



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

“SOLE SOURCE DECLARATION”

To: Hidalgo County Commissioners Court

From: Martha L. Salazar
Hidalgo County Purchasing Agent *mls*

Date; December 18, 2012

Re: “Sole Source Declaration” - Pitney Bowes, Inc.

Hidalgo County currently owns and utilizes at least three Pitney Bowes machines. The Hidalgo County Tax Office is one location where said types of machines are located.

It is necessary to obtain annual repair and maintenance agreements for the efficient operations of County departments. Although attempts have been made to secure from other vendors same type of repair and maintenance agreements, said vendors do not provide requested services for Pitney Bowes machines.

Therefore, Hidalgo County, commencing with the Hidalgo County Tax Office (and any other County departments) must secure annual repair and maintenance service agreements from the Sole Source provider of Pitney Bowes, Inc.

This declaration remains in effect as long as Hidalgo County owns and uses Pitney Bowes, Inc. machines.

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2808 S. Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

MAILING ADDRESS:
HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 11/05/2012

TO: Mary Garcia
FROM: Connie Salazar C.S.

DEPARTMENT: (140) TAX ASSESSOR-COLLECTOR
PHONE: (956)-318-2511 ext 4625

REFERENCE: PITNEY BOWES INC. Invoice #426154

THE FOLLOWING DOCUMENT (S), i.e. Invoice #426154 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION: Per policies and procedures 3 quotes should have been obtained. Please contact purchasing on how to proceed.

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 09/2010



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR. JUDGE 92ND D.C.	RODOLFO DELGADO JUDGE 93RD D.C.	J. R. "BOBBY" FLORES JUDGE 137TH D.C.	ROSE GUERRA REYNA JUDGE 20TH D.C.	JUAN R. PARTIDA JUDGE 275TH D.C.	MARIO E. RAMIREZ, JR. JUDGE 32ND D.C.	NOE GONZALEZ JUDGE 370TH D.C.	LETICIA LOPEZ JUDGE 387TH D.C.	AIDA SALINAS FLORES JUDGE 398TH D.C.
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Service invoice
 October 1, 2012
 Billing acct number 1802-3757-86-9 Invoice number 426154

Service invoice details

Invoice Number	Invoice Date	Invoice Total
426154	10/01/12	

Install account number: 1802-3757-86-9

Installed at: Hidalgo Co, Tax Office, 2802 S Business Hwy 281, Edinburg TX, 78539-4582

Item 1 For Period: 11/01/12 - 10/31/13 ² PO #: 665866
 Product Code (PCN): FD40 Serial #: 0000912631
 Description: Equipment Maintenance, Standalone folder

Service Level Agreement Charges	State Tax	County Tax	City Tax	Item Total
\$1,178.00	\$0.00	\$0.00	\$0.00	\$1,178.00
Total for invoice # 426154				\$1,178.00

Important information

This transaction is governed by the terms and conditions of the applicable Pitney Bowes agreement, current as of the date of this invoice unless otherwise agreed to in writing by the parties.

Payment

- If your check is returned, you're liable for any charges we incur.
- If you make a partial payment of the Payment due, it doesn't change your contract or your obligations to us.

Returns: Check your agreement with us for our return policy on equipment, postage meters and software that you have purchased, licensed, leased or rented from Pitney Bowes.



0130010038530000100110012012

You can pay your bill:

- Online at www.pb.com/myaccount
- By credit card, over the phone at 1-800-228-1071
- By check, made payable to Pitney Bowes and sent with this payment coupon to:
Pitney Bowes Inc
PO Box 371896
Pittsburgh, PA 15250-7896

Change of contact information?

Please give us the new information below or update at www.pb.com/support/addresschange.

Company name		Billing acct number 1802-3757-86-9	
Address (number and street)			Suite No.
City	State	Zip code	
Business telephone ()	Extension	Business fax ()	
E-mail address			
Contact name (first last)			

Editor ✕

AS PER OUR TELEPHONE CONVERSATION NEOPOST INC. DO NOT SERVICE FD40 STANDALONE FOLDER BY PITNEY BOWES. SERIAL: 0000912631 . CONTACT PERSON: KEISHA WAFER PHONE: 1-800-636-7628

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Editor ✕

AS PER TELEPHONE CONVERSATION PROGRESSIVE BUSINESS SYSTEMS DO NOT SERVICE FD40 STANDALONE FOLDER BY PITNEY BOWES. SERIAL: 0000912631. CONTACT PERSON: BETHANY TAYLOR PHONE: 1-800-359-8364

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Editor ✕

CONTACTED STEAMLINE GROUP, LLC FAIRVIEW TECHNOLOGY CENTER 11020 SOLWAY SCHOOL RD STE 101 KNOXVILLE, TN 37931 - LEFT MESSAGE FOR SERVICE ON PINEY BOWES FD40 STANDALONE FOLDER SERIAL: 0000912631 DID - NOT RESPOND PHONE: 1-865-622-9212

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COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2808 S. Business Highway 281
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HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 889
EDINBURG, TEXAS 78540-0889

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

TO: Mary Garcia
FROM: Connie Salazar *CS*

DATE: 11/05/2012
DEPARTMENT: (140) TAX ASSESSOR-COLLECTOR
PHONE: (956)-318-2511 ext 4625

REFERENCE: PITNEY BOWES INC. Invoice #412764

THE FOLLOWING DOCUMENT (S), i.e. Invoice #412764 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

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- INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION I.e.,:
- OTHER:
- COMMENTS / RECOMMENDATION: Per policies and procedures, 3 quotes should have been obtained. Please contact purchasing on how to proceed.

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010



HIDALGO COUNTY DISTRICT JUDGES

RICARDO P. RODRIGUEZ, JR JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 93RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 205TH D.C.	JUAN R. PARTIDA JUDGE, 275TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C.	NOE GONZALEZ JUDGE, 370TH D.C.	LETICIA LOPEZ JUDGE, 385TH D.C.	AIDA SALINAS FLORES JUDGE, 388TH D.C.
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Purchase Order COUNTY OF HIDALGO

PO#: 682980

DATE: 10/25/12

Page No 1 Of 1

VENDOR: 344478

REQ:00220627

Email:

Phone: (800) 228-1071

PITNEY BOWES INC.

P.O. BOX 371896

PITTSBURGH PA 15250-7896

BUYER:

SHIP TO: TAX ASSESSOR-COLLECTOR

2804 S. BUS. HWY 281

EDINBURG TX 78539-6243

Vendor Acct:

CONTACT:

SITE: TAX ASSESSOR-COLLECTOR

Special Instructions:

Contract No:

C-132

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS. UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	YEAR	DO NOT DUPLICATE ORDER OM EQUIPMENT MAINTENANCE SERVICE AGREEMENT FOR FOLDER INSERTER D1600 4 STATION PRODUCT CODE: (PCN): D164 SERIAL#: 0000000491 FOR PERIOD: 09/01/12 - 08/31/13 INSTALL ACCT#: 1802-3757-86-9 MACHINE IS LOCATED AT 2804 S BUS HWY 281 EIDNBURG, TX 78539	1,702.40	1,702.40
1		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	.00	.00
Total				1,702.40
***** For Hidalgo County use only 2-1100-415-15-140-001-0-432 1,702.40				
Approved _____				
<i>no cc approval</i>				
<i>Mati</i>				

Authorized by: Marcus R. Salazar

Editor



AS PER TELEPHONE CONVERSATION PROGRESSIVE BUSINESS SYSTEMS DOES NOT SERVICE FOLDER INSERTER D1600 & STATION BY PITNEY BOWES. CONTACT PERSON: BETHANY TAYLOR PHONE: 1-800-359-0364

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OK

Cancel

Editor



AS PER OUR TELEPHONE CONVERSATION NEOPOST INC. DOES NOT SERVICE FOLDER INSERTER D1600 & STATION BY PITNEY BOWES. CONTACT KEISHA WAFER PHONE: 1-800-036-7628

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OK

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Editor



CALLLED STEAMLINE GROUP, LLC FAIRVIEW TECHNOLOGY 11828 SOLWAY SHCOOL RD., STE 101 KNOXVILLE, TN 37931 PHONE: 1-865-622-9212 AND LEFT MESSAGE TO SERVICE D1600 & STATION BY PITNEY BOWES NO RESPONSE

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OK

Cancel



Service invoice
 August 1, 2012
 Billing acct number 1802-3757-86-9 Invoice number 412764

MAIL

AUG 02 2012

Service invoice details

Rec# 220627

**Hidalgo County Tax Office
 Received**

Invoice Number	Invoice Date	Invoice Total
412764	08/01/12	

Install account number: 1802-3757-86-9

Installed at: Hidalgo Co. Tax Office, 2802 S Business Hwy 281, Edinburg TX, 78539-4582

Item 1 For Period: 09/01/12 - 08/31/13
 Product Code (PCN): D164 Serial #: 000000491
 Description: Equipment Maintenance, D1600 4 station

Service Level Agreement Charges	State Tax	County Tax	City Tax	Item Total
\$1,702.40	\$0.00	\$0.00	\$0.00	\$1,702.40
Total for invoice # 412764				\$1,702.40

Important information

This transaction is governed by the terms and conditions of the applicable Pitney Bowes agreement, current as of the date of this invoice unless otherwise agreed to in writing by the parties.

Payment

- If your check is returned, you're liable for any charges we incur.
- If you make a partial payment of the Payment due, it doesn't change your contract or your obligations to us.

Returns: Check your agreement with us for our return policy on equipment, postage meters and software that you have purchased, licensed, leased or rented from Pitney Bowes.



0130010011910000100108012012

You can pay your bill:

- Online at www.pb.com/myaccount
- By credit card, over the phone at 1-800-228-1071
- By check, made payable to Pitney Bowes and sent with this payment coupon to:
 Pitney Bowes Inc
 PO Box 371896
 Pittsburgh, PA 15250-7896

Change of contact information?

Please give us the new information below or update at www.pb.com/support/addresschange.

Company name		Billing acct number 1802-3757-86-9	
Address (number and street)			Suite No.
City	State	Zip code	
Business telephone	Extension	Business fax	
E-mail address			
Contact name (first last)			



Service invoice# 412764

August 1, 2012

Account name
Hidalgo Co Tax Office
 Billing acct number
1802-3757-86-9
 Invoice number
412764

Invoice Summary

Service charges	\$1,702.40
Total tax	\$0.00

Payment due by August 31, 2012

\$1,702.40

See reverse side for invoice details.

Online Account Management

Thank you for signing up at
www.pb.com/myaccount.
 As a reminder your billing
 account number is: **18023757869**

Questions about your bill?

From 8 a.m. to 8 p.m. EST call 1-800-228-1071

Important Contact Information

- Pay by Phone: 1-800-228-1071
Enter **18023757869** as your acct number
- Service on your product: 1-800-522-0020
- Add Postage to your Meter: 1-800-243-7800
- To order Supplies: 1-800-243-7824 or visit www.pb.com/supplies.

Proposed changes to the USPS Network may affect mail delivery times.
 To avoid delays and late fees, please allow 7-10 business days for payments to be received. Be sure to include your account number on your check. To view and manage your account online, go to www.pb.com/myaccount.

Create, Send and Track Email Marketing Campaigns

With pbSmartConnections, you can easily create email campaigns with our ready-to-use templates and tools. Promote sales, send invitations, and publish newsletters to your customers. As a valuable PB customer, you'll receive preferred pricing at 20% off standard rates. Try it free for 30 days. Just go to www.pitneyworks.com/email or call (800) 376-3093 ext. 1030.

INVOICE RECEIVED BY:
Mary Gali on 10/25/12
 GOODS/SERVICES RECEIVED BY:
Trish Chubb on 10-2012
 P.O.# 682980
21100-415-15-140-001-0432

Q. Bull 10/25/12

Avoid late charges - Mail your payment with the coupon below and allow up to 7-10 days for mail and processing time.

Pitney Bowes
 2225 American Drive
 Neenah, WI 54956-1005
 0130010011910000100108012012

Pitney Bowes payment coupon
 If you've chosen not to pay online, please
 include this payment coupon with your
 payment.

Billing acct number: 1802-3757-86-9
 Invoice date: Aug 1, 2012
 Payment amount due: \$1,702.40
 Invoice #. 412764
 Due date: Aug 31, 2012

Amount paid \$

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7118023757869000041276400017024000



PITNEY BOWES INC
 PO BOX 371896
 PITTSBURGH PA 15250-7896

18023757869



HIDALGO CO TAX OFFICE
 2802 S BUSINESS HWY 281
 EDINBURG TX 78539-4582

2012 OCT 26 PM 2 38
 RECEIVED BY
 MAIL DELIVERY

Matilde Faz

From: Maria Garcia [maria.garcia@hidalgocountytax.org]
Sent: Monday, October 22, 2012 8:19 AM
To: Matilde Faz
Subject: FW: Pitney Bowes Terms

This is what I had forwarded to you☺

Mary Garcia - Jackson
Administrative Assistant
Hidalgo County Tax Office
2804 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2157
FAX: (956) 318-2733

"I can do all things through Christ which strengtheneth me." PHILIPPIANS 4:13



From: Josephine L. Ramirez [mailto:josephine.ramirez@da.co.hidalgo.tx.us]
Sent: Wednesday, October 03, 2012 11:25 AM
To: 'Martha Salazar'
Cc: 'Matilde Faz'; Maria Garcia; 'darlene betancourt'
Subject: RE: Pitney Bowes Terms

Marty,

In reviewing the contract again, the provision applies under the Purchase Power program, not the presort services as indicated below by Pitney-Bowes. Regardless, I believe the provision is unenforceable so if this is the only item holding up approval, go ahead and place this item on the agenda.

Josephine Ramirez Solis
Assistant Criminal District Attorney
County Affairs Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 318-2313 ext. 3823
(956) 318-2079 FAX
josephine.ramirez@da.co.hidalgo.tx.us

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