Insurance			2,470
Retirement			6,180
Total Fringe Benefits			55,700
Contractual:			
Evaluation			2,000
Total Contractual			2,000
Direct Costs:			
Travel - Mileage			3,000
Employee Training			3,000
Food Expense			2,000
Client Personal Items			500
Total Direct Costs			8,500
Operating Expenses:			
Building Lease			30,000
Utilities			4,800
Telephone			10,100
Office Supplies			3,000
Overnight Mail			1,000
Advertising			800
Computer Equipment			7,200
Computer Supplies			1,500
Computer Software			1,000
Office Furniture Expense			3,500
Vehicle Lease			19,200
Copier Rental			1,800
Maint. & Repair - Building			2,000
Maint. & Repair - Vehicle			4,800
Vehicle Gas & Oil			7,200
Employee Recognition - Food			300
Ins. - Gen. & Prof. Liability			2,400
Ins. - Property			1,000
Ins. - Automobile			3,200
Dues & Subscriptions			1,400
Payroll Service			1,500
Total Operating Expenses			107,700

TOTAL EXPENSES

379,900

Indirect Cost

57,360

Minimum Guaranteed

437,260

Daily Rate per Youth

\$ 49.92

MEMORANDUM

(IMMEDIATE REVIEW AND RESPONSE REQUIRED)

To: Juan J. Sanchez, President/CEO
Southwest Key Programs

From: Yolanda Velasquez, Buyer I
Hidalgo County Purchasing Department

Date: November 04, 2009

Re: Best and Final Offer – RFP N9 2009-400-10-14-YZV
Hidalgo County – Juvenile Justice Center "Wrap Around Program"

Pursuant to "Meeting held on Wednesday, November 04, 2009", a discussion was held regarding any concerns and/or questions in connection with the above referenced project. Hidalgo County Chief Juvenile Probation Officer, Mr. Israel "Buddy" Silva Jr. discussed what the project and services entailed. Please review discussion and approved details as follows:

- a) The term of the contract for "Juvenile Probation" will be effective upon Commissioners Court approval and ending August 31, 2010 with the County's option for two (2) one (1) year Juvenile Probation's fiscal year (September 1 through August 31) extensions based on prior's year performance evaluation and contingent upon cost remaining unchanged;
- b) The Certificate of Insurance will need to be corrected and name "Juvenile" as the additional insured;
- c) Schedule of Fees were discussed and agreed upon. Fee Schedule pursuant to the twenty-four (24) youth;
- d) Southwest Key Program will initiate the program's process effective January 11, 2010.

At this time Hidalgo County is requesting for consideration a "Best and Final Offer" as discussed and agreed by both parties for the proposed scope of work and services for the above referenced project.

We request that you submit a proposed "Best and Final Offer" by 2:00 p.m. Thursday, November 04, 2009 or sooner, in order to proceed forward.

If you should have any questions or need additional information please call me at (956) 318-2626 extension 4881. Thank you.

BEST AND FINAL OFFER \$49.92 per youth/ per day with a min guarantee of 24 clients.

Signature:

Printed

Name:

Juan J. Sanchez
Dr. Juan Jose Sanchez

Date: November 11, 2009

Title: Presidente/ CEO

EXHIBIT "C"
INSURANCE EXHIBITS

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/2/2010


PRODUCER Insurance One Agency, LC 601 Embassy Oak, Suite 101 San Antonio TX 78216	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	NAIC #
INSURED Southwest Key Programs, Inc. 6002 Jain Lane Austin TX 78721	INSURERA: Philadelphia In Co	23850
	INSURERB: Federal Ins Co	20281
	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 ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK617844	9/1/2010	9/1/2011	EACH OCCURRENCE	\$ 1,000,000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 3,000,000
					PRODUCTS - COMP/OP AGG	\$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 Comp <input checked="" type="checkbox"/> \$1,000 Coll	PHPK617844	9/1/2010	9/1/2011	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC	\$
					AGG	\$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	PHUB319866	9/1/2010	9/1/2011	EACH OCCURRENCE	\$ 3,000,000
					AGGREGATE	\$
						\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OT-ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
B	OTHER Crime & Fiduciary Liability	8127-9773	9/1/2010	9/1/2011	Employee Theft	\$3,000,000
					Fiduciary Liab	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Hidalgo County Juvenile Probation is listed as additional insured when required by written contract.

CERTIFICATE HOLDER Hidalgo County Juvenile Probation Department 3100 S. Highway 281 Edinburg TX 78540	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 
---	--

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.



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

November 2, 2010

Southwest Key Program
Attn: Dr. Juan J. Sanchez
President/CEO
6002 Jain Lane
Austin, Texas 78721

Via: Certified Mail #7099 3220 0002-9744-6563
Email: info@swkey.org

Re: Extension Of Original Service Contract No: C-09-400-11-24
"Wrap Around Program-Juvenile Justice Center"

Dear Dr. Sanchez:

Hidalgo County Purchasing Department on behalf of Hidalgo County Juvenile Justice will be requesting Commissioners' Court to consider the County's sole option to exercise its' option to renewal the first (1st year) of the two (2)-one (1) year term as provided under the Contract for Hidalgo County Juvenile Justice Wrap Around Program. Extension will be at the same rates, terms and conditions.

This notice will be sent via certified mail as well as by email, please forward back this acknowledge receipt of notice of such request in order to proceed forward in placement on the Commissioners' Court meeting of Tuesday, November 9, 2010 for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than 11:00 a.m., Thursday, November 4, 2010 or sooner, via facsimile to (956) 956-318-2629 or email to: evangelina.garcia@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

By: 

Date: 11/4/10

Additionally, we are requesting your company provide an updated certificate of insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualification), if applicable.

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

A handwritten signature in black ink that reads "Vangie Y. Garcia". The signature is written in a cursive style with a large, looping initial "V".

Vangie Y. Garcia, Contract's Manager
Hidalgo County Purchasing Department

**BCAP Change Order No.3 Morningsun Subdivision Precinct No.2
CC CONSENT**

Date: 11/09/2010
Submitted By: Marcie Jackson, COLONIA ACCESS PROGRAM
Submitted For: Agapito Vargas
Department: COLONIA ACCESS PROGRAM
Agenda Category: Purchasing Department

Information

CAPTION

Acceptance and approval of Change Order No. 3 with contractor O.G. Construction Company, LLC for Morningsun Subdivision, Pct. No. 2 reflecting a decrease of \$1,855.00 because of quantitative adjustments based on revision, and addition of 1 day to contract time for work additional work needed, and 1 rain/ too wet day as submitted through project engineer R. Gutierrez Engineering Corporation (C-CAP-09-212-01-19).

BACKGROUND

New Contract Price after change order will be \$83,490.25 -- Total Calendar Days - 95

Fiscal Impact

FISCAL YEAR: 0 ACCT. #: 0-1311-431-00-122-484-1-841
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
P.O.# 643852

FISCAL YEAR: 0 ACCT. #: 0-1311-431-00-122-484-1-733
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
P.O.# 643852

Attachments

Link: [Change Order No.3 Morningsun Subdivision](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Yvette Islas	Yvette Islas	11/03/2010 03:27 PM	APRV
2	Purchasing Department	Marty Salazar	11/04/2010 08:45 AM	APRV
3	Budget & Management	Sylvia Solis	11/04/2010 08:47 AM	APRV
4	Roland Garcia	Rolando Garcia	11/04/2010 01:36 PM	APRV
5	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Marcie Jackson
Started On: 11/03/2010 02:40 PM

Final Approval Date: 11/05/2010

CHANGE ORDER NUMBER THREE (3)

PROJECT: MORNINGSUN SUBDIVISION

DATE OF ISSUANCE: October 19, 2010 EFFECTIVE DATE: October 19, 2010

OWNER: HIDALGO COUNTY PRECINCT NO. 2

OWNER's Contract No.: C-CAP-09-212-01-19

CONTRACTOR: O.G. CONSTRUCTION COMPANY, L.L.C. ENGINEER: R. Gutierrez Engineering Corporation
4021 N. CLOSNER BLVD 130 E. Park Ave.
EDINBURG, TX 78541 Pharr, TX 78577

You are directed to make the following changes in the Contract Documents.

- Description: Final change order to reflect final quantities
1. Decrease cool & warm temporary cell fiber seeding to 0
 2. Increase Driveways (Concrete) by 44.2 SY
 3. Increase Driveways (ACP) by 41.5 SY
 4. 1 additional days for additional work needed
 5. 1 additional days for rain and too wet to work to date

- Reason for Change Order:
1. Temporary cell fiber seeding not done
 2. Change in material for additional concrete driveways
 3. Change in material for additional ACP driveways
 4. Added 1 days to contract time for the additional work needed
 5. Added 1 day - Rained or to wet to work since Change Order #2

Attachments:

Change in Contract Price:		CHANGE IN CONTRACT TIME:	
Original Contract Price		Original Contract Time for	
\$ 78,145.00		Substantial Completion:	60
			calendar days or dates
Net Changes from previous Change Order		Net change from previous Change Orders	
\$ 7,200.25		33	
			calendar days
Contract Price prior to this Change Order		Contract Time prior to this Change Order	
\$ 85,345.25		Substantial Completion:	93
			calendar days or dates
Net Increase (decrease) of this Change Order		Net Increase (decrease) of this Change Order	
\$ (1,855.00)		2	
			calendar days
Contract Price with all approved Change Orders	Net % increase (decrease) from original contract price.	Contract Time with all approved Change Orders	
\$ 83,490.25	6.80 %	Substantial Completion:	95
			calendar days or dates

RECOMMENDED:
 By: Rain [Signature], P.E.
 Engineer (Authorized Signature)
 Date: 10-29-10

APPROVED:
 By: _____
 Owner (Authorized Signature)
 Date: _____

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Date: 10/27/10

CHANGE ORDER NO. 3 TABULATION
HIDALGO COUNTY PRECINCT NO. 2
MORNINGSUN SUBDIVISION
CONTRACT NUMBER: C-CAP-09-212-01-19

Item Number	Original Plan Quantity	Change Order #1 Quantities	Change Order #2 Quantities	Change Order #3 Quantities	Unit	Item Description	Unit Price	Revised Unit Price	Original Contract Cost	Change In Contract Cost of C.O.#1	Revised Contract Cost after C.O.#1	Change In Contract Cost of C.O.#2	Revised Contract Cost after C.O.#2	Change In Contract Cost of C.O.#3	Revised Contract Cost after C.O.#3		
(905) ROADWAY																	
110	1,816.00	1,816.00	1,816.00	1,816.00	CY	Excavation (Roadway)	\$ 2.00	\$ 2.00	\$ 3,632.00	0.00	3,632.00	0.00	3,632.00	0.00	3,632.00		
132	230.00	230.00	230.00	230.00	CY	Embankment (Rdwy)(Dens. Cont.)(Ty C)	\$ 8.00	\$ 8.00	\$ 1,840.00	0.00	1,840.00	0.00	1,840.00	0.00	1,840.00		
164	1,033.00	1,033.00	1,033.00	0.00	SY	Cell Fiber Seeding (Temp)(Warm)	\$ 2.00	\$ 2.00	\$ 2,066.00	0.00	2,066.00	0.00	2,066.00	(2,066.00)	0.00		
164	1,033.00	1,033.00	1,033.00	0.00	SY	Cell Fiber Seeding (Temp)(Cool)	\$ 1.50	\$ 1.50	\$ 1,549.50	0.00	1,549.50	0.00	1,549.50	(1,549.50)	0.00		
164	2,066.00	2,066.00	2,066.00	2,066.00	SY	Cell Fiber Seeding (Perm)(Urban)(Clay)	\$ 1.00	\$ 1.00	\$ 2,066.00	0.00	2,066.00	0.00	2,066.00	0.00	2,066.00		
247	862.00	862.00	883.00	883.00	CY	Flexible Base (6")(Comp-In-Place)(Ty E)(Gr 4)	\$ 31.75	\$ 31.75	\$ 27,368.50	0.00	27,368.50	666.75	28,035.25	0.00	28,035.25		
310	844.00	844.00	869.00	869.00	GAL	Prime Coat (AC-30)	\$ 8.00	\$ 8.00	\$ 6,752.00	0.00	6,752.00	200.00	6,952.00	0.00	6,952.00		
502	2.00	2.00	2.00	2.00	MO	Barricades, Signs & Traffic Handling	\$ 700.00	\$ 700.00	\$ 1,400.00	0.00	1,400.00	0.00	1,400.00	0.00	1,400.00		
506	84.00	84.00	84.00	84.00	SY	Construction Exits (Ty II)(Install)	\$ 8.00	\$ 8.00	\$ 672.00	0.00	672.00	0.00	672.00	0.00	672.00		
506	84.00	84.00	84.00	84.00	SY	Construction Exits (Ty II)(Remove)	\$ 4.00	\$ 4.00	\$ 336.00	0.00	336.00	0.00	336.00	0.00	336.00		
506	96.00	96.00	96.00	96.00	LF	Temp Sediment Control Fence	\$ 3.00	\$ 3.00	\$ 288.00	0.00	288.00	0.00	288.00	0.00	288.00		
529	2,735.00	2,735.00	2,821.00	2,821.00	LF	Concrete Curb & Gutter (Ty A)(Barrier)	\$ 7.00	\$ 7.00	\$ 19,145.00	0.00	19,145.00	602.00	19,747.00	0.00	19,747.00		
529	70.00	70.00	70.00	70.00	LF	Concrete Valley Gutter (6-Ft)	\$ 32.00	\$ 32.00	\$ 2,240.00	0.00	2,240.00	0.00	2,240.00	0.00	2,240.00		
530	279.00	279.00	263.80	308.00	SY	Driveways (CONCRETE)	\$ 30.00	\$ 30.00	\$ 8,370.00	0.00	8,370.00	(456.00)	7,914.00	1,326.00	9,240.00		
644	2.00	2.00	2.00	2.00	EA	Small Roadside Sign Assembly (Ty A)	\$ 210.00	\$ 210.00	\$ 420.00	0.00	420.00	0.00	420.00	0.00	420.00		
530	0.00	562.50	562.50	602.00	SY	Driveways (Ty PRB-1)	\$ 11.00	\$ 11.00	\$ -	6,187.50	6,187.50	0.00	6,187.50	434.50	6,622.00		
									Total		\$ 78,145.00	\$ 6,187.50	\$ 84,332.50	\$ 1,012.75	\$ 85,345.25	\$ (1,855.00)	\$ 83,490.25
									TOTAL BASE AMOUNTS:		\$ 78,145.00	\$ 6,187.50	\$ 84,332.50	\$ 1,012.75	\$ 85,345.25	\$ (1,855.00)	\$ 83,490.25

Contract Time Statement

ESTIMATE NO. 1 CONTRACTOR OG Construction, LLC

PROJECT NO. C-CAP-09-212-01-19 City Pharr, TX DATE WORK BEGAN 6/18/2010

TIME COMPUTED FROM 6/18/2010 DATE WORK COMPLETED 9/15/2010

MONTH	DATE OR DAYS	WORKING DAYS	DAYS CREDITED AND REASONS THEREFORE	
July	1	1	1	Rain Day
	2	1	1	Too Wet to Work
	3	1		
	4	1		
	5	1		
	6	1		
	7	1	1	Rain Day
	8	1	1	Rain Day
	9	1	1	Too Wet to Work
	10	1	1	Too Wet to Work
	11	1	1	Too Wet to Work
	12	1		
	13	1		
	14	1		
	15	1		
	16	1		
	17	1		
	18	1		
	19	1		
	20	1		
	21	1	1	Rain Day
	22	1	1	Rain Day
	23	1	1	Too Wet to Work
	24	1	1	Rain Day
	25	1	1	Too Wet to Work
	26	1	1	Rain Day
	27	1	1	Too Wet to Work
	28	1	1	Too Wet to Work
	29	1	1	Too Wet to Work
	30	1	1	Too Wet to Work <i>Change Order # 3</i>
	31	1		
TOTALS		31	17	

NO. OF CONTRACT WORKING DAYS 95 NO. WORKING DAYS CHARGED TO DATE 44

ASSESSED LIQUIDATED DAMAGES: NO. DAYS 0 PER DAY \$ TOTAL

CERTIFIED AS CORRECT (ONE COPY HAS BEEN GIVEN TO THE CONTRACTOR) *Rain [Signature], P.E.*
PROJECT ENGINEER

INSTRUCTIONS: PROJECT IDENTIFICATION SHOULD COVER CONTRACT. TIME CREDITED AND REASONS THEREFORE MUST CONFORM TO PROVISIONS OF CONTRACT. NO HOLIDAY CREDIT ALLOWED FOR DAYS PRECEDING OR FOLLOWING LEGAL HOLIDAYS. TIME SUSPENDED AND RESUMED MUST BE SUPPORTED BY COPY EACH OF LETTERS TO CONTRACTOR DATED ON OR BEFORE EFFECTIVE DATES. TIME EXTENSION MUST BE INDICATED AND REFERENCED TO RELATED PROVISION OF CONTRACT. SEE BOOKLET OF INSTRUCTIONS, CONSTRUCTION ESTIMATES DATED SEPTEMBER 1, 1956

Sixty Day Extension-Lava Concepts (Time Clock)

CC CONSENT

Date: 11/09/2010
 Submitted By: Vangie Garcia, PURCHASING DEPT.
 Submitted For: Marty Salazar
 Department: PURCHASING DEPT.
 Agenda Category: Purchasing Department

Information

CAPTION

Requesting approval of the sixty (60) day grace period under original contract (C-08-386-12-23-Time Clock-Equipment and Warranty) between Hidalgo County and Ruperto Lee Gonzalez dba Lava Concepts & Consulting so as to have no lapse in services while procurement process is completed.

BACKGROUND

Original contract is on last extension (E-09-474-11-03) and has only the sixty (60) day extension. User department (IT) is modifying specifications/requirements for new RFP.

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-200-002-0-745
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 Available balance as of 11-4-10 \$43,504.57.

Attachments

Link: SIXTY DAY EXTENSION REQUEST

Link: Contract Documentation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 08:34 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 08:42 AM	APRV
3	Ivan Cantu	Ivan Cantu	11/04/2010 01:35 PM	APRV
4	Auditor's Office	Angela Garcia	11/05/2010 03:48 PM	APRV

Form Started By: Vangie Garcia Started On: 11/03/2010 02:12 PM

Final Approval Date: 11/05/2010



PURCHASING DEPARTMENT
County Of Hidalgo

November 2, 2010

Mr. Ruperto Lee Gonzalez
Lava Concepts & Consulting
3909 Warbler Avenue
McAllen, Texas 78504

Via: Certified Mail #7099-3220-0002-9744-6549
Email: lee@lavaconcepts.com

**Re: Sixty (60) Day Extension For Original Contract No. C-08-386-12-23
"Time Clock (Equipment and Warranty)"**

Dear Lee:

Commissioners' Court will take applicable action (Tuesday, November 9, 2010) in connection with the Hidalgo County's option to exercise the sixty (60) day grace period for the current contract in place while procurement process is completed and processed. Sixty Day Extension to be effective from December 23, 2010 to February 20, 2010 under the same rate, term and conditions.

Additionally, we are requesting your company provide an updated certificate of insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statement of Qualification), if applicable.

Please acknowledge receipt of this notice of extension by signing below and returning to the Purchasing Department by no later than 3:00 p.m., Thursday, November 4, 2010, attn: Vangie Y. Garcia, Contracts Mgr. to (956) 318-2629 or via email to: evangelina.garcia@co.hidalgo.tx.us

By: _____ Date: _____

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 292-7000 ext. 4856. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,


Vangie Y. Garcia/Contracts Manager
Hidalgo County Purchasing Department

REQUIREMENTS AGREEMENT
C-08-386-12-23

THIS AGREEMENT (the "Agreement") is entered into effective as of **December 23, 2008** by and between **Ruperto Lee Gonzalez d/b/a Lava Concepts & Consulting, Sole Proprietor** ("Seller") and **HIDALGO COUNTY** ("Buyer").

WHEREAS, Buyer has solicited proposals for the supply of its requirements of Hidalgo County "**Time Clock (Equipment and Warranty)**", as further described in Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes (the "Products and Warranty") for a period of one year with the County's option to renew one (1) additional year based on the prior year's performance evaluation and contingent upon cost remaining unchanged and;

WHEREAS, Seller has submitted a proposal to supply Buyer's requirements; and

WHEREAS, Buyer has determined that Seller has submitted the lowest and best proposal to meet Buyer's requirements for the Product.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Buyer agrees to purchase from Seller, and Seller agrees to sell to Buyer, all of the Products that Buyer may require for use by Buyer in "**Time Clock (Equipment and Warranty)**" in the areas of **HIDALGO COUNTY** projects for a period of one year with the County's option to renew for one (1) additional year based on the prior year's performance evaluation and contingent upon cost remaining unchanged and it is agreed that the Products will meet the specifications set forth in Exhibit "A" hereto.

2. When Buyer determines that it needs a quantity of the Products to be delivered, it will, according to its Purchasing Policies, complete and submit to Seller a Purchase Order describing the type and quantity of the Products required. The Products are to be delivered by contractor to the location(s) in Hidalgo County specified by Buyer in its Purchase Order.

3. Contractor agrees to pay Seller for each Purchase Order based on the prices set out in Exhibit "B". Seller shall render invoices for each Purchase Order, and the invoices shall be paid by Buyer on or before the 30th day following receipt of the invoice.

4. County and Seller agree that either party may terminate this contract upon thirty (30) days written notice at any time for any reason or no reason at all.

5. General Provisions.

a. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any

parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

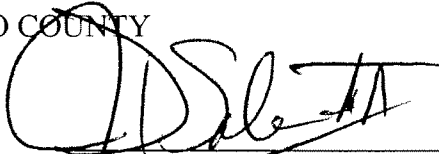
- h. **Assignment.** This Agreement shall not be assignable.
- i. **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.
- j. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate
- k. **Authority to Execute.** The execution and performance of this Agreement by Buyer and Seller have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of Buyer and Seller in accordance with its terms.
- l. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon sixty (60) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp. 1996).
- m. **Insurance.** 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 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.
- n. **Purchasing Ethics.** Seller represents and warrants it has not, during the process of being awarded this contract violated the following ethical standards of Buyer and, upon and after the execution of this Agreement, agrees to abide by the following ethical standards of Buyer:
 - (1) 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 Hidalgo County, or for any elected official, department head or employee or former elected official, department head or employee of Hidalgo County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an officer 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 advise, 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 Hidalgo County.
 - (2) 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 Hidalgo County, or any person associated therewith, as an inducement for the award of a subcontract or order.

EXECUTED effective as of the day and year first above written.

APPROVED BY COMMISSIONERS COURT ON: 12/23/09

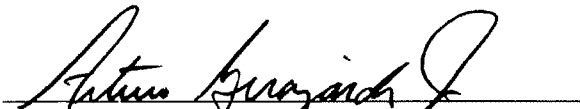
HIDALGO COUNTY



Juan D. Salinas, III, County Judge

Date: 12/30/08

ATTEST:


Arturo Guajardo, Jr., County Clerk

Date: _____

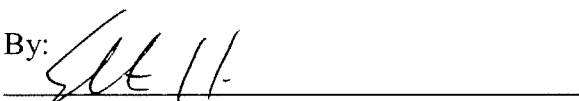
Company: Lava Concepts & Consulting

By: 

Printed Name: Ruperto Lee Gonzalez

Title: Owner

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

By: 
Stephen L. Crain

Date: 12-12-08

EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS

**EXHIBIT A
REQUIREMENTS
HIDALGO COUNTY
REQUEST FOR PROPOSAL**

“TIME CLOCK (Equipment and Warranty)”

RFP NO: 2008-386-10-15

**HIDALGO COUNTY
REQUEST FOR PROPOSAL
“TIME CLOCK (Equipment and Warranty)”
RFP NO: 2008-386-10-15**

Overview:

The County of Hidalgo is seeking to engage Proposer's to furnish a TIME CLOCK (Equipment and Warranty) and ***“Must be compatible with Hidalgo County's current proprietary Time and Attendance Applications”***. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of **“TIME CLOCK (Equipment and Warranty)”** as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, October 15, 2008. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The Hidalgo County Drainage District No. 1 Board of Director's may, at their option, utilize the “TIME CLOCKS (Equipment and Warranty)” selected by Hidalgo County For Hidalgo County Drainage District No. 1. Should the Board of Director's of Hidalgo County Drainage District No. 1 decide the firm selected as the Provider is the same as the one selected by Hidalgo County, the Provider shall offer Hidalgo County Drainage District No. 1 the same terms and provisions as it offers Hidalgo County.

Deliver Submittal to:
RFP Number: 2008-386-10-15-VYG

<u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539	<u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539
---	--

The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

The following outlines the Request For Proposals:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals 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 NO LATER THAN Wednesday, October 8, 2008, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, October 10, 2008. **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 or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

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

PROPOSER’S AFFIDAVIT:

Prior Contract award, respondents to this RFP must submit a signed Proposer’s Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion 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 BIDS:

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

HAND DELIVERED PROPOSALS:

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

SIGNING OF PROPOSALS:

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.

DURATION OF CONTRACT: The initial term of the contract shall be for One Year, with the County's option for an additional One Year extension based on prior year's performance evaluation and contingent upon cost remaining unchanged. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next term and contingent upon cost remaining unchanged. Additional requirements to be included in the contract, stated under Warranty and Support Requirements in Exhibit "A".

DAVIS BACON ACT:

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

SECTION II - RFP REQUIREMENTS

REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

UNDERSTANDING OF THE PROJECT:

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

PROPOSER'S QUALIFICATIONS:

Hidalgo County is soliciting to contract with a proposer who is qualified, licensed and certified. The proposer will directly perform the required services are required to have any and all applicable licenses, permits, credentials, qualifications to perform necessary services. Must submit any and all applicable licenses, permits, credentials, qualifications with RFP. Photostat copies are acceptable

PERSONNEL AND STAFFING:

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

REQUIRED CERTIFICATES AND SUBMITTAL:

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

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

SCOPE OF SERVICES:

HARDWARE REQUIREMENTS

1. The time clock must provide biometric finger scanning capabilities.
2. The time clock must have at least 512K of RAM.
3. The time clock must have at least 256K of programmable flash memory.
4. The time clock must work in a single or multi-clock environment.
5. The time clock must be EIA Standard RS232 or RS485 compatible.
6. The time clock must provide an Ethernet 10/100 Base T with DHCP.
7. The time clock must have HID ProxPoint capabilities.
8. The time clock must provide power over Ethernet PoE capabilities.
9. The time clock must have optional support for a UPS System.
10. The time clock must have on-board setup and diagnostic utilities.
11. The time clock must have a four-line display.
12. The time clock must accept both 12 and 24-hour formats.
13. The time clock must be able to stand-alone and connect on demand or at pre-scheduled times to Hidalgo County's time clock server.

PROGRAMMING REQUIREMENTS

1. The time clock must provide programming capabilities to interface with Hidalgo County's existing time clock software.
2. The programming application must be able to define commands by transaction type: On-line interactive, batch mode, or Internet mode.
3. The programming application must be able to provide complete control over the entry, filtering, and validation of data.
4. The programming application must be able to validate tables, manage schedules, employees, and departments.
5. The programming application must be able to provide Biometric template management.

6. The programming application must be able to provide several levels of supervisor override capabilities.
7. The programming application must allow for PIN's to be attached to employees or selected functions.
8. The programming application must be able to define meal and grace periods and lengths.
9. The programming application must support WEM encryption.
10. The programming application must allow for employee prompting, which includes messages that can be changed, updated for one or all employees and support multiple languages.
11. The programming application must be able to display the employee name at punch.
12. The programming application must be able to define badge number length with or without padding.
13. The programming application must provide supervisor levels to be linked to an employee to control schedule overrides, miss punches, and biometric enrollment.
14. The programming application must be able to restrict the times employee can punch in or out including grace periods.
15. The programming application must provide employees to view schedules, week-to-date hours, and last punch.
16. The programming application must provide the ability to actuate bells/alarms.
17. The programming application must be able to provide a valid table of badges that can be set up for visiting employees with expiration dates.
18. The programming application must automatically adjust for Daylight Savings Time.
19. The programming application must restrict employees from double punching by not allowing the employee to use the clock for a defined period of time from the last punch.

WARRANTY and SUPPORT REQUIREMENTS

1. Must be able to provide on-hand local support.
2. Must be able to provide a 24-hour quick exchange on all time clocks under warranty.
3. Must be able to provide training to departments and staff on time clock

4. Must be able to provide a yearly warranty and support agreement.
5. Must be able to provide a four-hour response to all support issues.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer(s) is to provide a proposed fee on proposal page based on the scope of services/work requested.

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

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires one (1) original submittal and seven (7) copies.

SECTION III – SELECTION/EVALUATION/RANKING

SELECTION/EVALUATION/RANKING PROCESS:

The evaluation consists of a 100-point scoring system based on the “Evaluation Criteria”- Exhibit B. Those found to be incomplete, or which fail to address the needs of the County as stated herein, will not be evaluated. Only those proposals furnished complete, with all required documentation, will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and the best interest of, the County.

The County’s IT Director-Renán Ramierz, will review all proposals for completeness. After a preliminary evaluation of the technical criteria, the cost factor will be included in the evaluation process. Cost will be evaluated on an equal basis with the technical criteria.

(A) The Hidalgo County Commissioners and/or an Evaluation Committee (selected and/or designated by Hidalgo County Commissioners) will review, score and evaluate the RFPs received in response to this “Request For Proposals”.

(B) After the RFPs have been reviewed, scored and evaluated, the committee will present the grid to the Hidalgo County Commissioners Court for the purposes of ranking.

1. Responsiveness to the Request for Proposal (25 Points)

- a) Requested information included and thoroughness of response.
- b) Understanding and acceptance of the scope of service.
- c) Acceptance of the RFP and Contract requirements.
- d) Clarity and conciseness of the response.

2. Economic evaluation of the Proposed Fee Schedule (50 Points)

3. Capability to provide the services requested (25 Points)

- a) Background of Proposer and support personnel, including professional qualifications and length of time working in Proposers capacity.
- b) Relevant experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
- c) Specific experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
- d) Other resources, including total number of employees.
- e) References with contact names and telephone numbers.

NEGOTIATION PROCESS:

Compliance with all requirements and scope of services of RFP, the most proposed productive, qualified, experience, efficient and effective proposal in order will be reviewed and considered. Emphasis will be placed on qualifications, experience, capability to perform the services as well as the best proposal, and meeting the needs of the RFP. Accuracy and completeness are essential and Hidalgo County reserves the right to reject any and all RFPs.

RFP SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

<p><u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539</p>	<p><u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
---	--

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, October 15, 2008.**

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.

**EXHIBIT “B”
PAYMENT SCHEDULE
BEST AND FINAL OFFER
(BAFO)**




Re: Re: Negotiation Process For RFP NO: 2008-386-10-15-TIME CLOCKS (Equipment and Warranty)

Tuesday, December 9, 2008 3:04 PM

From: "Lee Gonzalez" <lee@lavaconcepts.com>

To: garcia_vangie@yahoo.com

Cc: renan@co.hidalgo.tx.us, martha.salazar@co.hidalgo.tx.us, darlene.betancourt@co.hidalgo.tx.us

 Time Clock Final Quote001.pdf (1142KB)

Attached is my best and final offer.

Thank You,

Lee Gonzalez
LAVA Concepts & Consulting
(956)648-9559

From: Vangie Garcia <garcia_vangie@yahoo.com>

To: lee@lavaconcepts.com

Cc: renan@co.hidalgo.tx.us; martha.salazar@co.hidalgo.tx.us; darlene.betancourt@co.hidalgo.tx.us

Sent: Tuesday, December 9, 2008 11:43:12 AM

Subject: Fw: Re: Negotiation Process For RFP NO: 2008-386-10-15-TIME CLOCKS (Equipment and Warranty)

FINAL NOTICE

Lee,

Just to let you know that I need to close out this project by the end of this month. I need you "Best And Final Offer" for the above-referenced project. Please remit by today, December 9, 2008, 4:00 p.m. .

I spoke to Shelley from your office yesterday, Monday, December 8, 2008 and she assured me that you would submit and respond by the end of the day, which I did not receive. Let this notice serve as a final attempt in requesting for a "Best And Final Offer".

Should you have any questions, please call me. Thank you.

--- On Fri, 12/5/08, Vangie Garcia <garcia_vangie@yahoo.com> wrote:

From: Vangie Garcia <garcia_vangie@yahoo.com>

Subject: Fw: Re: Negotiation Process For RFP NO: 2008-386-10-15-TIME CLOCKS (Equipment and Warranty)

To: lee@lavaconcepts.com

Cc: renan@co.hidalgo.tx.us

Date: Friday, December 5, 2008, 9:59 AM

Hidalgo County

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 2802 S. Business Hwy, 281
Edinburg, Texas 78539



Time Clock Quote

This quotation is the final price based upon final negotiations and may not be subject to change.

Item #	Description	Qty	Unit Price	Subtotal
Hardware Solution				
	Lava Series 2 with E-Finger Scanner Base Unit Includes Ethernet 10/100Base T w/DHCP (Add \$50 for Power Supply if not using PoE)	1	\$2300	\$2500
	HID ProxPoint Reader	1	400	\$400
	PoE Board	1	200	\$200
	UPS	1	100	\$100
Optional Maintenance Solution				
	Annual Quick Exchange Hardware Support	1	\$600	\$600
			Total:	\$3800

The Annual Quick Exchange Hardware Support is included for the first year on Purchases over 10 units

Pricing Includes all Items discussed in the RFP Requirements Letter and Final Negotiations

Lupe to Lee Gonzalez
Printed Name

12/09/2008
Date

[Signature]
Signature

Owner
Title

Request for Proposal
"HIDALGO COUNTY-TIME CLOCK (EQUIPMENT and WARRANTY)"
RFP NO: 2008-386-10-15-VYG

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

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


Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer:  - Roberto Lee Gonzalez & Consulting

Address: 135 Paseo del Prado
Suite # 55
Edinburg, TX 78539

By: 

Printed Name: Roberto Lee Gonzalez

Annual Quick Exchange Hardware Support

The Annual Quick Exchange Hardware Support provides coverage for mechanical failure, electrical failure, or failure due to normal wear and tear. If the time clock fails due to an Operational Failure, Lava Concepts & Consulting will repair the time clock within 30 days if repairable, or if not repairable, Lava Concepts & Consulting will replace it with the same or a time clock of comparable kind and quality, within twenty-four hours. A loaner time clock can be requested if a time clock is under repair. Replacement equipment may be reconditioned. If you receive a replacement time clock, Hidalgo County needs to return the malfunctioning time clock or pay a non-returned equipment charge of \$3000.

The Program does not cover:

1. Abuse, misuse, water damage, or negligence.
2. Incidental or consequential damages.
3. Cracked displays unless resulting from normal wear and tear or defect in parts or manufacturing.
4. Changes or enhancements in color, texture, finish, expansion, contraction, or any cosmetic damage to the time clock however caused, including, but not limited to, scratches and marring, that do not affect the mechanical or electrical function of the time clock.
5. Failures caused by acts of God, fire, flood, explosion, war, terrorism, strike, embargo, acts of the government, military authority, or the elements.
6. UPS battery.

EXHIBIT “C”
INSURANCE REQUIREMENTS

14. **A. Presentation for discussion, consideration, and action in connection with the "sole response" received for "RFP NO: 2008-447-11-26-VYG-"CERTIFIED TECHNICAL SUPERVISOR FOR HIDALGO COUNTY'S ALCOHOL BREATH TEST PROGRAM";**

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

- B. Requesting authority for Purchasing Department to enter into negotiations with qualified sole proposer including any best and final offers (BAFO) in order to finalize a contract for consideration and award;**

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

- C. Determination, direction and applicable action by Commissioners Court as to extent of contractual support for the current four (4) locations where intoxilizer equipment is located and serviced by Hidalgo County inasmuch as not all is County-owned;**

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

- D. Determination, direction and applicable action by CC as to Interlocal Agreement(s) with jurisdictions utilizing county-owned equipment or state-owned equipment including, but not limited to, Texas DPS (Highway Patrol Division), Cities of Weslaco, San Juan and Palmview.**

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

15. **Presentation for discussion, consideration, acceptance and approval of the final negotiated contract (reviewed and approved as form by legal counsel) including acceptance of the "Best And Final Offer" (BAFO) with Ruperto Lee Gonzalez d/b/a Lava Concepts for RFP NO: 2008-386-10-15-VYG-TIME CLOCKS (Equipment and Warranty).**

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

B. Pct 1

1. **Presentation for consideration, discussion, acceptance and approval of Work Authorization #8 with L & G Engineering Laboratory, LLG for the provision of "Construction Materials Testing Services" (through contract #0-07-264-08-14) for: Mile 16 (between FM 1015 & 4 West) & Mile 13 1/2 (between FM 1015 & 4 West) project.**

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

2. **A. Recommending bid award to the lowest bidder meeting all specifications and/or requirements for the request for bids No.: 2008-251-12-10CGV-Hauling Services for Millings Materials for Pct. No. 1" with approval of contract.**

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

AI-23773

9.F.

WIC-Inv# 452501/01/XV-Dannenbaum Engineering Co-AIA Agreement

#C-10-101A-10-05

CC CONSENT

Date: 11/09/2010
 Submitted By: Letty Saenz, PURCHASING DEPT.
 Submitted For: Marty Salazar
 Department: PURCHASING DEPT.
 Agenda Category: Purchasing Department

Information

CAPTION

Requesting approval of payment for Invoice #452501/01/XV in the amount of \$16,682.25 submitted by Dannenbaum Engineering Company in connection to contract #C-10-101A-10-05-(PO#646589) AIA Agreement for: "Building Repairs and/or Additions and Renovations to the W.I.C. Offices located in Edinburg, Texas on the North Side of Richardson Road and East of Doolittle Road within Hidalgo County Precinct No. 4".

BACKGROUND

Invoice#452501/01/XV-DEC-C-10-101A-10-05
 Memo request by WIC Offices

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1292-441-00-350-011-0-720
 FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #646589 for Dannenbaum Engineering Corp. - Amount available as of 11-4-10 \$42,775.00 in relation to building repairs and/or additions and renovations to WIC offices located in Edinburg, TX.

Invoice #452501/01/XV in the amount of \$16,682.25 is for services rendered from Sept. 30 through Oct. 31, 2010.

Attachments

Link: Inv# 452501/01/XV-DEC-C-10-101A-10-05-WIC
 Link: Email-WIC-Request for Pmt-DEC-C-10-101A-10-05

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department		11/05/2010 03:48 PM	PEND
2	Budget & Management	Sylvia Solis	11/04/2010 08:40 AM	APRV
3	Ivan Cantu	Ivan Cantu	11/04/2010 01:27 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Letty Saenz

Started On: 11/03/2010 08:38
AM

Final Approval Date: 11/05/2010

DANNENBAUM ENGINEERING COMPANY - McALLEN LLC
1109 NOLANA LOOP, SUITE 208 McALLEN, TEXAS 78504 (956) 682-3677

November 2, 2010

Ms. Norma Longoria, MS, LD
Hidalgo County WIC Program
3105 W. University Drive
Edinburg, Texas 78539

Ref: *Hidalgo County Precinct 4 - Architectural Services
Building Repairs and/or Additions and Renovations to the W.I.C. Offices
Located in Edinburg, Texas on the North Side of Richardson Road and
East of Doolittle Road*

Subj: *Billing - Invoice 452501/01/XV*

Dear Ms. Longoria,

Enclosed please find Invoice 452501/01/XV related to architectural services performed to date for the referenced project.

The billing cycle is from September 30 to October 31, 2010.

Total Due: \$16,682.25

Please review our cost data and new options. We look forward to our next meeting.

Sincerely,


Louis H. Jones, P.E.
President

cc: Steve McGarraugh, AIA
Richard D. Seitz, P.E.

FOOD/SERVICES RECEIVED BY: _____

11-2-10

INVOICE RECEIVED BY: _____

INVOICE NO. 452501/01/XV ACCT NO. WIC

P.O. NO. 646589

ACCT. NO. 0-1292-441.00.350.011-0.720

AMOUNT DUE: \$16,682.25 @ 11/2/10

APPROVED BY: _____



Dannenbaum Engineering Company-McAllen LLC

Building Repairs and/or Additions and Renovations to the W.I.C. Offices Located in Edinburg, Texas on the North Side of Richardson Road and East of Doolittle Road within Hidalgo County Precinct No. 4

Date: November 2, 2010
 DEC Project Number: 4525-01
 Hidalgo County Contract No: C-10-101A-10-05
 Purchase Order No: 646589

Invoice Number: 452501/01/XV
 Billing Period: September 30 thru October 31, 2010

Monthly Billing Statement						
	Budget	Percentage Complete	Earned to Date	Previously Invoiced	Current Billing	Remaining
Schematic Design (15%)	\$ 6,416.25	100%	\$ 6,416.25	\$ -	\$ 6,416.25	\$ -
Design Development (20%)	\$ 8,555.00	100%	\$ 8,555.00	\$ -	\$ 8,555.00	\$ -
Construction Documents (40%)	\$ 17,110.00	10%	\$ 1,711.00	\$ -	\$ 1,711.00	\$ 15,399.00
Bid Phase Sys. (5%)	\$ 2,138.75	0%	\$ -	\$ -	\$ -	\$ 2,138.75
Construction Phase Sys. (18%)	\$ 7,699.50	0%	\$ -	\$ -	\$ -	\$ 7,699.50
Project Closeout (2%)	\$ 855.50	0%	\$ -	\$ -	\$ -	\$ 855.50
GRAND TOTALS	\$42,775.00	39%	\$ 16,682.25	\$ -	\$ 16,682.25	\$ 26,092.75

Leticia Saenz

From: Mague Gonzalez [mague.gonzalez@wic.co.hidalgo.tx.us]
Sent: Wednesday, November 03, 2010 11:31 AM
To: leticia.saenz@co.hidalgo.tx.us
Cc: norma.longoria@wic.co.hidalgo.tx.us; benito.luna@auditor.co.hidalgo.tx.us
Subject: DANNEBAUM ENGINEERING
Attachments: Dannenbaum Engineering Company Invoice.doc

Letty, Please route this invoice for next week agenda. If you have any questions please call me.

Attached is the copy of invoice and additional documentation.

Thank you for your attention to this matter.

Margarita Gonzalez, Accountant IV
mague.gonzalez@wic.co.hidalgo.tx.us

Hidalgo County WIC Program
3105 W. University Drive
Edinburg, Texas 78539
(956)381-4646 ext. 4042
(956)381-0017 Fax

Printing Services & Related Supplies

CC CONSENT

Date: 11/09/2010
 Submitted By: Elena Gomez, PURCHASING DEPT.
 Submitted For: Marty Salazar
 Department: PURCHASING DEPT.
 Agenda Category: Purchasing Department

Information

CAPTION

Recommendation to reject bids received for: Hidalgo County Sheriff's Office - "Printing Services & Related Supplies" Bid No. 2010-268-09-29-MEG with authority to re-advertise project due to modifications of specifications.

BACKGROUND

Reference AI#20545 4-6-10

Fiscal Impact

FISCAL YEAR: ACCT. #:
 FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:
 BUDGETARY IMPACT:
 See attached expense report (Reference 20545) for funding availability

Attachments

Link: [Memo from Sheriff's Office](#)

Link: [Draft](#)

Link: [Reference 20545](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 08:15 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 08:39 AM	APRV
3	Manuel Chapa	Manuel Chapa	11/05/2010 02:07 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Elena Gomez

Started On: 11/02/2010 12:39 PM

Final Approval Date: 11/05/2010

From: Juan Tapia [juan.tapia@hidalgo.org]
Sent: Tuesday, October 26, 2010 12:12 PM
To: 'Elena Gomez'; 'Darlene Betancourt'
Cc: 'Anacleto Martinez'; myra.montoya@hidalgo.org
Subject: Re: RFB No. 10-268-09-29-MEG Printing Services & Related Supplies

Following our meeting held last week regarding our above mentioned project, please reject all bids received. We'll submit with new specifications for mentioned project in order to re-advertise. Should you have any questions or required additional information, please contact us. Thanks

Juan Tapia
Procurement Specialist
Hidalgo Co. Sheriff's Office
Off. (956)-292-2930
Fax (956)-292-2932

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"PRINTING SERVICES & RELATED SUPPLIES"
RFB 2010-000-00-00-MEG

Hidalgo County Sheriff's Office is seeking to contract with a qualified vendor(s) to furnish "Printing Services & Related Supplies" in accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Vendor shall furnish all materials and supplies necessary to execute the specified services. These services will be on an "As Needed Basis".

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 Sheriff's Office uses during the course of routine County business.

Samples/Demos/Proofs: Upon requesting, samples/demos and/or proofs shall be furnished to Hidalgo County Sheriff's Office at no additional cost, for approval prior to printing.

- **Samples:** Will be provided to Hidalgo County Sheriff's Office designee, prior to printing for approval by Department.
- **Proofs:** Must be supplied prior to printing at no additional cost to the Hidalgo County Sheriff's Office. The proof shall then be dated, signed by Hidalgo County Sheriff's Office and returned to vendor for printing.

Pick-up and Delivery Requirements: Successful bidder shall pick-up orders at Hidalgo County Sheriff's Office, if requested by Department and shall deliver all completed work to the address listed herein. 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-**

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"PRINTING SERVICES & RELATED SUPPLIES"
RFB 2010-000-00-00-MEG

mail to: Elena.gomez@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.

General Requirements: The following are the minimum requirements and/or specifications that will be acceptable by the County. Any bid that does not meet the minimum requirements and/or specifications will be rejected.

- Materials must be available for pick-up and/or delivery to the various locations in Hidalgo County during normal working hours, Monday through Friday
- All items must be shipped **F.O.B. INSIDE DELIVERY.**
- All purchases will be on an "As Needed Basis", there are no set quantities to be purchased.
- All products furnished under this RFB shall be warranted by the vendor to be free from defects and fit for the intended use.
- All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges shall be passed onto Hidalgo County.
- BID PAGE - Vendor must thoroughly fill in each section of the Bid Page (Exhibit "B") if applicable, for not applicable please type/write in N/A on the form. INCOMPLETE submittals shall be considered a probable cause for disqualification.

TERMS & CONDITIONS:

1. Term of contract is for one (1) year period with County's option to renew contract for additional two (2) one (1) year term under the same rates and conditions.
2. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.
3. Hidalgo County has the authority to utilize State Contracts and under cooperative purchasing participation when ever it is in the County's best interest to do so.
4. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement,

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"PRINTING SERVICES & RELATED SUPPLIES"
RFB 2010-000-00-00-MEG

Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

5. Hidalgo County reserves the right to add or delete items during the term of the contract under the same rates and conditions.
6. Any contract awarded to a successful bidder will be in effect until;
 - a) The contract expires
 - b) Delivery acceptance of products and/or performance of services ordered, or
 - c) Terminated by County with thirty (30) days written notice prior to be cancellation.
7. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County Determines it is in its best interest to do so.
8. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).
9. 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 advantage to the County.
10. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
11. After bid is awarded and low bidder s default s in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.

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.

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"PRINTING SERVICES & RELATED SUPPLIES"
RFB 2010-000-00-00-MEG

- 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.
- 5) **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.

EXHIBIT "A"
HIDALGO COUNTY SHERIFF'S OFFICE
"PRINTING SERVICES & RELATED SUPPLIES"
RFB 2010-000-00-00-MEG

ADDITIONAL INFORMATION:

PRE-BID CONFERENCE

A pre-bid conference will be held on **DAY, MONTH DATE, 2010 at TIME a.m.** in Hidalgo County Purchasing Department Conference Room located at 2802 South Business Hwy. 281, Edinburg, Texas. The purpose of the pre-bid conference is to answer any questions associated to the Specifications and/or Requirements or/and view the sample if necessary. It is the responsibility of the bidder to acquire all applicable data needed to submit a bonafide response. **ALL BIDDERS ARE ENCOURGED TO ATTEND THIS CONFERENCE.**

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO Elena.gomez@co.hidalgo.tx.us by NO LATER THAN DATE MONTH DATE, 2010 @ 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no later than DATE MONTH DATE, 2010, 2010 @ 5:00 P.M.

AI-20545**22.H.2.****Printed Items and Related Supplies****CC REGULAR**

Date: 04/06/2010
Submitted By: Yolanda Velasquez, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department **Sub-category:** Co. Wide

Information**CAPTION**

a. Recommending award of multiple bids and approval of contract documents to the lowest bidder per line item meeting all specifications and/or terms and conditions as attached hereto for Hidalgo County - "Printed Items and Related Supplies" Bid No 2010-025A-03-03-YZV;

b. Authority to Re-Advertise for "Printed Items and Related Supplies" for the following Departments:

1. Sheriff Department
2. Other Departments

BACKGROUND**Fiscal Impact**

FISCAL YEAR: 2010 **ACCT. #:** VARIOUS
FUNDS AVAILABLE Y/N?: N/A **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:
 See attached report for funding availability. rc

Attachments

Link: [PARTICIPATION-ACCEPTANCE SHEETS](#)

Link: [exp. report](#)

Link: [DEPARTMENTS - RECOMMENDATION](#)

Link: [GULF DATA CONTRACT 10-025A1](#)

Link: [GATEWAY CONTRACT 025A2](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	03/31/2010 03:44 PM	APRV
2	Budget & Management	Erika Zamora	03/31/2010 03:47 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	04/01/2010 10:00 AM	APRV
4	Auditor's Office		04/01/2010 12:32 PM	NEW
Form Started By: Yolanda Velasquez		Started On: 03/24/2010 03:34 PM		
Final Approval Date: 04/01/2010				

Run Date 04/01/10 08:38 AM

For 01/01/10 - 01/31/11

Periods 01 - 13

Hidalgo County

Expenditure Summary Report

Standard Report Format

1001 - Standard Report Spec

Page No 1

FJEXS01A

AT 20545

11-5-10
Available
Balance
✓

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
0-1100-412-00-090-001-0-550 DIST CLERK-PRINTING & BINDING	45,000.00	11,409.00	11,176.20	11,176.20	22,414.80	50.19
0-1100-413-00-110-006-0-601 CO JUDGE-OFFICE & COMPU SUPPL	6,627.00	766.17	1,526.84	1,526.84	4,333.99	34.60
0-1100-415-40-180-001-0-550 CO CLERK-PRINTING & BINDING	30,000.00	8,172.30	5,130.40	5,130.40	16,697.30	44.34
0-1100-432-00-122-001-0-550 PCT2 SANITATION-PRINTING & BINDING	950.00	.00	.00	.00	950.00	.00
0-1202-431-00-122-005-0-550 PCT2 RD ADM-PRINTING & BINDING	1,000.00	.00	45.95	45.95	954.05	4.60
0-1237-415-40-180-003-0-601 CC REC MGMT-OFFICE & COMPU SUPPL	6,733.00	.00	.00	.00	6,733.00	.00

0-1100-466-00-122-018-0-550 Pct2CRC
 0-1100-466-00-122-082-0-550 Pct.2-CRC South Tower Rd.
 0-1237-415-40-180-003-0-550 Co. Clerk's-Records Management

⊕ available balance
 ⊕ available balance
 ⊕ available balance

0-
 759.29
 2,050.34
 950.00
 0-
 6,125.00
 0-
 154.05

AI-23756

9.H.

**Authority to Advertise - FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES
CC CONSENT**

Date: 11/09/2010
Submitted By: Yolanda Velasquez, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Authority to advertise and approval of procurement packet (i.e., Specifications, Legal Notice etc.) as attached hereto for: Hidalgo County - Health & Human Department "FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES" Bid No. 2010-292-12-01-YZV.

BACKGROUND

Current Contract expires: December 31, 2010 Proposed Schedule of Events: 1st Advertisement: November 13, 2010 2nd Advertisement: November 20, 2010 Bid Opening Date: December 01, 2010

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-444-00-240-002-0-345
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available balance as of 11-5-10 \$65,907.75
Services will be rendered on as "As Needed" Basis"
2011 Proposed budget object code 345 \$110,000

Attachments

Link: [Department Memo](#)

Link: [Legal Notice-Specifications](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department		11/05/2010 03:48 PM	NEW
2	Budget & Management	Sylvia Solis	11/04/2010 08:39 AM	APRV
3	Manuel Chapa	Manuel Chapa	11/05/2010 10:04 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW
Form Started By: Yolanda Velasquez			Started On: 11/02/2010 12:25 PM	
Final Approval Date: 11/05/2010				

Yolanda Velasquez

From: Eddie Olivarez [eddie.olivarez@hchd.org]
Sent: Tuesday, November 02, 2010 1:52 PM
To: 'Yolanda Velasquez'; eduardo.olivarez@hchd.org
Cc: dairen.sarmiento@hchd.org
Subject: RE: RFB No 2010-292 "FUNERAL AND BURIAL SERVICES FOR HC QUALIFIED INDIGENT FAMILIES"

Yolanda,

Thanks for your hard work on this project. I reviewed it with Dairen and it looks fine.

Eduardo Olivarez
Chief Administrative Officer
Hidalgo County Health and Human Services
956-383-8858

www.twitter.com/hidalgohealth

-----Original Message-----

From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Monday, November 01, 2010 1:50 PM
To: eduardo.olivarez@hchd.org
Cc: dairen.sarmiento@hchd.org
Subject: RFB No 2010-292 "FUNERAL AND BURIAL SERVICES FOR HC QUALIFIED INDIGENT FAMILIES"

Hello

Please review the attached specifications which have been modified and updated. Everything in blue font has either been updated or added. Please review and advised if you are ok with everything or make all necessary changes.

If you should have any questions or need additional information please let me know.

Yolanda Z. Velasquez, Buyer II
Hidalgo County - Purchasing Department
2802 S. Business Hwy. 281
Edinburg, TX 78539
Tel (956) 318-2626 x 4881
Fax (956) 318-2629
email: yolanda.velasquez@co.hidalgo.tx.us

**...I can do all things through Christ our Lord who strengthens me...* Philippians 4:13*

CONFIDENTIALITY NOTICE: This email and any files transmitted with it may contain Protected Health Information under the Federal Health Insurance Portability and Accountability Act (HIPAA). If the receiver of this email is a Covered Entity under the regulations, you are obligated to treat this information accordingly. If this email was sent to you in error, you are prohibited from utilizing or disseminating this email or

Bid No: 2010-292-12-01

Buyer: Yolanda Z. Velasquez

Tel. No: (956) 318-2626

REQUEST FOR BIDS

HIDALGO COUNTY HEALTH DEPARTMENT "FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES"

BID OPENING DATE

DECEMBER 01, 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 **"FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES- Hidalgo County Health Department"** 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-2010-292-12-01-YZV-"Funeral and Burial Services for H. C. Qualified Indigent Families – Hidalgo County-Health Department "**and in County's Purchasing Department, 2802 S Business Highway 281, Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, DECEMBER 01, 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-2010-292-12-01-YZV-RFB-FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES – Hidalgo County-Health Department".** 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. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS:
 - No deliveries accepted after 3:00 P.M., Monday-Friday.
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
 - If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation - **"FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES-Hidalgo County Health Department"**
Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

Hidalgo County – Auditor’s Office
Ray Eufrazio, County Auditor
2812 S. Business 281
Edinburg, Texas 78539
(956)318-2511

17. Schedule of Events

Bid Opening, 9:30 AM	<u>DECEMBER 10, 2010</u>
Award of Contract	_____, 2010
Commence Work or Deliver Products	_____, 2010

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

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

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.

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

- If a contract is for the construction, alteration or repair of public buildings or

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

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

19. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. Disclosure of Conflict of Interest

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

business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

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

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - **Possess and submit a Certificate of Account Status indicating bidder is in "Good Standing" with the Texas Comptroller of Public Accounts if such bidder is incorporated in the State of Texas. To secure a certificate of "Good Standing", you may access the following website: www.window.state.tx.us/taxinfo/coastintr.html .**
If the bidder is not incorporated with the Texas, the bidder must submit the appropriate evidence of filing with the Texas Secretary of State stating that the business is authorized to transact business in Texas.
 - Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract 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.
26. County reserves the right to enforce performance of any contract awarded hereunder in

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

- A. Meet schedules;
- B. Pay any required fees or taxes; or
- C. Otherwise perform in accordance with the specifications.

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

Bid
for
HIDALGO COUNTY-HEALTH DEPARTMENT
FUNERAL AND BURIAL SERVICES FOR H.C. QUALIFIED INDIGENT FAMILIES
BID NO.: 2010-292-12-01-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"

"FUNERAL & BURIAL SERVICES FOR HIDALGO COUNTY
QUALIFIED INDIGENT FAMILIES"

RFB No. 2010-292-12-01-YZV

SCOPE:

The County of Hidalgo is seeking a provider for "Funeral & Burial Services for Hidalgo County Qualified Indigent Families", with strict responsible adherence with all specifications and/or requirements contained herein with the bidder submitting the lowest and complying bid. This RFB seeks to solicit interested parties who can bid on the entire process of providing the needed services for a simple yet dignified interment of indigent county residents on a unit basis.

The Hidalgo County Health and Human Services Department is the County's agency designated to coordinate "Funeral and Burial Services" for Hidalgo County's qualified indigent families. Before payment will be made by Hidalgo County, the contractor shall refer families and/or representatives of the deceased to the Hidalgo County Health and Human Services, Attn. Dairen Sarmiento, 1304 S. 25th Avenue, Edinburg, Texas 78539, and/or to the locations listed in Attachment "A" for the application screening process Monday through Friday 8:00 a.m. – 5: 00 p.m. The Health and Human Services Department chief or designated agent shall give verbal authorization to the contractor to claim the body and prepare it for possible burial. When a burial occurs, the unit pricing includes a casket, service and graveside services.

VOLUME:

The annual estimated quantities contained as part of this bid packet are based on Hidalgo County Health and Human Services Department records for the year 2009. All services will be on an "AS NEEDED BASIS ONLY" and there is no guarantee of annual volume.

Annual Estimated Quantities for the Year 2009		
Description:	Description:	Description:
Traditional Funeral Services	Traditional Burial Services with Burial Plot Marker (Single burial plot)	Cremations & Internment of Cremated Remains
Adults (12 years and over) and Child (4-11 Years) 68 Infant (0-3 years) 53	Adults (12 years and over) and Child (4-11 years) 55 Infant (0-3 years) 49	Adults (12 Years and over) 54 Infants (0-11 Years) 11 Internment of Cremated Remains 0

OPTION "A"

CREMATION OR TRADITIONAL FUNERAL SERVICES

SPECIFICATIONS:

The following Schedule provides specifications to be followed for Funeral Services:

- a) **REMOVABLE OF THE BODY:** The Contractor will provide for removal of the Decedent's body from place of death within Hidalgo County by Hidalgo County contract awarded vendor
- b) **FUNERAL DIRECTOR:** The decedent, at all times, shall be attended by, and interred, or buried, in the presence of a Funeral Director licensed under the laws of the State of Texas.
- c) **NEXT OF KIN:** At the request of "Next of Kin", any other licensed Funeral Director may claim a body from the awarded Contractor. A family member must sign a release, allowing the Contractor to relinquish the body to the preferred funeral home. The family will then be liable for any and all expenses incurred by the Contractor.
- d) **ABSENCE OF NEXT OF KIN OR FAMILY:** In this event, the Contractor must obtain a statement from the Pathologist or Hospital/Healthcare facility that attempts were made to contact family to no avail and that the deceased appears to be indigent. A minimum of 72 hours for a response from the next of kin is required. An affidavit of fact properly made out and sworn to by the Funeral Director will be attached to the invoice for services. In cases of unclaimed bodies, the Contractor will be directed to provide a traditional burial as the method of disposition
- e) **PREPARATION OF DECEDENT:** The body of the deceased shall be clean, groomed and placed in the casket and shall be dressed in a new burial robe and new hose made for the sex of the deceased.
- f) **EMBALMING:** It is understood that embalming is not specifically required by law or applicable industry standards in every case prior to burial; however, anybody held for more than 24 hours after death must either be maintained at a specified temperature, as required by law or applicable industry standards, or embalmed by a licensed embalmer. If embalming occurs other than as required herein, it is at the discretion of the Contractor and with the approval of the legal Next of Kin (If applicable). Consent must be acquired by the Funeral Home, as required by local, state and federal law. Refrigeration costs are included in the contracted price and no additional reimbursements to the Contractor for the embalming will be made by the County.
- g) **VIEWING TIME:** A minimum of two (2) hours of viewing time must be given to the family or representatives of the deceased in the designated chapel of the Contractor.
- h) **VIEWING SERVICE:** Religious services may be held at the request of the family of the decedent during the two (2) hours of viewing time The religious service may be conducted by a religious organization free of charge to the family or representatives of the deceased. Any religious services held shall be at no additional cost to the County.
- i) **CASKET:** The body shall be interred, or buried, in a new casket of the same general appearance and size as standard caskets, made from good quality wood or metal, thickness of materials to be one inch before surfacing, padded on inside and covered completely on all surfaces with cloth and shall have two handles attached to each side for a minimum of four handles.

- j) **FUNERAL PROCEDURE:** The entire funeral procedure, from the time the body is retrieved by the Contractor until the body is transported to a cemetery or in the case of cremation taken to a crematory shall be subject to inspection at any or all of the time by the County. The Contractor must notify Hidalgo County Human and Health Services Department, Attn: Dairen Sarmiento, Director, with the proper time and place of burial. The Director or any of his/her personnel may conduct inspection(s) of said services.
- k) **TRANSPORTATION TO THE CEMETARY:** The body shall be transported from the establishment of the Contractor to the grave site in a conventional type hearse. The burial shall be performed and attended by at least one licensed funeral director and one Contractor employee, and the casket shall be transported by no fewer than two (2) of the Contractor employees with the same dignity, decorum and solemnity to the grave as is conventional at other funerals.
- l) **CREMATIONS:** If the family has no reservations concerning cremation, Hidalgo County may suggest cremation as a cost reduction measure. However, cremation will not be required if the family objects. The Contractor is responsible for providing the cremation tray and crematory services. In the case of cremation, a direct cremation will be provided there will be no viewing, or services. The Contractor must notify the next of kin or representative when cremation remains are available for retrieval or interment. Cremated remains shall be given to the next of kin or representative or inurned in a grave, crypt or niche not later than the 30th day after the date of cremation. The cremation remains will be placed in a standard box container provided by the Crematory. The Contractor is **not** responsible for providing an urn.
- m) **DEATH CERTIFICATES:** Reports of death shall be obtained from the proper authorities as prescribed by the Texas Health and Safety Code Section 191.002 et. seq. These instruments, properly approved, must be available at the time of the interment or cremation. A CERTIFICATE OF BIRTH AND A CERTIFICATE OF DEATH SHALL NOT BE REQUIRED FOR A CHILD THAT HAS NOT ADVANCED TO THE 40TH WEEK IF INTRA-UTERINE GESTATION.
- n) **SUBSTITUTION AND/OR ADDITIONAL SERVICES:** The County contract must be strictly adhered to if the body is to be processed and services paid by the County. Hidalgo County Health and Human Services Department **shall not** be liable for additional services not called for by the contract, both the funeral and burial services would then be treated as private service and the County would not be involved nor would it be liable for any costs. In this case, Hidalgo County must be notified by Contractor in writing within 24 hours of decision for private service
- o) **PAYMENT:** Before Hidalgo County Health and Human Services makes payment to the contractor, the contractor shall furnish an itemized invoice for services, and an affidavit, properly sworn to, stating that these specifications have been strictly adhered to, and that contractor has not received, and will not receive, any money or other type compensation from any party for the services for which the Hidalgo County Health and Human Services Department is paying.

OPTION "B" **BURIAL SERVICES**

The following Schedule provides specifications to be followed for Burial Services:

1. **BURIAL SCHEDULE:** Burial shall take place between Monday through Friday between 8:00 a.m. and 5:00 p.m.
2. **GRAVE:** Burial shall be in a grave provided in a cemetery. Contractor is required to open and close the grave as appropriate.
3. **BURIAL PROCEDURE:** The entire burial procedure, from the time the body is taken in charge by the Contractor, until the grave is covered and completed, shall be subject to inspection at any or all times by the County.
4. **GRAVESIDE SERVICE:** Religious services shall be held at the request of the family of the deceased, or where there is no family, the religious service may be conducted by a minister. Any religious services held shall be at no additional cost to the County.
5. **FUNERAL DIRECTOR:** No burial shall be performed unless the funeral director of the Contractor, caretaker of the cemetery or his designated representative is present at all times during the burial.
6. **BURIAL PLOTS:** All adults, children and infants will be buried in single burial plots. If cemetery regulations allow, adults may be placed in multiple burial plots of three (3) to a plot. The top of the coffin shall be not less than eighteen (18) inches (or to conform to current Texas Law) below the natural surface of the ground after burial. The mound shall be properly and systematically smoothed off with the surface of the ground (No mounding). **Perpetual care is not required.**
7. **SUBSTITUTIONS AND/OR ADDITIONAL SERVICES:** The County contract must be strictly adhered to if the body is to be processed and services paid for by the County. If the next of kin or representative desires a different coffin or additional services not called for by the contract, both the funeral and burial services would then be treated as private services and the County would not be involved nor would it be liable for any costs. In this case, Hidalgo County must be notified by Contractor in writing within 24 hours of decision for private services.

TERMS, CONDITIONS AND REQUIREMENTS:

- 1) The term of the contract is for a period of **two (2) year** with the County's option to renew for an additional one (1) year under the same rates, terms and conditions.
- 2) Hidalgo County reserves the right to extend this bid award for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the award of the new bid for next contract term.
- 3) Hidalgo County may award the bid to one bidder or to multiple bidders if the County determines it is in the best interest to do so.
- 4) **Hidalgo County** reserves the right to hold bids for a period of ninety (90) days after bid opening without taking action and to award the bid considered the most advantageous to the County.
- 5) Evaluation of bids: All bids shall be evaluated on all factors including but not limited to price, qualification of vendor and ability of vendor to render services, etc., and any other factors considered to be in the best interest of Hidalgo County.

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, Hidalgo County Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA EMAIL: yolanda.velasquez@co.hidalgo.tx.us or via **FACSIMILE (956) 318-2629 BY NO LATER THAN** Wednesday, **November 17, 2010**, at 5:00 P.M. Responses will be sent to all applicants via facsimile or email by Friday, **November 19, 2010**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Attachment "A"
"APPLICATION LOCATION LIST"
HIDALGO COUNTY HEALTH AND HUMAN SERVICES
COUNTY INDIGENT HEALTH CARE PROGRAM

1304 S. 25TH Avenue
Edinburg, TX 78539

Tel: (956) 318-2011 Fax Office: (956) 318-2019 Billing Fax: (956) 318-2018

Edinburg Health Clinic

3105 East Richardson (Schunior) Rd
Edinburg, TX 78539
Tel: (956) 318-2087 or (956) 318-2088
Fax: (956) 383-3478
Norma Saldana – Eligibility Specialist
Miriam Gonzalez-Eligibility Specialist
Cassandra Ortiz-Eligibility Clerk

←NEXT TO
HEAD START

Edinburg Regional Medical Center

1102 West Trenton Rd.
Edinburg, TX 78541
Tel: (956) 388-6704
Fax: (956) 388-6025
Gloria Uresti-Eligibility Specialist

McAllen Health Clinic

300 East Hackberry
McAllen, TX 78501
Tel: (956) 682-0824 or (956) 682-1473 Fax:
(956) 682-2016
Mayra Cantu-Eligibility Specialist
Joe Garcia – Eligibility Specialist
Leticia Herrera – Eligibility Clerk

←ACROSS
MEMORIAL
HIGH SCHOOL

McAllen Medical Center

301 West Expressway 83
McAllen, TX 78503
Tel: (956) 971-5645
Fax: (956) 971-5839
Maricela Cerda- Eligibility Specialist

Mission Health Clinic

211 North Schuerbach Rd
Mission, TX 78572
Tel: (956) 581-8596 or (956) 581-9290
Fax: (956)581-9459
Juan Moreno- Eligibility Specialist
Jorge E. Garcia- Eligibility Specialist
Leticia Martinez – Eligibility Clerk

←TIERRA
DORADA

Mission Hospital

9006 South Bryan Rd, Suite #103
Mission, TX 78572
Tel: (956) 323-1980
Fax: (956) 323-1937
Ana Salinas – Eligibility Specialist

Weslaco Health Clinic

1901 North Bridge
Weslaco, TX 78596
Tel: (956) 969-4700 or (956) 969-8071
Fax: (956) 969-8268
Xavier Garcia-Eligibility Specialist
Carmen Benavidez-Eligibility Clerk

←NEXT TO
NORTHBRIDGE
ELEMENTARY

Knapp Medical Center

1401 East 8th Street
Weslaco, TX 78596
Tel: (956) 969-5587
Fax: (956) 969-5338
Laura Villa – Eligibility Specialist

Rio Grande Regional Hospital

222 East Ridge, Suite #118
McAllen, TX 78503
Tel: (956) 632-6586
Fax: (956) 632-6555
Anna B. Rios – Eligibility Specialist

Doctor's Hospital @ Renaissance

5501 South McColl (Wellness Center)
Edinburg, TX 78539
Tel: (956) 362-2441
Fax: (956) 362-2478
Juan Rodriguez – Eligibility Specialist

AI-23742

9.I.

**BCAP Change Order No.5 Citriana Village Subdivision Precinct No.2
CC CONSENT**

Date: 11/09/2010
Submitted By: Marcie Jackson, COLONIA ACCESS PROGRAM
Submitted For: Agapito Vargas
Department: COLONIA ACCESS PROGRAM
Agenda Category: Purchasing Department

Information

CAPTION

Acceptance and approval of Change Order No. 5 with contractor Closner Construction Company, LC for Citriana Village Subdivision, Pct. No. 2 reflecting a net increase of \$1,547.25 due to addition of asphalt and concrete driveways as submitted through project engineer Cruz-Hogan Consultants (C-CAP-09-183-05-19).

BACKGROUND

New Contract Price with Change Order increase will be \$324,435.94

Fiscal Impact

FISCAL YEAR: 0 ACCT. #: 0-1312-431-00-122-154-0-733
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

P.O.# 630113 will need increase in object 733 for \$1,547.25

Available balance in obj 733 - \$18,852.00

Attachments

Link: [CHANGE ORDER](#)

Form Routing/Status

Route	Seq	Inbox	Approved By	Date	Status
1		Yvette Islas	Yvette Islas	11/03/2010 03:05 PM	APRV
2		Purchasing Department	Marty Salazar	11/04/2010 08:00 AM	APRV
3		Budget & Management	Sylvia Solis	11/04/2010 08:37 AM	APRV
4		Roland Garcia	Rolando Garcia	11/04/2010 12:31 PM	APRV
5		Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Marcie Jackson

Started On: 11/01/2010 10:43 AM

Final Approval Date: 11/05/2010

CHANGE ORDER NUMBER FIVE(5)

Project: Road and Drainage Construction for Citriana Village Subdivision

DATE OF ISSUANCE: 20-Oct-10 EFFECTIVE DATE: _____

OWNER: Hidalgo County

OWNER'S CONTRACT NO: C-CAP-2009-183-05-19

CONTRACTOR: Closner Construction Company LC ENGINEER: Cruz-Hogan Consultants

2809 West Expressway 83 605 E. Violet Ave. Suite 5

La Feria, Texas 78559 McAllen, Texas 78504

You are directed to make the following changes in the Contract Documents.

- Description:
1. Added asphalt driveways
 2. Added concrete driveways
 - 3.
 - 4.
 - 5.
 - 6.

- Reason for Change Order:
1. Conditions changed from original plans. Added three asphalt driveways
 2. Re-poured one concrete driveway to grade issues
 - 3.
 - 4.
 - 5.
 - 6.

Attachments:

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:	
Original Contract Price		Original Contract Time for	
\$	322,888.69	Substantial Completion:	120 <small>calendar days or dates</small>
Net Changes from previous Change Order		Net Change from previous Change Orders	
\$	0.00		49 <small>calendar days</small>
Contract Price prior to this Change Order		Contract Time prior to this Change Order	
\$	322,888.69	Substantial Completion:	169 <small>calendar days or dates</small>
Net Increase(decrease) of this Change Order		Net Increase(decrease) of this Change Order	
\$	1,547.25		6 <small>calendar days</small>
Contract Price with all approved Change Orders	Net % increase(decrease) from original contract price.	Contract Time with all approved Change Orders	
\$	324,435.94	Substantial Completion:	175 <small>calendar days or dates</small>
	0.48%		

RECOMMENDED:
By: _____
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

CHANGE ORDER No.5 TABULATION
HIDALGO COUNTY PRECINCT No.2
CITRIANA VILLAGE SUBDIVISION
PROJECT C-CAP-2009-183-05-19

ITEM NO.	ORIGINAL PLAN QUANTITY	CHANGE ORDER No.5 QUANTITIES	UNIT	DESCRIPTION	ORIGINAL UNIT PRICE	REVISED UNIT PRICE	ORIGINAL CONTRACT COST	CHANGE IN CONTRACT COST C.O.#5	REVISED CONTRACT COST AFTER C.O.#5
CITRIANA VILLAGE SUBDIVISION				(905) ROADWAY CONSTRUCTION					
100	35	35	STA	PREPARNG R-O-W	\$100.00	\$100.00	\$3,500.00	\$0.00	\$3,500.00
340	10,500	10,500	SY	TYPE "D" H.M.A.C.(1.5")	\$5.65	\$5.65	\$59,325.00	\$0.00	\$59,325.00
247	12,500	12,500	SY	8" FLEX BASE TYPE "D" GRADE 6	\$4.85	\$4.85	\$60,625.00	\$0.00	\$60,625.00
260	12,500	12,500	SY	6" LIME STABILIZATION OF SUBGRADE	\$2.35	\$2.35	\$29,375.00	\$0.00	\$29,375.00
310	2,100	2,100	GAL	PRIME COAT (MC-30)	\$7.50	\$7.50	\$15,750.00	\$0.00	\$15,750.00
502	4	4	MO	BARRICADES, SIGNS, AND TRAF HANDLE	\$500.00	\$500.00	\$2,000.00	\$0.00	\$2,000.00
360	11	11	EA	4'X4'X4" CONCRETE TOP ON EXISTING SEWER MANHOLES	\$200.00	\$200.00	\$2,200.00	\$0.00	\$2,200.00
506	1	1	LS	SOIL EROSION AND SEDIMENT CONTROL	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
531	89	89	SY	SIDEWALKS	\$29.71	\$29.71	\$2,644.19	\$0.00	\$2,644.19
CITRIANA VILLAGE SUBDIVISION PAVING SUB-TOTAL							\$176,419.19	\$0.00	\$176,419.19
				(906) DRAINAGE					
530	114	167	SY	DRIVEWAYS & TURNOUTS (ASPHALT)	\$14.25	\$14.25	\$1,624.50	\$755.25	\$2,379.75
530	965	989	SY	DRIVEWAYS & TURNOUTS (CONCRETE)	\$33.00	\$33.00	\$31,845.00	\$792.00	\$32,637.00
529	6,600	6,600	LF	18" CURB & GUTTER	\$6.50	\$6.50	\$42,900.00	\$0.00	\$42,900.00
465	12	12	EA	TYPE "A" INLET	\$1,325.00	\$1,325.00	\$15,900.00	\$0.00	\$15,900.00
465	3	3	EA	STORM SEWER MANHOLE	\$2,135.00	\$2,135.00	\$6,405.00	\$0.00	\$6,405.00
464	880	880	LF	18" RCP CLASS III	\$18.50	\$18.50	\$16,280.00	\$0.00	\$16,280.00
464	750	750	LF	24" RCP CLASS III	\$28.50	\$28.50	\$21,375.00	\$0.00	\$21,375.00
402	200	200	LF	TRENCH EXCAVATION PROTECTION	\$1.00	\$1.00	\$200.00	\$0.00	\$200.00
529	355	355	LF	6' CONCRETE VALLEY GUTTER	\$28.00	\$28.00	\$9,940.00	\$0.00	\$9,940.00
CITRIANA VILLAGE SUBDIVISION DRAINAGE SUB-TOTAL							\$146,469.50	\$1,547.25	\$148,016.75
CITRIANA VILLAGE SUBDIVISION PROJECT TOTAL							\$322,888.69	\$1,547.25	\$324,435.94

**Authority to Advertise-Hauling Services for Crushed Caliche
CC CONSENT**

Date: 11/09/2010
Submitted By: Sandra Montalvo, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Hidalgo County Pct. #3:
Requesting authority to advertise and approval of procurement packet (i.e., Specifications, Legal Notice etc.) as attached hereto for: Hidalgo County Precinct No. 3-"Hauling Services for Crushed Caliche" Bid No. 2010-276-12-01-SMA.

BACKGROUND

- 1. Current Contract expires December 30, 2010
- 2.) Proposed Schedule of Events:
1st Advertisement: November 13, 2010
2nd Advertisement: November 20, 2010
Bid Opening Date: December 01, 2010

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1200-431-00-123-005-0-346
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Available funds as of 11/5/10 is \$901.00. Services to commence January 2011.

Attachments

- Link: [memo from dept](#)
- Link: [draft contract](#)
- Link: [legal notice](#)
- Link: [specs](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 07:53 AM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 08:36 AM	APRV
3	Perla Lopez	Perla Lopez	11/05/2010 12:27 PM	APRV
4	Auditor's Office	Linda Fong	11/05/2010 03:28 PM	APRV

Form Started By: Sandra Montalvo
Started On: 10/20/2010 04:36 PM



Hidalgo County Purchasing Department
 2812 S. Business Highway 281
 New Administration Building
 Edinburg, Texas 78539
 (956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM
 (Approval of Specifications)

To: Hon. Joe Floress, Commissioner
 Hidalgo County Precinct No. 3

ATTN: Norma Cebellos

From: Sandra Montalvo, Buyer II
 Hidalgo County Purchasing Dept.

Date: October 15, 2010

Re: Bid No. 2010-273-00-00-SMA-Approval of Specifications for Hidalgo County Precinct No. 3-
 "HAULING SERVICES FOR CRUSHED CALICHE"

Please review the following **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# 4865.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: YES / NO/ Other

(Specify) _____

BUDGET ACCOUNT #: 0-1200-431-10-123-005-0-34

	<u>Joe P. Floress</u>	<u>Precinct 3</u>	<u>10/20/10</u>
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: sandra.montalvo@co.hidalgo.tx.us by no later than, APRIL 05, 2010 @ 10:00 a.m.

Enclosures

As per Memo, OK to request hauling services 10/1/10

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 effective _____ and ending on _____. **Hidalgo County at its sole discretion 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

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 without cause by County with thirty day's written notice prior to

cancellation.

15. The contract may be terminated without cause upon thirty (30) days written notice by County.

16. 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.

17. 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

DRAFT

**EXHIBIT “A”
REQUEST FOR BIDS (RFB)
PROCUREMENT PACKET**

DRAFT

**EXHIBIT “B”
VENDOR’S BID**

DRAFT

EXHIBIT “C”

INSURANCE REQUIREMENTS

DRAFT

Bid No:2010-276-12-01-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 ext 4865
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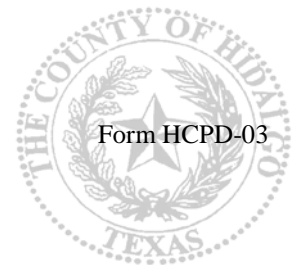
REQUEST FOR BIDS

HIDALGO COUNTY PRECINCT NO. 3 “HAULING SERVICES FOR CRUSHED CALICHE”

BID OPENING DATE: DECEMBER 01, 2010 @9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
956 318-2626



1. Sealed bids will be received for **“HIDALGO COUNTY PRECINCT NO. 3 – HAULING SERVICES FOR CRUSHED CALICHE”** 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 and or/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: **"RFB NO. 2010-276-12-01-SMA HIDALGO COUNTY PRECINCT NO. 3- HAULING SERVICES CRUSHED CALICHE"** and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 A.M, WEDNESDAY, DECEMBER 01, 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 "RFB No.-2010-276-00-00-SMA- HIDALGO COUNTY PRECINCT NO. 3 - HAULING SERVICES FOR CRUSHED CALICHE".

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 to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their

bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. **DELIVERY INSTRUCTIONS:**
 - No deliveries accepted after 3:00 P.M., Monday-Friday.
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
 - If you need additional information call the office listed below:
Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626
16. **BILLING AND PAYMENT INSTRUCTIONS:**
 - Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official

- c) Purchase Order Number (if any)
- d) Notation - "**HIDALGO COUNTY PRECINCT NO. 3-HAULING SERVICES CRUSHED CALICHE**" 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 PRECINCT NO. 3
 (Administration Office)
 724 N. Breyfogle Rd.
 Mission, TX 78574
 Contact: Norma Ceballos
 956-585-4509

17. SCHEDULE OF EVENTS

Bid Opening, 9:30 A.M.	<u>DECEMBER 01, 2010</u>
Award of Contract	<u>2010</u>
Commence Work or Deliver Products	<u>2010</u>

18. BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT(if applicable) :

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.
- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.
- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.

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

19. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. DISCLOSURE OF CONFLICT OF INTEREST

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

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

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
- **Possess and submit a Certificate of Account Status indicating bidder is in “Good Standing” with the Texas Comptroller of Public Accounts if such bidder is incorporated in the State of Texas. If the bidder is not incorporated with the Texas, the bidder must submit the appropriate evidence of filing with the Texas Secretary of State stating that the business is authorized to transact business in Texas.**
 - Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:
- A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the specifications.
27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or

performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any 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.

28. Successful bidder shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***
30. 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.
31. 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 PRECINCT NO. 3
“HAULING SERVICES for CRUSHED CALICHE”

To: Martha L. Salazar, CPPB, Purchasing Agent
 Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
 Mailing/Postal Address: 2812 S. Business Hwy. 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: _____

(THIS PAGE MUST BE SUMITTED WITH BID)

EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS
Hidalgo County Precinct No. 3
“Hauling Services for Crushed Caliche”
Bid No.: 2010-276-12-01-SMA

SCOPE OF SERVICES:

It is intended that all HAULING OF CRUSHED CALICHE will be within Hidalgo County Precinct No. 3 area and will be awarded on a **per ton basis**. The contract shall be for a period of one (1) year with the County’s option to extend for an additional one (1) year term under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term. Hauling services will be requested on an **as needed basis** by the precinct.

1. Crushed Caliche will be hauled from vendor pit that are currently holding the contract; however vendor(s) may change due to contract expiration during the term of this bid.

Location of current pit and plant is the following:

➤ FRONTERA MATERIALS- REAVIS PIT - 13665 FM 2221, La Joya, Texas

2. The requirements services contract will encompass all project-related hauling crushed caliche for Hidalgo County Precinct 3 including, but not limited to, the following:
3. Bid price must be on a **per ton basis**.
4. Hidalgo County reserves the right to award the bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.
5. The contract shall be for a period of one (1) year with the County’s option to extend for an additional one (1) year term under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term.
6. Hauling of crushed caliche will be done by Precinct # 3 forces along with awarded vendor, when required.
7. Hidalgo County Precinct No. 3- Requires a minimum of **6 hauling trailers** that will be **available** on daily basis for this bid project to please note the make, year, model and capacity of your hauling trucks on attached **Exhibit “E”**.
8. Hidalgo County Precinct No. 3 - Requires the minimum of five (5) vendor owned trucks (proof of ownership (title) shall be furnished with bid) to be available on a daily basis.
9. The Bidder awarded the contract shall not engage the services of a subcontract without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a

subcontractor to perform services hereunder the successful bidder must present evidence and submit to the County that the successful bidder and the proposed subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County (See Exhibit “C”).

10. **INSURANCE CERTIFICATES** (refer to **EXHIBIT “C”**) must be submitted to the Purchasing Department for approval prior to any services being performed by the awarded vendor.
11. 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 of (c) terminated by County with thirty days written notice prior to cancellation.
12. All costs expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed on to Hidalgo County.
13. Hidalgo County has the authority to utilize cooperative purchasing participation and/or State Contracts whenever it is in the County’s best interest to do so.
14. **BID PAGE** – Vendor must thoroughly fill in each section of the Bid Page (Exhibit “B”) if applicable. **INCOMPLETE** submittals shall be considered a probable cause for disqualification.
15. Vendors submitting bid must possess all applicable permits and licenses required for the hauling of crushed caliche.

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 quotes, bids, proposals, or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, at 2812 South Business Highway 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday, November 22, 2010 at 5:00 p.m. at (956) 318-2629. Responses to said inquiries will be sent to all applicants via facsimile by no later than **5:00 P.M. Wednesday, November 24, 2010.**

**Renewal Maintenance & Capital Lease
CC CONSENT**

Date: 11/09/2010
Submitted By: Matilde Faz, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

1. Cooperative Agreements:

Approval to utilize the following cooperative purchasing vendors (as listed in detailed revised Exhibit(s) attached) for purchases on an "AS NEEDED BASIS" through our membership/participation with Texas Procurement and Support Services (TPASS), (DIR) Department of Information Resources, (TCPN) The Cooperative Purchasing Network, (HGAC), US Communities, (GSA) General Service Administration, (TASB-Buy Board) Texas Association of School Board, (TIPS) The Interlocal Purchasing System awarded pricing including, but not limited to, Precincts, Department, Programs, Agencies, etc. with term of authority to purchase from contract detailed herein commencing upon approval and expiring December 31, 2010.

2. Tax Office:

a. Requesting authority to purchase (2) doubletake standard maintenance for the renewal licenses with CDW-G through our membership/participation with (TCPN) The Cooperative Purchasing Network and the software license support center/remote subscriber agreement with Vision Solutions in the amount of \$486.99/each in the total amount of \$973.98/year, through requisition #183493, effective upon approval (0-1100-415-15-140-001-0-336);

b. Requesting authority to enter into a 12-month renewal support agreement with Ultrabac Software for the Tax Assessor-Collector Office in the amount of \$520.00 year, through requisition #183935, effective 01/2011 - 12/30/2011 (0-1100-415-15-140-001-0-336);

3. Court At Law #6:

Requesting authority to enter into a 36-month new copier (capital) lease for a WC5740 copier through our membership/participation with (TPSS) Texas Procurement & Support Services awarded vendor, Xerox Corporation contract 985-L2 through requisition #184664 for the amount of \$153.18/month, effective upon approval (0-1100-412-00-026-001-0-780);

4. (I. T.) Information Technology Department:

a. Requesting authority to enter into a 40 hours of remote technical support agreement for the County wide network with Calence, LLC dba Insight Networking through our

membership/participation with (DIR) Department of Information Resources in the total amount of \$6,040.00 through requisition #183634, effective upon approval (0-1100-415-00-200-002-0-336);

b. Requesting authority for the renewal license and support agreement through our membership/participation with (DIR) Department of Information Resources awarded vendor Dell Marketing LP in the amount of \$2,308.94, through requisition #182687, ending date 9/13/2013 (0-1100-415-00-200-002-0-336);

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-15-140-001-0-336
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:
\$973.98 available funds in req#183493 as of 11/05/10.

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-15-140-001-0-336
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:
\$520.00 available funds in req#183935 as of 11/05/10.
Contract commences Jan 2011.

FISCAL YEAR: 2010 ACCT. #: 0-1100-412-00-026-001-0-780
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:
\$306.36 available funds in req#184664 as of 11/05/10.

FISCAL YEAR: 2010 ACCT. #: 0-1100-415-00-200-002-0-336
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: Yes
BUDGETARY IMPACT:
\$2,308.94 available funds in req#182687 as of 11/05/10.

Attachments

Link: [COOP Vendor's List](#)

Link: [CDW Tax Office](#)

Link: [Ultrabac Tax Office](#)

Link: [Xerox CCL #6](#)

Link: [Calence-Insight Networking IT](#)

Link: [Dell I T](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 12:47 PM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 01:31 PM	APRV
3	Rosalinda Cantu	Rosie Cantu	11/05/2010 02:46 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Matilde Faz

Started On: 10/29/2010 01:43 PM

Final Approval Date: 11/05/2010

Hidalgo County Commissioners Court has granted approval to utilize the listed awarded cooperative vendors thru December 31, 2010 however the contract terms for each vendor are listed to the last column. Prior to utilizing approved vendors make sure contracts are effective. Thank you!

Purchasing Department
"EXHIBIT A"

TASB Buy Board;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	Austin Ribbon & Computer	Copiers & Supplies	299-08	9/1/2008 - 8/31/2011
	American Tire Distributor Formerly known as Gray's Wholesale Tire	Tires, Tubes & Automotive Parts, Supplies & Equipment	307-08	12/01/2008 - 11/30/2011
	Amerx Office Solutions	Copiers & Supplies	299-08	9/1/2008 - 8/31/2011
	Audio Visual Aids	Audio Visual Equipment & Supplies	313-09	5/01/2009 - 4/30/2012
	BSN Sports	Athletic & PE Supplies & Heavy Duty Exercise Equipment	336-10	04/01/2010 - 03/31/2013
11/9/2010	*Barcelona Sporting Goods*	Athletic, PE, Gym & Exercise Equipment and Supplies	336-10	4/1/2010 - 3/31/2013
10/12/2010	Border States Electric	Building Maintenance, Repair & Operation Supplies & Equipment	339-10	6/1/2010 – 5/31/2013
	Burton Auto Supply	Tires, Tubes & Auto Products	307-08	12/01/2008 - 11/30/2011
	CC Distributors, Inc.	Custodial Supplies & Equipment	291-08	6/1/2008 - 5/31/2011
	Camcor, Inc.	Audio Visual Equipment & Supplies	313-09	5/01/2009 - 4/30/2012
	Carrier Corporation	HVAC Equipment & Supplies & Insulation Trades Services & Labor for Electrical, Plumbing & HVAC	305-08 296-08	10/1/2008 - 9/30/2011 6/1/2008 - 5/31/2011
	Chemsearch, A Div Of NCH	Water Treatment Chemicals & Equipment	288-08	4/1/2008 - 3/31/2011
	Commercial Security Integration	Radio Communication Products	285-08	4/1/2008 - 3/31/2011
	Diaz Floors & Interiors	Indoor & Outdoor Flooring Products & Sports Surfaces	310-08	3/01/2009 - 2/28/2012
9/07/2010	Facilities Solutions Group	Energy Saving Lighting Products	290-08	4/1/2008-3/31/2011
	Fleet Safety Equipment, Inc.	Public Safety & Fire House Supplies & Equipment	284-08	4/1/2008 - 3/31/2011
	GT Distributors	Public Safety & Fire House Supplies & Equipment	284-08	4/1/2008 - 3/31/2011
	Gaylord Bros. Inc.	Instructional Supplies & Equipment	328-09	11/01/2009 - 10/31/2012
	Godwin Pumps Of America, Inc.	Water & Waste Water Pumps & Motor	344-10	07/01/2010 - 06/30/2013
	Graybar	Technology Equipment, Software & Supplies	285-08	4/1/2008 - 3/31/2011
	Gulf Coast Paper	Custodial Supplies & Equipment	291-08	6/1/2008 to 5/31/2011
	Health Edco Inc.	Instructional Supplies & Equipment	328-09	11/01/2009 - 10/31/2012
	Henry Schein, Inc.	First Aid Supplies & Equipment	294-08	6/1/2008 - 5/31/2011
	Ikon Office Solutions	Copiers & Supplies	299-08	9/1/2008 - 8/31/2011
	Industrial Communications	Radio Communication Products	285-08	4/1/2008 - 3/31/2011

	InSCO Distributing	HVAC Equipment & Supplies & Insulation of HVAC Equipment	305-08	10/1/2008 - 9/30/2011
	J & B Industries, Inc.	Motor Fuels, Lubricants & Oil	314-09	5/01/2009 - 4/30/2012
	Jean's Restaurant Supply	Food Services Equipment & Services	274-07	10/1/2007 - 10/31/2010
	John Deere Landscapes	Grounds Maintenance Equip. & Irrigation Products & Installation	292-08	6/1/2008 - 5/31/2011
	Johnson Supply	HVAC Equipment & Supplies & Insulation of HVAC Equipment	305-08	10/1/2008 - 9/30/2011
	Johnstone Supply-Houston	HVAC Equipment & Supplies & Insulation of HVAC Equipment	305-08	10/1/2008 - 9/30/2011
	Mansion Grove House, LLC	Athletic, PE & Gym Supplies & Eq. & Exercise	336-10	4/1/2010-3/31/2013
	Miller Uniforms & Emblems Inc.	Public Safety & Fire House Supplies & Equipment	284-08	4/1/2008 - 3/31/2011
	Moore Medical LLC	First Aid Supplies & Equipment	294-08	6/1/2008 - 5/31/2011
9/14/2010	Morigde Manufacturing, Inc.d/b/a Grasshopper	Grounds Maintenance Equipment/Irrigation Products & Installation	292-08	6/1/2008-5/31/2011
	Myer's Tire Supply	Tires, Tubes & Auto Parts, Supplies & Equipment	307-08	12/01/2008 - 11/30/2011
	O'Reilly Auto Parts	Tires, Tubes & Auto Products	307-08	12/01/2008 - 11/30/2011
11/2/2010	Park Place Recreation Design, Inc.	Parks, Recreation & Field Lighting Products & Installation	346-10	10/1/2010 - 9/30/2013
	Pasco Brokerage, Inc.	Food Services & Equipment & Services	274-07	10/1/2007 - 10/31/2010
11/2/2010	Ricoh Americas (IKON-Ricoh Bus. Sol.) (Copiers)	Copiers & Supplies	299-08	9/1/2008 - 8/31/2011
	SGS Industrial DBA Sea Garden	Public Safety & Fire House Supplies & Equipment	284-08 339-10	4/1/2008-3/31/2011 6/01/20105/31/2013
	Safeguard Universal	Awards, Trophies & Personal Recognition	343-10	7/1/2010-6/30/2013
	SHI Government Solutions	Technology, Eq., Software, Supplies & Telecomm	331-09	11/01/2009 - 10/31/2012
	Southern Tire Mart	Tires, Tubes & Auto Products	307-08	12/01/2008 - 11/30/2011
	Staples	Office Supplies & Equipment	328-09	11/01/2009 - 10/31/2012
	Superior Alarms	Radio Communication Products Fire & Security & Monitoring Supplemental Technology Products Software & Supplies	285-08 325-09 289-08	4/1/2008-3/31/2011 10/1/2009-9/30/2012 4/1/2008 - 3/31/2011
	Tandus US LLC	Indoor & Outdoor Flooring Products & Sports Surfaces	310-08	3/01/2009 - 2/28/2012
	Toshiba Business Solutions	Copiers & Supplies	299-08	9/1/2008 - 8/31/2011
	Vance Hunt Libraries	School, Office, Library & Dormitory Furniture	337-10	04/01/2010 - 03/31/2013
	Siddons Fire Apparatus, Inc.	Fire Apparatus	323-09	9/01/2009 - 8/31/2012
	B&H Photo-Video Pro Audio Inc.	Stage Curtains , Lighting & Stage / Stadium Sound Systems	331-09	11/01/2009 - 10/31/2012
	Dooley Tackaberry, Inc.	Public Safety & Fire Supplies & Equipment	284-08	4/1/2008 - 3/31/2011
	Gunn Chevrolet	Vehicles	281-07	10/1/2007 - 12/01/2010

TPSS-Term contracts P.O.s:

CC Date	Vendor	Contract Description	Contract	Contract Term
7/20/2010	1 st Choice Restaurant Equip. & Supply	Commercial Refrigerators, Freezers, Merchandisers, ice makers/dispensers	740-A1	5/2010-03/2011
9/7/2010	Alaven Pharmaceutical, LLC	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
	Ansell Healthcare Products Inc.	Contraceptives	269-A4	7/2006-9/2010
	Apothecus Pharmaceutical Corp.	Contraceptives	269-A4	7/2006-9/2010
	Auburn Pharmaceutical Co.	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
8/31/2010	BDI Pharma Inc.	Vaccines & Biologicals	269-A2	01/2007-11/2010
	Bob Barker Company, Inc.	Clothing & Apparel	200-A1	3/2010-11/2010
6/29/2010	Canon	Photocopier Lease & Rental	985-L2	5/2009 – 08/2011
	Central Texas Medical Equipment & Supplies	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
	Compliance Diagnostic Equipment LLC	Drug & Alcohol Testing Products	193-A2	7/2007-6-2011
8/3/2010	GT Distributors	Police Equipment & Accessories	680-A1	1/2010 – 10/2010
	Graybar Electric	Electrical Equipment & Supplies	285-A1	1/2010-8/2011
	Johnson Grayson Automotive dba Holiday Chevrolet	Automotive and Law Enforcement Vehicles	071-A1	2/2009-12/2010
	Kyocera Mita America Inc. – Minolta	Photocopiers-Rental Renewal Only	985-A5	9/2002-8/2011
6/15/2010	MMS A Medical Supply Co.	Hospitals Sundries (Disposables) including syringes	475-A1	5/2006- 11/2010
	Midwest Medical Supply	Hospitals Sundries (Disposables) including syringes	475-A1	5/2006-11/2010
	National Vitamin Co.	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
	Neopost National Government Account	Postage Meters-Rental Renewal Only	985-R1	11/2006-8/2011
	Office Communications Systems, Inc	Photocopiers-Rental Renewals Only	985-A6	9/2005-8/2011
	Pitney Bowes Inc.	Lease for Mail Equipment, Meters, Scales & Purchase of Supplies Postage Meters-Rental Renewal Only	985-L1 985-R1	11/2008-8/2011 11/2006-8/2011
	PlumbMaster, Inc.	Plumbing Parts, Fixtures & Supplies	670-A2	11/2005-10/2010
10/19/10	Precision Delta Corp.		680-A1	
	Prescription Supply Inc.	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
	Presto Printing	Business Cards through TX Smartbuy	966-N1	1/2007-8/2011
	Products Unlimited, Inc.	Hospitals Sundries (Disposables) including syringes	475-A1	5/2006- 11/2010
	Richmond Pharmaceuticals, Inc.	Drugs, Pharmaceuticals & Multi-Vitamins (Human Use)	269-A1	3/2007-2/2011
	Rodzina Industries, Inc.	Custom & Stock Rubber Stamps	615-A2	3/2010-12/2010
6/29/2010	Sam Pack's Five Star Ford	Automobiles & Law Enforcement Vehicles	071-A1	2/2009 – 08/2010
	Sanofi Pasteur, Inc.	Vaccines & Biologicals	269-A2	1/2007-11/2010

		Influenza Vaccine	269-A3	3/2010-2/2011
	Sharp Electronics Corporation	Photocopiers-Rental Renewal Only	985-A6	9/2005-8/2011
9/28/2010	TIBH Industries, Inc.	Drug and Alcohol Testing Products	193-A2	7/2007/6/2011
	Tetra Medical Supply Corp.	Hospitals Sundries (Disposables) including syringes	475-A1	5/2006- 11/2010
	Texas Correctional Industries	Laundry Supplies Name Plates Easels & Signs (engraved) up to 24"x48" Posture Back Ergonomic	505-A2 665-A2 425-A8	1/1960-12/2099 12/2001-11/2099 8/2006-12/2099
	Texas Department of Criminal Justice	Furniture TCI & TIBH Chairs, Desks, Tables, Sofas, Bookcase	425-A5	5/1987-12/2099
8/31/2010	Total Pharmacy Supply Inc.	Hospital Sundries (Disposables) including Syringes	475-A1	05/2006 - 11/2010
	Voss Lightning	Electrical Equipment & Supplies	285-A1	1/2010-8/2011
	Xerox Corporation	Photocopier Lease & Rental	985-L2	5/2009-8/2011

TPSS-DIR:

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
9/21/2010	ARC Austin Ribbon & Computer Supplies, Inc.	DBITS-Technology Migration/Upgrade Software Computer, Thin Clients and Terminals/Computer Operations Services/Software	886 293 601 890	1/13/2013
	A T & T	Cisco Networking Equipment Telecommunication Contract for Wireless Voice & Data/Cellular Services Networking Services	233 597 826	
6/29/2010	CDW Government, Inc.	Computer Equipment, Software, Components, Peripherals & Software	592 673 1364	
	CDW 3 Com	Computer Software for Mini and Main Frames (Pre programmed)	229	
	Calence	Computer Equipment, Software, Components, Peripherals & Software Networking Products & Services Audio Conferencing Services, Technology-Based, Conferencing & Video Svcs. Networking Equipment	236 235 838 1369	
10/5/2010	Calence, LLC dba Insight Networking	Network, Networking Equipment, Network Prod. & Serv. & Tele-Network Serv.	1460	8/30/2014
	Calence Physical Security Solutions, LLC	Surveillance Camera Products & Related Services	580	
	Cima Solutions Group	Software	292	
	Copy Graphics	Canon Printers, Multifunction Products, and Related Services	509	
	DLT Solutions, Inc.	Computer Equipment, Software, Components, Peripherals & Software	513	
	Daptiv/CIMA	Software Supplies & Services	841	
	Dell Marketing LP	Computer Equipment, Software, Components & Peripherals Software	251 600	

			568 890 1014	
6/29/2010	ESI Acquisition Inc.	Contract for Products & Related Services	822	
7/27/2010	Environmental Systems Res. Institution	Software 1/5/2011	492	
	Hewlett Packard Co.	Computer Equipment, Software, Components, Peripherals & Software	223	
	Insight	Computer Equipment, Software, Components, Peripherals & Software	223	
	MTM Technologies	Computer Equipment, Software, Components, Peripherals & Software	264	
	SHI Government Solutions, Inc.	Computer Equipment, Software, Components, Peripherals & Software	810 890	
	SHI Government Solutions, Inc.	Purchase or Various Software	1009	
	SHI Government Solutions, Inc.	Computer Equipment, Software, Components, Peripherals & Software	1364	
	Tech Depot	Computer Equipment, Software, Components, Peripherals & Software	223	
6/29/2010	Verizon Wireless	Wireless Voice & Data Services and Equipment	604	10/2/2011
	Votech	Software	937	2/27/2011-2013
6/29/2010	Xerox	Products & Services	515	

TPSS-TXMAS contracts;

CC Date	Vendor	Contract Description	Contract	Contract Term
8/3/2010	Access Imaging Solutions LLC	Document Imaging	9-36010	6/5/2009 – 3/30/2014
8/10/2010	Aria Medical	Medical Equipment and Supplies	7-6511A020	2/9/2007-6/29/2013
8/3/2010	4MD Medical Solutions	Medical Equipment	10-65IIA010	11/19/2009-8/14/2013
	All Steel Inc.	Office Furniture	9-71I030	10/31/2008-9/30/2013
	Beta Technology, Inc.	Food Service, Hospitality, Cleaning Equip. & Supplies, Chemicals & Services	5-73050	7/13/2005-3/31/2015
	Bob Barker	Clothing Uniforms, Footwear & Accessories	8-840140	7/23/2008-7/31/2011
	Business Interiors by Staples The Hon Company	Special Use Furniture	6-71111060	5/10/2006-3/26/2011
	B&H Photo & Video	Photographic Equipment-Cameras, Photographic Printers and Related Supplies & Services (Digital and Film –Based)	8-67030	1/25/2008-8/2/2014
	B&H Photo & Video	VCRS, VCP, DVD, Monitors & Monitors/Receivers, Including Spare & Repair Parts, and Accessories	8-58I020	1/25/2008-11/30/2010
	Datum Filing Systems Inc.	Office Furniture	5-711010	9/15/2004-5/31/2012
	Diaz Floors & Interiors	Floor Covering	5-721A060	2/17/2005-8/3/2014
9/21/2010	Dream Ranch d b a Cartridge World	Ink and Toner Cartridges	8-75040	7/23/2008-5/31/2012

	Emergency Vehicle Equipment	Total Solutions for Law Enforcement, Security, Facilities Mgt. Fire, Rescue, Clothing, Marine	5-840180	6/17/2005-8/31/2014
	Ergogenesis, LLC	Office Furniture	3-7110470	8/22/2003-9/30/2011
	Fed Ex Kinko's	The Office, Imaging & Document Solution	5-36020	1/14/2005-10/13/2013
6/15/2010	Firetrol Protection Systems, Inc.	Facilities Maintenance & Management	6-03FAC020	7/12/2006-4/23/2011
	GCR Tires Centers Of Pharr	Tires	7-261020	1/19/2007-12/20/2011
	Global Industries, Inc.	Office Furniture	3-7111010	11/21/2002-12/31/2012
	Kimball International	Office Furniture	3-711060	12/16/2002-1/27/2012
6/29/2010	Lawson Products Inc.	Hardware Superstore	3-51V030	7/7/2003-4/7/2011
	MCS	Access Control Systems	9-84060	6/23/2009-11/30/2013
	MSC Industrial Supply Co.	Hardware	3-51V020	6/4/2003-10/31/2012
	Mayline Company	Office Furniture	4-7110330	7/2/2004-11/30/2011
	Michelin North America, Inc.	Tires, Pneumatic (new), for passenger, light/medium truck, & bus, & retread svcs.	7-261010	12/19/2006-12/5/2011
9/21/2010	OCE North America, Inc.	Office, Imaging & Document Solutions Copying Equipment	2-36010	8/1/2002-9/30/2011
	Separation Systems Consult, Inc.	Environmental Services	7-899030	6/27/2007-2/20/2011
	Sherwin Williams	Maintenance & Hardware	5-51V010	10/11/2004-1/31/2013
	Simplexgrinnell, LP	Total Solutions for Law Enforcement, Security Facilities, Mgmt., Fire, Rescue, Clothing, Marine	5-84070	12/6/2004-6/30/2012
	Snap-On Industrial	Hardware Products & Services	3-51V010	9/20/2002-1/31/2011
	Southern Tire Mart LLC-Michelin Bridgestone	Tires	7-261010 7-261020	12/19/2006-12/5/2011 1/19/2007-12/20/2011
7/20/2010	State Industrial Products	Hardware Superstore 12/27/2004 – 11/30/2010	5-51V020	12/27/2004-11/30/2010
	Tandus US, Inc.	Floor Covering	5-721A060	2/17/2005-8/3/2014
	Tire Centers, LLC Michelin North America, Inc.	Tires, Pneumatic (new), for passenger, light truck, med truck, & bus & retread services	7-261010	12/19/2006-12/5/2011
	Tremco, Inc.	Bldg. & Bldg. Materials/Industrial Services & Supplies	6-56050	3/6/2006-5/31/2014
	United Rentals, Inc.	Hardware Superstore, Heavy Vehicle Equipment	7-51V080	7/5/2007-1/27/2011
	Visual Innovations Company, Inc.	Professional Audio/Video, Telecommunications and Security Solutions	4-581010	10/24/2003-7/7/2012
	W.W. Grainger, Inc.	Industrial, Janitorial Supplies	2-539030	8/26/2002-11/30/2010
	World Wide Imaging Supplies	Office Products	8-75030	5/2/2008-10/1/2012

TPSS-State Travel Management Program;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	Enterprise Rent a Car	Car Rental	TX-C1080	3/31/2004-11/30/2010
	Avis Rent a Car Systems	Car Rental	TX-C1080	3/31/2004-11/30/2010

TIPS;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	3-C Technology	Audio Visual Equipment & Supplies	1032609	3/26/2011
		Computer Equipment, Components & Peripherals	1072309	7/23/2011

US Communities;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	Auto Zone	Auto Parts & Accessories	060143	6/26/2006-6/25/2011
9/14/2010	DACO	Daco Fire Equipment (Converter)	FS12-09	3/1/2010-11/30/2011
	Graybar	Electrical Products	MA-43272-6	1/31/2011
	Hagemeyer	Homeland Security and Public Safety	RQ06-814063-10A	10/7/2005-9/30/2011
	Insight Public Sector	Technology Products Equipment & Technology Services/Solutions	RQ-09-997736-42b	5/01/2009-4/30/2013
8/03/2010	Service Wear Apparel	Uniform and Work Apparel	A1465-10	9/01/2010-12/31/2014
	The Home Depot	Maintenance/Hardware Supplies	05091	12/1/2008-11/30/2011
	Zep	Janitorial Supplies	2007-118-3034	12/31/2010
6/22/2010	Tech Depot	Technology Products & Solutions	RQ09-997736-42C	5/1/2009-4/30/2013

TCPN;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	Best Buy Gov LLC	Audio Visual Equipment and Services	R-4705	9/30/2006-9/30/2011
6/15/2010	CAS Companies, LP	Job Order Contracting Services	R-5004	3/31/2010-3/31/2015
	CDW	Computer, Components, Peripherals & Software	R-4713	9/30/2006-9/30/2011
	GovConnection	Computer, Components, Peripherals & Software	R-4718	9/30/2006-9/30/2011
8/17/2010	Jamail & Smith Construction	Job Order Contract (JOC)	R4957	3/31/2010-3/31/2015
9/14/2010	Office Depot	Furn., Office, Instructional or Library Office & School Supplies, Printing & Shipping Services, Promotional Prod./Printing Services.	R5023	2/28/2010-2/28/2015
	M & A Technology	Computer, Components, Peripherals & Software	R-4721	9/30/2006-9/30/2011
	Tandus US LLC	Commercial Floor Covering Systems	R-4882	7/31/2008-7/31/2013
	Tech Depot	Computer, Components, Peripherals & Software	R-4716	9/30/2006-9/30/2011

	Trane	Heating, Ventilating, Air Conditioning & Plumbing	R-4669	12/31/2005-12/31/2010
	ThyssenKrupp Elevator Corp.	Elevator Products & Services	R-4679	5/31/2006-5/31/2011
	Troxell Communications	Audio Visual Equipment and Services	R4708	9/30/2006-9/30/2011
	Xerox Corporation	Document Management (Copiers)	R-4671	5/31/2010-5/31/2015
	Xerox Supplies	Paper fine	R-4929	12/31/2009-12/31/2014

GSA;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	CDW	Computer Equipment, Software, Components, Peripherals & Software	GS-35F-0195J	
8/3/2010	Comtech LLC	Software and Services	GS-35F-0431K	
	Dell	Computer Equipment, Software, Components, Peripherals & Software	GS-35F-4076D	
	NYP CORP	Shipping, Packaging and Packing Supplies	GS-14F-1237H	
9/21/2010	Phonetics Inc. dba Sensaphone, Inc.	Computer Equipment, Software, Components, Peripherals & Software	GS-07F-9463S	4/30/2011
	Tactical Gear Now, Inc.		GS-07F-5508R	
6/29/2010	Galls/Aramark		GS-07F-0157M	

HGAC;

CC Approval Date	Vendor	Contract Description	Contract	Contract Term
	A & B Communications	Communications Equipment & Services	RA01-08	
9/21/2010	Daco Fire Equipment	Fire Apparatus (All types)	FS12-09	3/1/2010-11/30/2011
	EF Johnson Co.	Communications Equipment & Services	RA01-08	
	Motorola	Communication Equipment & Services	RA01-08	12/31/2011
	Sprint	Communication Equipment & Services	CW-05/02	
	Superior Alarms	Surveillance & Access Control Equipment	SE05-05	
	Superior Alarms	Video Surveillance Systems	SE05-08	
7/20/2010	Superior Alarms	Surveillance, Access Control & Security Fencing	SE05-10	05/1/2010 – 04/30/2012
CC Approval Date	Vendor	Contract Description	Contract	Contract Term
10/12/2010	Hydro-Stop Inc. LLC	Roofing	08/021JC-01	7/1/2008 – 7/31/2011/2

*Denotes: New Vendor added for approval

Contract Renewed

Requisition

Req # 00183493

PO #

Date: 10/08/10

Consent
23734
11/9/10

Bill To: x
x

Vendor: 153915
CDW GOVERNMENT, INC.
230 N. MILWAUKEE AVENUE
VERNON HILLS IL 60061

Ship To: TAX ASSESSOR-COLLECTOR
2804 S. BUS. HWY 281
EDINBURG TX 78539-6243

Contact: TAX COLLECTION
956-289-7472

Contract No: TCPN R4713

Special Instructions:
C-211

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
.00	EACH	TCPN R4713 DO NOT DUPLICATE ORDER QUOTE: VWK5577 SHIPPING METHOD DISTRIB (MAINTENANCE SUPPORT RENEWAL) SHIPPING AND BILLING ADDRESS: 2804 S BUS HWY 281 EDINBURG, TX 78539 MAINTENANCE RENEWAL FOR DOUBLE-TAKE AVAILABILITY STANDARD EDITION NSI-DTAVAILSE-R	.00	.00
2.00	EACH	1919872 DOUBLETAKE AVAIL STD MNT RNW MFG#: NSI-DTAVAILSE-R SERIAL NO: 220892 AND 220893	486.99	973.98
		<u>Account No</u>	<u>Encumbrance</u>	
		0-1100-415-15-140-001-0-336	973.98	
			Freight	.00
			Total	973.98
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Req # 183493

W Math -
Rem: Mays



The Right Technology.
Right Away.™

www.CDWG.com
800-808-4239

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
VWK5577	6324564	10/28/2010

MARY GARCIA
 B 2804 S BUSINESS HWY 281
 I
 L HIDALGO COUNTY TAX OFFICE
 T EDINBURG, TX 78539
 O

HIDALGO COUNTY TAX OFFICE
 S 2804 S BUSINESS HWY 281
 H
 I
 P MARY GARCIA
 EDINBURG, TX 78539
 T Contact: MARY GARCIA 956-289-7472
 O

Customer Phone # 9562897472

Customer P.O. # DT MAINT QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JAY CARLILE 866-224-6448	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	1919872	DOUBLETAKE AVAIL STD MNT RNW Mfg#: NSI-DTAVAILSE-R Contract: TCPN CONTRACT #R4713 R4713	486.99	973.98
		SUBTOTAL		973.98
		FREIGHT		.00
		SALES TAX		.00

TOTAL US Currency 973.98

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061
 General Phone: 847-371-5000 Fax: 847-419-6200
 Account Manager's Direct Fax: 312-705-9492

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

Reg #183493



800-808-4239



Double-Take Availability Standard Edition - maintenance (renewal)

Mfg. Part: DTAVALISE-R | CDW Part: 1919872 | UNSPSC: 43232302

Take Availability Standard Edition - Maintenance (renewal) (1 year) - 1 license - Win

\$486.99 TCPN TX ED Pricing

Availability: In Stock

[Product Overview](#)

[Technical Specs](#)

Product Overview

Main Features

Take Availability Standard Edition
Maintenance (renewal) (1 year)
1 license
Win

Double-Take Availability provides affordable data protection, ensures minimal data loss and enables imn system outage. Double-Take Availability continuously captures changes as they happen and replicates t servers at any location, locally or globally.

Double-Take Availability monitors changes to all protected files or virtual machines and replicates only th disaster recovery site as far away as you would like, over standard IP networks, for maximum protection Double-Take Availability reporting center offers detailed, custom analysis and reports of your entire Doul environment. The rich reporting and dashboard views of the reporting center make it easy to manage ev

Technical Specifications

Specifications are provided by the manufacturer. Refer to the manufacturer for an explanation of the print speed and other ratings.

Header

Compatibility:	PC
Manufacturer:	Nsi Software, Inc.
Model:	Availability Standard Edition
Packaged Quantity:	1
Product Line:	Double-Take

Service

Support Details Full Contract Period: 1 year

Service & Support

Type: New releases update

Service & Support Details

Requisition

Req # 00183935

Consent
23734
11/9/10

PO #
 Date: 10/19/10

Bill To: X
 X

Vendor : 349526
 ULTRABAC SOFTWARE
 15015 MAIN ST, STE 200
 BELLEVUE WA 98007-5229

Ship To: TAX ASSESSOR-COLLECTOR
 2804 S. BUS. HWY 281
 EDINBURG TX 78539-6243

Contact: EDINBURG TAX
 956-289-7472

Contract No:
 Special Instructions:
 C-212

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		DO NOT DUPLICATE ORDER CUSTOMER# C27100059 SOFTWARE MAINTENANCE RENEWAL SUPPORT SERVICES + UPDATE PROTECTION - 1 YEAR CURRENT COVERAGE EXPIRES: 12/30/2010 MAINTENANCE RENEWAL VALID THROUGH 12/30/2011		.00
2.00	EACH	ULTRABAC LICENSE SERVER (S) IMAGESERVER, TAXSERVER (v9.1) Annual Maintenance Renewal UBDR Gold Server System Recovery SKU: AM-SG-R ANNUAL MAINTENANCE RENEWAL UBDR GOLD SERVER SYSTEM RECOVERY (ULTRABAC LICENSE SERVER(S): IMAGESERVER, TAXSERVER (v9.1) Account No _____ 0-1100-415-15-140-001-0-336	260.00 Encumbrance 520.00 Freight Total	520.00 520.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

ULTRABAC

SOFTWARE

15015 Main Street, Suite 200 - Bellevue, WA 98007 -
 Corporate Office: (866) 554-8562 - Fax: (425) 644-8222 - 2nd Fax: (425) 274-8137
 Email: maint@ultrabac.com

RECEIVED
 NOV 02 2010
 BY: *A. Y. Ramirez*

Date	Invoice #
10/15/10	120010-213

Customer: County of Hidalgo - Tax Office
 Fernando Cantu
 2804 US Hwy 281
 Edinburg, TX 78539

Phone: (956)289-7457
Fax: (956)318-2733
Email: fernando.cantu@taxoffice.co.hid

SOFTWARE MAINTENANCE RENEWAL
 Support Services + Update Protection - 1 Year

Customer #	Terms	UltraBac Contact
C27100059	See below	Joni Laughlin

Qty	SKU	Description	Unit Price	Ext. Price
2	AM-SG-R	Annual Maintenance Renewal UBDR Gold Server System Recovery Tax-exempt	\$260.00	\$520.00

UltraBac License Server(s):
 IMAGESERVER, TAXSERVER (v9.1)

SubTotal	\$520.00
Sales Tax	\$0.00
Total	\$520.00

Current Coverage Expires: 12/30/10
 Maintenance Renewal valid through 12/30/2011

- Terms & Conditions:**
- Pricing valid through 3/30/2011. After this date, a Maintenance reinstatement fee will apply and this invoice will automatically be cancelled if payment has not been received.
 - Maintenance coverage can not be renewed after 5/30/2011.
 - Payable in USD.

ORDER ACCEPTANCE:

Authorized Signature
René Ramirez 11/9/10
 Print Name | Date
 County Judge

PO Number
 Name on Card

Credit Card Number
 Credit Card Expiry Date

10/14/10 14:37:45

ULTRABAC
 SOFTWARE

Reg # 182935
Ultra Bac
Renewal
One may service
11/02/10

Requisition

Req # 00184664

PO #

Date: 11/03/10

*Consent
23734
11/9/10*

Bill To: x
x

Vendor : 42129
XEROX CORPORATION
P.O. BOX 650361
PNC BANK
1200 E CAMPBELL, STE 108
RICHARDSON TX 75081

Ship To: COUNTY COURT AT LAW #6
100 N. CLOSNER, ANNEX BUILDING
EDINBURG TX 78539

Contact: ffuentes
956-289-7400

Contract No: SMARTBUY

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
2.00	MONTH	<p>***COURT AT LAW #6*** TPSS TERM CONTRACT 985-L2 SMARTBUY REQUISITION # SMARTBUY PURCHASE ORDER # UPON DELIVERY OF NEW MACHINE PLEASE PICK UP TRADE-IN SERIAL # DO NOT DUPLICATE ORDER</p> <p>New Xerox (Capital) Lease Copier Commodity Code 985-13-07001-5 (Unit) WorkCentre 5740 (Low Range II) 40 ppm digital copier Digital copier with 2 trays, bypass tray and dadf, w5740 kit, documentation kit, with offset catch tray</p> <p>Commodity Code 985-13-07100-5 (Lease Price) Price Includes 20,000 Monthly Impressions all excess prints at \$.0091 each. Includes all supplies except paper.</p> <p>Account No _____</p> <p>0-1100-412-00-026-001-0-780</p> <p>REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233</p>	<p>153.18</p> <p><u>Encumbrance</u></p> <p>306.36</p> <p>Freight .00</p> <p>Total 306.36</p>	<p>306.36</p> <p>.00</p> <p>306.36</p>

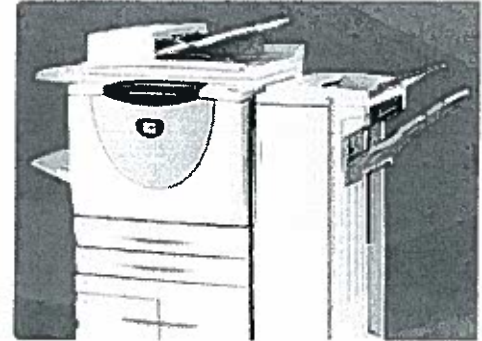
Authorized By: _____

CC # 6
Consent # 23734
11/9/10
Ray # 184664

Xerox 985-L2 Lease Pricing

Xerox WorkCentre 5740 (Low Range II) 40 ppm digital copier

Digital Copier with 2 Trays, Bypass Tray and
DADF, W5740 Kit, Documentation Kit,
with Offset Catch Tray



(Required market codes: W5740, 200OCT)

Price includes 20,000 monthly impressions
all excess prints at \$.0091 each

	<u>Monthly Base</u>	<u>Commodity Codes:</u>
Equip Description/Qty	\$ 0.00	985-13-06001-6
36 month term	\$ 153.18	985-13-06002-4
48 month term	\$ 131.81	985-13-06037-0
60 month term	\$ 119.10	985-13-06072-7

Contract includes:

- delivery & installation
- all supplies, except paper & specialty items



Cash Price \$ 5,514.48

Page # 184664

Capital Lease Versus Operating Lease Test
2010

Indicates calculated field
Mandatory Field
Complete if indicated in lease documentation

Lease / Property Schedule No.	Asset Module Asset ID No.	Lease Term Commence Date	Description	Monthly Pymt Amount	Title Xier at End of Lease? (Y/N)	Bargain Purchase Option? (Y/N)	Lease Term in Months	Est. Economic Useful Life in Months	Total Principal Pmts Over Lease Term	FMV of Leased Equip. at Lease Inception	Capital or Operating Lease? (Calculated Field)
sample	TPSS	11/23/2007	WC 7132 Copier-Printer	\$170.81	N	N	36	60	\$6,495.45	\$5,279.00	Capital Lease
Co. Clks	TPSS	1/12/2010	8560DN Phaser O Sid. Why	\$290.38	N	N	36	60	\$6,661.59	\$2,258.00	Capital Lease
Auditors	TPSS	TX Smart Buy PO	Workcentre 7232P	\$221.49	N	N	36	60	\$10,453.68	\$9,425.00	Capital Lease
Tax Office SJ Office	TPSS	TX Smart Buy PO	WC5645	\$153.18	N	N	36	60	\$7,973.64	\$8,488.00	Capital Lease
Juvenile Boot Camp	TPSS	TCPN Contract	WC5638	\$358.17	N	N	36	60	\$6,520.00	\$6,520.00	Operating Lease
Juvenile Detention	TPSS	TCPN Contract	WC5645T Copier/AT cc 2008	\$284.22	N	N	36	60	\$12,894.12	\$10,198.00	Capital Lease
District Clerks Office	TASB	3/12/2010	Bizhub 601 Copier/Printer/Scr	\$416.66	N	N	36	60	\$10,231.92	\$10,198.00	Capital Lease
JP 1 Place 1	TPSS	Smartbuy	WC 5638 digital copier	\$153.18	N	N	36	60	\$14,990.76	\$9,259.00	Capital Lease
369th District Court	TPSS	Smartbuy	WC 20 digital copier	\$71.49	N	N	36	60	\$5,514.48	\$5,514.18	Capital Lease
Court @ Law #6	TPSS	Smartbuy	WC 5638 digital copier	\$153.18	N	N	36	60	\$2,573.64	\$2,572.96	Capital Lease
Human Resources	TPSS	Smartbuy	WC7232P digital copier	\$259.38	N	N	36	60	\$9,337.68	\$9,337.68	Capital Lease
Tanya's Copiers	TPSS	6/6/2010	WC 7346P Digital Copier	\$	N	N			#VALUE!		
Purchasing	TPSS	5/18/2010	WC 5645 Digital Copier	\$181.74	N	N	36	60	\$6,542.64	\$6,431.40	Capital Lease
Tax Office Ed. Auto	TPSS	5/18/2010	WC 5645 Digital Copier	\$181.74	N	N	36	60	\$6,542.64	\$6,431.40	Capital Lease
Tax Office Ed. Book	TPSS	5/18/2010	WC 5645 Digital Copier	\$181.74	N	N	36	60	\$6,542.64	\$6,431.40	Capital Lease
Tax Office Mc. Auto	TPSS	5/18/2010	WC 5645 Digital Copier	\$181.74	N	N	36	60	\$6,542.64	\$6,431.40	Capital Lease
Tax Office Wes. Tax	TPSS	Smartbuy	WC 5225	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
Tax Office Miss Auto	TPSS	Smartbuy	WC 5225	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
District Clerks Office	TASB	Master Crt #1 Rente	450-452 (e452) Re-Manufactu	\$198.00	N	N	nc/mo	60	#VALUE!	Rental NO \$,00	Operating Lease
Purchasing	TPSS	Smartbuy	WC7346P Copier	\$480.40	N	N	48	60	\$23,059.20	\$22,131.36	Capital Lease
93rd District Court	TPSS	Smartbuy	Canon IR-3225	\$165.03	N	N	36	60	\$5,941.08	\$4,778.71	Capital Lease
92nd District Court	TPSS	Smartbuy	WC 5225	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
Elections Dept.	TPSS	Smartbuy	WC 5790T Digital Copier	\$858.14	N	N	36	60	\$20,093.04	\$20,093.04	Capital Lease
Co. Clerk Crim. Dept.	TPSS	Smartbuy	WC 5745 Digital Copier	\$180.73	N	N	36	60	\$6,506.28	\$6,542.64	Capital Lease
Co. Clerk Civil Dept.	TPSS	Smartbuy	WC 5745 Digital Copier	\$182.87	N	N	36	60	\$6,583.32	\$6,542.64	Capital Lease
Co. Clerk Recording Dept.	TPSS	Smartbuy	WC 5745 Digital Copier	\$182.87	N	N	36	60	\$6,583.32	\$6,542.64	Capital Lease
Co. Clerk Collections	TPSS	Smartbuy	WC 5740 Digital Copier	\$153.18	N	N	36	60	\$5,514.48	\$5,514.48	Capital Lease
Co. Clerk McAllen	TPSS	Smartbuy	WC 5225 Digital Copier	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
DAS Felony Section	TPSS	Smartbuy	WC CC20 Digital Copier	\$71.49	N	N	36	60	\$2,573.64	\$2,573.64	Capital Lease
DAS Appeals Section	TPSS	Smartbuy	WC CC20 Digital Copier	\$71.49	N	N	36	60	\$2,573.64	\$2,573.64	Capital Lease
430th District Court	TPSS	Smartbuy	WC 5225 Digital Copier	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
449th District Court	TPSS	Smartbuy	WC 7120 Digital Copier	\$233.38	N	N	36	60	\$8,401.68	\$8,401.68	Capital Lease
Constable Pct. 3	TPSS	Smartbuy	WC 5225 Digital Copier	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
County Clerks	TXMAS		Oce ColorWave 300	\$823.00	Y	Y	36	60	\$29,628.00	\$25,130.00	Capital Lease
District Clerks Office	TASB	299-08	Ricoh Aficio MP6001SP	\$276.00	N	N	36	60	\$9,965.00	\$11,090.00	Operating Lease
District Clerks Office	TASB	299-08	Ricoh Aficio MP5000SP	\$285.00	N	N	36	60	\$9,540.00	\$10,346.00	Capital Lease
District Clerks Office	TASB	299-08	Ricoh Aficio MP4000ISP	\$176.00	N	N	36	60	\$6,336.00	\$5,813.00	Capital Lease
District Clerks Office	TASB	299-08	Ricoh Aficio MP4000ISP	\$176.00	N	N	36	60	\$6,336.00	\$5,813.00	Capital Lease
Tax Office Miss Tax	TPSS	Smartbuy	WC 5225 Digital Copier	\$105.92	N	N	36	60	\$3,813.12	\$3,813.12	Capital Lease
Co. Clks Probate Dept	TPSS	Smartbuy	WC 5740 Digital Copier	\$153.18	N	N	36	60	5,514	5,514	Capital Lease
Court @ Law #6	TPSS	Smartbuy	WC 5740 Digital Copier	\$153.18	N	N	36	60	5,514	5,514	Capital Lease

- Enter values in the mandatory fields (green highlight) are entered and the optional fields (peach highlighted), if available
- The results of the test will display in the last column.
- Highlight the basis of your answers to the above test criteria on the source documents.
- For each capital lease, attach this schedule and the lease/property schedule agreements as support to Form AM-5.

REQ: 183634

Calence, LLC dba Insight Networking
6820 South Hart Avenue
Tempe, A 85283

Sales Rep : Diana Berger
Phone: 956-369-3619
diana.berger@insight.com

Design Associate: Tim Fain
Phone: 512-691-2026

tim.fain@insight.com



Technical Support - 40

DIR Contract# DIR-SDD-1460



Sales Quote: 101010DB-2
Date: 10/10/2010
Buyer: Renan Ramirez
Name: Hidalgo County
Phone: 956-318-2151
Email: renan@co.hidalgo.tx.us

Part Number	Description	Quantity	List Price	Discount	Unit Price	Extended Price
Technical Services	Technical Support - 40 Hours	1			\$ 6,040.00	\$ 6,040.00

Sales Quote is valid for 30 days

TOTAL \$ 6,040.00

TERMS AND CONDITIONS

Transaction is governed by the applicable contract between Calence, LLC dba Insight Networking and the Texas Department of Information Resources Pursuant to that contract, the warranties and disclaimers located at the following URL apply to this transaction: www.insight.com/pages/legal/web/

The above referenced contract and warranties and disclaimers are hereby incorporated herein by this reference.

CALENCE, LLC DBA INSIGHT NETWORKING SPECIFICALLY OBJECTS TO ANY ADDITIONAL TERMS BEING ADDED THROUGH A PURCHASE ORDER OR OTHER SIMILAR DOCUMENT OR COMMUNICATION (A "PURCHASE ORDER"). BY ORDERING ANY OF THE ITEMS IDENTIFIED HEREIN, CUSTOMER AGREES THAT ANY ADDITIONAL TERMS CONTAINED IN A PURCHASE ORDER SHALL NOT BECOME PART OF THE AGREEMENT BETWEEN THE PARTIES AND SPECIFICALLY THAT THE TERMS AND CONDITIONS CONTAINED HEREIN OR INCORPORATED HEREIN BY REFERENCE SHALL SUPERSEDE ANY CONFLICTING, CONTRARY, OR ADDITIONAL TERMS AND CONDITIONS IN A PURCHASE ORDER.

*Remotely Tech-Support
from Network*

*325.00
- 93.44 = 28.1590
231.56 per hr.
x 40 hrs.
9,262.40*

*(2151.00 hourly)
as Design
Consulting Director*

01100415002000020336

Req # 183634

**APPENDIX C PRICING INDEX
TO DIR-SDD-1460**

Calence LLC dba Insight Networking Manufacturer/Product Line/Product Category	Customer Discount % off MSRP
Hardware	
Bluesocket	21.75%
Commscope/Systimax	35.75%
Exterity	15.00%
Lightspeed	13.75%
Netscout Systems	21.75%
Vbrick Systems, Inc.	20.75%
Panduit	34.75%
Syn-Apps	5.00%
Maintenance	
Lightspeed	7.75%
Vbrick	4.75%
Technical Services	
Asset Management (Asset Tagging), Trade-In and Asset Disposal, Warehousing, Staging & Configuration & Integration Services, Project Management, Cabling, Training	28.75%

Line #7 from list.

Insight*Change Management
Hidalgo County – Ad-hoc Maint.*

The purpose of this form is to document change requests. Once completed, the form is submitted to the client for approval. No change to the project is authorized until the client signs off on this form, thereby agreeing to the documented impact.

Prepared by:	David Avila
Date prepared:	11/03/10
Date last revised:	N/A

Section 1 – Change Request

Client Name:	COUNTY OF HIDALGO	Change #:	2
Project #:	P-003589	Contract# / PO#:	CN003589

Change Request Name (30 characters or less):

County of Hidalgo-40 AD HOC HOURS

Priority: High Medium Low**Detailed Description (including Reasons/Benefits):**

Customer turnaround time for signature is within days if using change order.

Section 2 – Change Estimate**Action Required to Implement Change (tasks, skill sets, material, etc.):**

CUSTOMER NOTE:

ORIGINAL MAINTENANCE AMOUNT WAS \$17,240.00 (AMOUNT HAS BEEN PAID IN FULL)

NEW CHANGE ORDER AMOUNT \$6,040.00

Change in Price: Total Resell - \$6,040.00

Hours/Qty	Labor Type/Material Desc.	Price	Total
1	Engineer	\$6,040.00	\$6,040.00

Section 3 - Describe Impacts, Tradeoffs, Issues, & Risks: (check all that apply)

Schedule	Software	Resource	Hardware	Description of Impacts, Tradeoffs, Issues & Risks

Section 3 – Approval

The purpose of this form is to document change requests. Once completed, the form is submitted to the client for approval. No change to the project is authorized until the client signs off on this form, thereby agreeing to the documented impact.

The undersigned understands and agrees that when approved, this change request becomes a part of the primary contract between Calence, LLC and the "client".

<input checked="" type="checkbox"/> Approved	Project Manager:
<input type="checkbox"/> Deferred	
<input type="checkbox"/> Rejected	Date: 11-3-10
<input checked="" type="checkbox"/> Approved	Impacted Department: Hidalgo I.T. Dept.
<input type="checkbox"/> Deferred	
<input type="checkbox"/> Rejected	Date:
<input type="checkbox"/> Approved	Client Authorized Agent: René Ramirez - County Judge
<input type="checkbox"/> Deferred	
<input type="checkbox"/> Rejected	Date: 11/9/10

Requisition

Req # 00182687

PO #

Date: 09/27/10

*Consent
#23734
11/9/10*

Bill To: x
x

Vendor: 178136
DELL MARKETING L.P.
C/O DELL USA LP
P.O. BOX 676044
DALLAS TX 75267-6044
FAX (800)433-9527

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No: DIR-SDD-890

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DIR-SDD-890 Quote 1010754306189 New Contract End Date 09/13/2013 DO NOT DUPLICATE ORDER POWER EDGE 2950	2,516.40	2,516.40
		2HR 7x24 Service 2HR 7x24 onsite diagnosis/ 6HR repair 4HR 7X24 Service 4HR 5X10 Service Next Business Day Onsite Service Next Business Day Parts Only Advance Exchange Return to Depot Limited Technical Support Keep Your Hard Drive Gold Technical Support Complete Care Silver/Gold/Platinum End User ProSupport End User ProSupport Mission Critical IT ProSupport IT ProSupport Mission Critical Enterprise ProSupport Enterprise ProSupport Mission Critical End of Life		
1.00	EACH	REINSTATEMENT FEE	200.00	200.00
1.00	EACH	Discount	-407.46	-407.46
		Account No	Encumbrance	
		0-1100-415-00-200-002-0-336	2,308.94	
			Freight	.00
			Total	2,308.94
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Extended Services Quote Information	
Quote #:	1010754306189

Customer Information	
Date:	September 14, 2010
Company Name:	COUNTY OF HIDALGO
Dell Customer #:	8937178
Contract Code:	48ABO
Customer Agreement #:	DIR-SDD-890

Dell Contact Information	
Brad Kline	
APOS Services Consultant	
John. Kline@Dell.com	
Phone:	1-800-247-4618 ext. 5139858
Fax:	1-512-283-9992

Dell Extended Services Details

Current Equipment Information			
Service Tag #	Model	Service Contract Type	Ship Date
9L70DD1	POWER EDGE 2950	S9 + GD	7/30/2007
			7/29/2010

Extended Service Information			
Service Contract Type	New Contract End Date	Service Extension	Reinstatement Fee
S9+IPSMC	9/13/2013	\$ 2,516.40	\$ 200.00
			\$ 2,716.40

Contract Descriptions	
2H	2HR 7x24 Service
6H	2HR 7x24 onsite diagnosis/ 6HR repair
S1. S9	4HR 7X24 Service
S4	4HR 5X10 Service
ND	Next Business Day Onsite Service
NP	Next Business Day - Parts Only
AE	Advanced Exchange
RR	Return to Depot
LT	Limited Technical Support
KK	Keep Your Hard Drive
TS	Gold Technical Support
CC	Complete Care
SV. GD. PL	Silver/Gold/Platinum
PS	End User ProSupport
PSMC	End User ProSupport Mission Critical
IPS	IT ProSupport
IPSMC	IT ProSupport Mission Critical
EPS	Enterprise ProSupport
EPSMC	Enterprise ProSupport Mission Critical
EOL	End Of Life

Extended Services Subtotal	\$ 2,516.40
Reinstatement Fees	\$ 200.00
Parts	\$ -
Subtotal:	\$ 2,716.40
Discounts Applied	\$ 407.46
Total:	\$ 2,308.94

Pricing does not include sales tax where applicable.
This quotation is valid for 30 days.

Purchase Order Requirements
Please remember to include the following information:

827
122057
Ref # 182687

[Questions about Services? Click here.](#)

[Support Questions? Click here.](#)

- Billing address
 - Shipping address, including a contact name & phone number
 - Terms stated as 'Net 30'
 - A total dollar amount
 - An authorizing signature (if required)
- Please attach a copy of your Dell quote, or reference the Dell quote number(s) on the purchase order.

Edna Kirby

From: Stan Ramos [stan.ramos@co.hidalgo.tx.us]
Sent: Thursday, September 23, 2010 11:31 AM
To: edna.kirby@co.hidalgo.tx.us
Subject: FW: quote `

Here is the response.

Stan Ramos III
Hidalgo County Information Technology
stan.ramos@co.hidalgo.tx.us
100 E. Cano 4th floor
Edinburg Tx, 78539
office 956-292-7010
fax 956-318-2152
cell 956-207-9883



Two words were failed in the sending of this message. However a large number of electrons were terribly inconvenient.

From: John_Kline@Dell.com [mailto:John_Kline@Dell.com]
Sent: Thursday, September 23, 2010 11:04 AM
To: stan.ramos@co.hidalgo.tx.us
Subject: RE: quote `

Hi Stan,
No I just need a PO or some form of payment.

Thank you,

John Bradley Kline III (Brad)
APOS Services Sales Representative
Dell | Select Public Accounts, South Central
Office: +1 512-513-9858 Toll Free: 800.247.4619 x 5139858
fax +1 512-283-9992
John_Kline@Dell.com

Customer feedback | How am I doing? Please contact my manager Ernest_Homer@Dell.com

From: Stan Ramos [mailto:stan.ramos@co.hidalgo.tx.us]
Sent: Thursday, September 23, 2010 11:01 AM
To: Kline, John
Subject: RE: quote `

Hey John question do we need to get a service agreement contract signed to purchase the extended warranty?

Stan Ramos III
Hidalgo County Information Technology
stan.ramos@co.hidalgo.tx.us
100 E. Cano 4th floor
Edinburg Tx, 78539

9/23/2010

office 956-292-7010
fax 956-318-2152
cell 956-207-9883



No trees were killed in the sending of this message. However a large number of electrons were terribly inconvenienced.

From: John_Kline@Dell.com [mailto:John_Kline@Dell.com]
Sent: Tuesday, September 21, 2010 3:31 PM
To: stan.ramos@co.hidalgo.tx.us
Subject: RE: quote`

Hi Stan,

I quoted the systems with the contract code but unfortunately the excel quotes don't reflect it properly. I added the code to the quote.

Thank you,

John Bradley Kline III (Brad)
APOS Services Sales Representative
Dell | Select Public Accounts, South Central
Office: +1 512-513-9858 Toll Free: 800.247.4619 x 5139858
fax +1 512-283-9992
John_Kline@Dell.com

Customer feedback | How am I doing? Please contact my manager Ernest_Homer@Dell.com

From: Stan Ramos [mailto:stan.ramos@co.hidalgo.tx.us]
Sent: Friday, September 17, 2010 8:52 AM
To: Herrera, Luis
Subject: RE: quote`

Also the quote for the extended warranty I need to reflect the dir contract.
Thanks

Stan Ramos III
Hidalgo County Information Technology
stan.ramos@co.hidalgo.tx.us
100 E. Cano 4th floor
Edinburg Tx, 78539
office 956-292-7010
fax 956-318-2152
cell 956-207-9883



No trees were killed in the sending of this message. However a large number of electrons were terribly inconvenienced.

From: Luis_Herrera@DELL.com [mailto:Luis_Herrera@DELL.com]
Sent: Thursday, September 16, 2010 3:02 PM
To: stan.ramos@co.hidalgo.tx.us
Subject: RE: quote`

9/23/2010

Hi Stan:

I need to know which kind of hard drives you need.

Please let me know

Thanks

Luis

From: Stan Ramos [mailto:stan.ramos@co.hidalgo.tx.us]
Sent: Thursday, September 16, 2010 2:05 PM
To: Herrera, Luis
Subject: quote`

Also can you please send me a quote for 2 hard drives for that same server.

*Stan Ramos III
Hidalgo County Information Technology
stan.ramos@co.hidalgo.tx.us
100 E. Cano 4th floor
Edinburg Tx, 78539
office 956-292-7010
fax 956-318-2152
cell 956-207-9883*



No images were killed in the sending of this message. However a large number of electrons were terribly disappointed.

Appendix C Product and Pricing Index

For general purchases, Dell is offering fixed discounts as identified in the following table. Please note that these discounts will be based upon then-current retail pricing. Dell reserves the right to change retail prices, and therefore discounted prices, without notice. Standard shipping and handling is waived, however applicable tax or express/custom delivery charges will be added at the time of order.

Category	Products Classifications	Direct from Dell	Dell Prime with HUB Order Fulfillers	Dell Direct Online
		Discount from Dell Retail Price List		Minimum Additional Discount**
A	PowerEdge Departmental Servers, PowerVault Storage Products, Fixed Workstations, Mobile Workstations, Selected OptiPlex Desktops, Selected Latitude Notebooks, Customer Kits	13%	13%	1%
F	Toner	3%	3%	.5%
H	Value: Latitude, OptiPlex, Workstation; Future Products to be Determined.	6%	6%	.5%
K	S&P - Commodity	2%	2%	.5%
L	Software/Non-stocked: Selected Application Software, Non-stock Peripherals and Accessories	2%	2%	.5%
M	Third Party Software and Peripherals - Mainstream	12%	12%	1%
O	Selected Service on Poweredge Departmental Servers; Selected Dell Pro-Support Services; Decline Service; Selected 4-Hr On-Site; Business Care Plus On-Site Service (all years)	15.25%	15.25%	.75%
R	Selected On-site Service - NBD On-site Service (extended yrs)	9.6%	9.6%	0%
S	Selected Promotional Offers; Inspiron; Selected Latitude; Selected Power Edge; SC PowerEdge; Power Connect; EqualLogic; Dell/EMC; Imaging; Vostro Notebooks; XPS Notebooks	4%	4%	.5%
T	NBD Service Parts Contracts (extended yrs 3,4)	2%	2%	.5%
U	Spare Parts	0%	0%	0%
V	Peripherals and Accessories with Discounts that Vary Based upon the System on Which the Item is Installed.	Same discount as system	Same discount as system	0% Additional-- Matches Base
W	Selected Dimension Desktops	4%	4%	.5%
X	S&P Specific - Non-discountable Products	2%	2%	0%
Z	Selected Dimensions; Other Non-discountable Services	0%	0%	0%

** Additional Online Discount: This is defined as the additional discount off of list to be applied for offerings procured through the State of Texas online store only. Quoting and ordering must be initiated and completed online to qualify. Additional discounting applies only to the discounts noted in this table and are not offered in addition to promotional

pricing offered to customers under the Dell / Texas DIR contract or Premier Pages maintained qualified to procure under the Dell / Texas DIR contract. Dell reserves the right to increase the online State of Texas procurement discounts at anytime without changing the contractually required discounting noted above for the term of the agreement.

Additional Tiered Discounting Thresholds:

Dell's proposal is to increase the discount for DIR Customers purchasing from Dell through the Texas DIR - Dell Master Contract every time the cumulative spend of all Customers purchasing from Dell through the Texas DIR - Dell Master Contract crosses the Proposed Gates gates as listed below:

The discount adjustment will occur on the first day of Dell's fiscal-quarter following the point at which the cumulative spend through the Dell MPA group crosses a gate.

Proposed Gates:

\$600M Total Sales: Increase Category A by 1/4% for Dell Direct and Dell HUB Orders. No change to Additional Online Discount.

\$1.2B Total Sales: Increase Category A by 1/4% for Dell Direct and Dell HUB Orders. No change to Additional Online Discount.

\$1.6B Total Sales: Increase Category A by 1/4% for Dell Direct and Dell HUB Orders. No change to Additional Online Discount.

Category A Only, Single Purchase Order, Maximum of 10 Ship-to Locations

Minimum Dollar Volume Associated with Single Transaction	Maximum Dollar Volume Associated with Single Purchase Order	Category A Discount in addition to Initial Pricing Level Discount
\$50,000.00	\$99,999.99	Greater than or equal to 1%
\$100,000.00	\$199,999.99	Greater than or equal to 2%
\$200,000.00	\$499,999.99	Greater than or equal to 4%
\$500,000.00	\$999,999.99	Greater than or equal to 6%
\$1,000,000.00	No Maximum	Greater than or equal to 8%

**Invoice Payment #2010271-TEDSI Infrastructure
CC CONSENT**

Date: 11/09/2010
Submitted By: Vangie Garcia, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

Acceptance and approval of request for payment for Invoice #2010271 in the amount of \$24,234.81 submitted by TEDSI Infrastructure Group, Inc. project engineer after, County Auditor's review and completion of processing procedures including authority for County Treasurer to issue payment in connection with Contract #C-08-226-09-30 and Work authorization No. 1 (PO #613184) Supplemental Agreement No. 2.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010 ACCT. #: 0-1315-431-00-121-040-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #613184 for TEDSI Infrastructure Group

Obj. 711 "ROW"-Available balance as of 11-5-10 \$147,242.78
Obj. 731 "Roads"-Amount available in PO as of 11-5-10 \$3,746.95
Obj. 841 "Aid to Govt. Agency"-Available balance as of 11-5-10 \$13,750.00.

Pct. 1 will submit a PO increase request to Purchasing in the amount of \$11,000.00 in order to cover Supplemental Agreement #2 approved by CC on 9-1-09, AI #17209/23.B.1.

20% of contract amount is covered by Co. and 80% is covered by TXDOT.

Attachments

Link: [Invoice 2010271](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/04/2010 12:53 PM	APRV
2	Budget & Management	Sylvia Solis	11/04/2010 01:32 PM	APRV
3	Ivan Cantu	Ivan Cantu	11/05/2010 08:11 AM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Vangie Garcia

Started On: 11/04/2010 10:40
AM

Final Approval Date: 11/05/2010



TEDSI INFRASTRUCTURE GROUP
Consulting Engineers

1201 East Expressway 83
 Mission, Texas 78572
 956-424-7898 (Phone)
 956-424-7022 (Fax)

INVOICE

Mr. Joseph Palacios
 Hidalgo County Precinct No. 1
 1902 Joe Stephens Ave.
 Weslaco, Texas 78596

Invoice Date: August 23, 2010
 TEDSI Invoice No.: 2010271
 TEDSI Project No.: 2008-1020-01
 Invoice Period: January 1, 2010 to July 31, 2010

MILE 2 WEST
Phase II

Contract No. C-08-226-09-30
 Work Authorization No. 1
 PO#: 613184
 Supplement Agreement No. 2
 Total Amount

Contract Amount	Contract Amount Remaining
\$604,859.71	\$0.00
\$11,000.00	\$5,500.00
\$615,859.71	\$5,500.00

Task	Fee	% Complete		Amount	
		This Period	To Date	This Period	To Date
Plans, Specs & Est. (PS&E)	\$374,689.71	5%	100%	\$18,734.81	\$ 374,689.71
Right-of-Way (ROW)	\$96,250.00	0%	100%	\$0.00	\$ 96,250.00
Design Field Survey (DFS)	\$100,320.00	0%	100%	\$0.00	\$ 100,320.00
Surveying (SUR)	\$33,600.00	0%	100%	\$0.00	\$ 33,600.00
Supplemental Agreement No. 2	\$11,000.00	50%	50%	\$5,500.00	\$ 5,500.00
Subtotal	\$615,859.71			\$24,234.81	\$ 610,359.71

TOTAL FEE EARNED:	\$	610,359.71
LESS PREVIOUSLY INVOICED:	\$	586,124.90
TOTAL AMOUNT DUE THIS INVOICE:	\$	24,234.81


 Eric R. Dietrich, P.E., PTOE
 Project Manager *for*

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available on PO #643936 as of 11/04/2010
\$2,400.00.

Attachments

Link: [Invoice #2877](#)

Link: [Invoice\(s\) 2879 & 2880](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	11/05/2010 10:29 AM	APRV
2	Budget & Management	Angela Garcia	11/05/2010 10:31 AM	APRV
3	Roland Garcia	Rolando Garcia	11/05/2010 02:40 PM	APRV
4	Auditor's Office		11/05/2010 03:48 PM	NEW

Form Started By: Yolanda Cisneros
Started On: 11/04/2010 01:15 PM

Final Approval Date: 11/05/2010

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2877
Friday, October 29, 2010

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

Project: ENG09.022f Survey of Property on South I Road

Project Manager: Ramiro Gutierrez
Professional Services for the Period: 7/20/2010 to 10/29/2010

Billing Group: 01 Specified Fee
Survey

Contract #: C-09-419-10-27(WA#6)(PO#643936)

Specified Fee: 2,400.00

Billing Group Subtotal: 2,400.00

Project Totals:


***** Total Project Invoice Amount:**

\$2,400.00



Ramiro Gutierrez
President

INVOICE RECEIVED BY:
Jeanette Delo ON 11/11/10
GOODS/SERVICES RECEIVED BY:
Hector Palacios ON 11/11/10


PO # 643936
0-1200-431-00-122-006-0-711
Req # 179604

R. Gutierrez Engineering Corporation

November 1, 2010

Hector "Tito" Palacios
County Commissioner
Hidalgo County Precinct No. 2
301 E. State Street
Pharr, TX 78577

RE: Survey of Property on South I Road and Pecina Road - Invoice # 2877
ENG09.022f

Dear Commissioner Palacios:

I am submitting an invoice for the above referenced project. We have completed the survey and have submitted it to the Right-of-Way Department.

If you have any questions, please call Ramiro or myself so that we may discuss them. You can call us at 956-782-2557 or Ramiro on his mobile at 956-227-2154.

Sincerely,



Jaime Jaimez, Jr.
Accounting Manager

cc: File

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2879
Thursday, November 04, 2010

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

**Project: ENG09.022a El Gato Road
Alamo Rd - Tower Rd**

Project Manager: Luis Nava
Professional Services for the Period: 9/14/2010 to 11/4/2010

Billing Group: 02 Phased Fixed Fee

Part II (Alamo City Limits - Tower Rd)(Approx. 0.50 mi)

Contract #: C-09-419-10 -27(WA#1)(PO#647914)

Billing Fee: \$79,187.00

<u>Phase</u>	<u>Phase Fee</u>	<u>Percent Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Preliminary Engineering	33,593.00	100.00	33,593.00	0.00	33,593.00
Right-of-Way Map	12,000.00	75.00	9,000.00	0.00	9,000.00
Plans, Specifications & Estimate	16,797.00	90.00	15,117.00	0.00	15,117.00
Construction Services	16,797.00	0.00	0.00	0.00	0.00
Total Phases:					\$57,710.00

Phase Billing Totals: \$57,710.00

INVOICE RECEIVED BY:

Chadlerma ON 11-4-10

GOODS/SERVICES RECEIVED BY:

Hector Palacios 11-4-10

Billing Group Subtotal: 57,710.00

Project Totals:

*** Total Project Invoice Amount:

\$57,710.00

Ramiro Gutierrez
President

PO # 647914
0-1200-431-00-122-051-0-711
Req # 184128 \$9,000.00

PO # 647914
0-1200-431-00-122-051-0-731
Req # 184128 \$

R. Gutierrez Engineering Corporation

130 E. Park
Pharr, TX 78577

Invoice Number: 2880
Thursday, November 04, 2010

Invoice

To: Hidalgo County Precinct No. 2
301 E. State St.
Pharr, TX 78577
Attention: Hector Palacios, Commissioner

Project: ENG09.022a El Gato Road Alamo Rd - Tower Rd

Project Manager: Luis Nava
Professional Services for the Period: 9/14/2010 to 11/4/2010

Billing Group: 01 Phased Fixed Fee

Part I (Alamo Road - Alamo City Limits)(Approx. 0.25 mi)

Contract #: C-09-419-10-27(WA#1)(PO#647914)

Billing Fee: \$54,149.00

<u>Phase</u>	<u>Phase Fee</u>	<u>Percent Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Preliminary Engineering	25,575.00	100.00	25,575.00	0.00	25,575.00
Right-of-Way Map	3,000.00	100.00	3,000.00	0.00	3,000.00
Plans, Specifications & Estimate	12,787.00	90.00	11,508.00	0.00	11,508.00
Construction Services	12,787.00	0.00	0.00	0.00	0.00

Total Phases: \$40,083.00

Phase Billing Totals: \$40,083.00

Billing Group Subtotal: 40,083.00

INVOICE RECEIVED BY:
[Signature] ON 11-4-10
GOODS/SERVICES RECEIVED BY:
[Signature] ON 11-4-10

Project Totals:

*** Total Project Invoice Amount:

\$40,083.00

[Signature]
Ramiro Gutierrez
President

PO # 647914
0-1200-431-00-122-051-0-841
Req # 184128

R. Gutierrez Engineering Corporation

El Gato Road

Parcel List (City of Alamo)(Part I)

PARCEL No.	OWNER	ADDRESS	LEGAL DESCRIPTION	PARCELS SUBMITTED TO H.C.R.O.W. DEPT.		INVOICE NO.
				YES	NO	
1	Lou Anne Stiers Bell and Cindy Stiers Nordmeyer		Lot 5, Block 28, Alamo Land & Sugar Company's Subdivision	X		2880

Parcel List (Hidalgo County)(Part II)

PARCEL No.	OWNER	ADDRESS	LEGAL DESCRIPTION	PARCELS SUBMITTED TO H.C.R.O.W. DEPT.		INVOICE NO.
				YES	NO	
10	Macario & Amanda Mireles		Lot 7, Block 29, Alamo Land & Sugar Company's Subdivision	X		2879
11	Trinidad Mireles		Lot 7, Block 29, Alamo Land & Sugar Company's Subdivision	X		2879
12	Trinidad Mireles		Lot 7, Block 29, Alamo Land & Sugar Company's Subdivision	X		2879