AI-39018 **County Judge's Office 6. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Karina Cardoza **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Resolution honoring U. S. Army Specialist Kevin Cardoza

BACKGROUND

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/30/2013 04:19 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 05/30/2013 03:32 PM

Final Approval Date: 06/14/2013

RESOLUTION IN HONOR OF U.S. ARMY SPECIALIST KEVIN CARDOZA

WHEREAS, Hidalgo County joins the rest of the nation, the state of Texas, the Rio Grande Valley, and the friends and loved ones of U.S. Army Specialist Kevin Cardoza of Mercedes, in mourning the untimely loss of this brave young man who was killed in action on Saturday, May 4, 2013 in Afghanistan; and

WHEREAS, Spc. Cardoza lived on the rural road named after his grandfather in Mercedes, Texas and attended Edcouch-Elsa High School, he enlisted in the U.S. Army after graduation in 2011 and was assigned to the 1st Brigade Combat Team, 1st Armored Division in Fort Bliss, Texas; and

WHEREAS, It was Spc. Cardoza's lifelong dream to join the armed forces and he was halfway through a nine-month tour in the Kandahar province when the vehicle he and four other soldiers from Fort Bliss were traveling in was hit by a roadside bomb; and

WHEREAS, the 19-year-old was a dedicated father, son, brother and uncle who has left behind a legacy that will be treasured forever by his family, friends, and loved ones; and

WHEREAS, Spc. Cardoza is survived by his two daughters, Delilah and Melanie Cardoza, his parents Ramiro Cardoza, Sr. and Maria Cardoza, three siblings Ramiro Cardoza, Jr., Michael Cardoza and Leslie Cardoza, paternal grandmother Eduarda Cardoza, maternal grandparents Maria Belen and Hector De La Cruz, sister-in-law Jessica Rodriguez, nephews Ramiro Cardoza III and Ryan James Cardoza; and

WHEREAS, Spc. Cardoza will forever be remembered as a young man filled with the courage, strength, and compassion to fulfill a mission of serving the United States of America; his dedication and commitment will be forever remembered.

NOW, THEREFORE, BE IT RESOLVED that the Hidalgo County Commissioners' Court hereby recognizes and pays tribute to the life and legacy of Army Specialist Kevin Cardoza and honors him and his family for his patriotic service and ultimate sacrifice, which will never be forgotten.

Approved this 18th day of June, 2013.

RAMON GARCIA
County Judge

A.C. CUELLAR, JR.
County Commissioner, Pct. 1

HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

JOE M. FLORES
County Commissioner, Pct. 3

JOSEPH PALACIOS
County Commissioner, Pct. 4

Attest: ARTURO GUAJARDO, JR.
County Clerk

AI-39272 **County Judge's Office 6. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Jaime Longoria **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Authorization for County Judge to sign and submit the ASAP Officials Update form as per Department of Energy grant requirements and designate point of contact(s).

BACKGROUND

Attachments

form

email

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: SANDRA DELEON Started On: 06/14/2013 04:26 PM

Final Approval Date: 06/14/2013

HOW TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM:

PLEASE READ CAREFULLY

The ASAP Officials Authorization Form is used by **existing** organizations in ASAP for designating officials within the organization.

"PLEASE TYPE OR PRINT LEGIBLY ON THE FORM."

COMPLETING THE ASAP OFFICIALS AUTHORIZATION FORM:

This form must be completed on your Organization's official letterhead. If unable to align and print this form on your letter head, then on a blank letter head, type the following statement, "See Attached Authorization Form". The Head of Organization must sign at the bottom of the form, as well as by his or her name if the Head of Organization is being updated.

Submitting Completed Forms and requesting additional information

Submit the completed and signed form to the following address: **Financial Management Service, Kansas City Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 12599–0599, Kansas City, MO 64117-0599**. For questions call ASAP Customer Support at (816) 414-2100.

ASAP OFFICIALS AUTHORIZATION FORM

Organization Name: _____Effective date: _____

ASAP ID _____

Point of Contact: The Point of Contact is responsible for inputting, updating or deleting, the officials designated by the Head of Organization (HOO). The POC can add and modify officials at any point during or following an organization's enrollment process. It is the responsibility of the Point of Contact to define the Authorizing Official and Financial Official. A Re-delegated Head of Organization and another Point of Contact can also be defined. Once entered and approved by the HOO, the officials are assigned a User ID which is sent to them via an email and a temporary password in ASAP.GOV's access control system which is sent via regular mail.

POINT OF CONTACT – (This is a mandatory role)

NAME (PLEASE PRINT OR TYPE) _____ TELEPHONE NUMBER _____

E-MAIL _____

The Head Of Organization (HOO) is the top management official who establishes the authority for the organization to use ASAP. The HOO **does not** have to be the CEO or President of the organization but can be the Manager or Supervisor of a section. The Head of Organization is the top management official who establishes the authority for Organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Re-delegated Head of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can only approve officials.

I) HEAD OF ORGANIZATION – (This is a mandatory role)

NAME (PLEASE PRINT OR TYPE) _____ SIGNATURE _____

TITLE _____ TELEPHONE NUMBER _____

E-MAIL _____ ADD ☐ REVOKE ☐ RENEWAL ☐

Sincerely,

Print Name
Title/Position

Zimbra **sandra.deleon@co.hidalgo.tx.us**

Fwd: ASAP Officials Update Form for HIDALGO COUNTY (RO # 4804918)

From : Jaime Longoria <jaime.longoria@co.hidalgo.tx.us> Thu, Jun 13, 2013 02:57 PM
Subject : Fwd: ASAP Officials Update Form for HIDALGO COUNTY (RO # 4804918) 1 attachment
To : Sandra de Leon <sandra.deleon@co.hidalgo.tx.us>

Jaime Longoria

Begin forwarded message:

From: KFC.ASAP@fms.treas.gov
Date: June 12, 2013, 11:08:09 AM CDT
To: rolando.garcia@co.hidalgo.tx.us, jaime.longoria@co.hidalgo.tx.us
Cc: KFC.ASAP@fms.treas.gov
Subject: ASAP Officials Update Form for HIDALGO COUNTY (RO # 4804918)

Rolando & Jaime,

Below is the attachment that has the form for you to complete for the roles of Head of Organization and Point of Contact. If you have any questions, please call me at 816-414-2319. Thank you.

Greg Eisler

The Recipient Id # for your organization is **4804918.** Please use the attached ASAP Official's Update Form to request a Point of Contact (POC) and/or Head of Organization (HOO). Once your organization has both a POC and HOO, you should be able to use the on-line enrollment functionality. The directions for completing the form are provided on the first page. You may either fax this form back to 816-414-2120 or scan the form and attach the copy. **However**, we recommend that you review the ASAP Roles and Responsibilities (see below) before completing the form.

Point of Contact (POC): Adds the Financial Official (FO) and the Authorizing Official (AO) (and, if desired, Re-delegated Head of Organization (RHOO).
Head of Organization (HOO): Approves the FO, AO and, if desired, RHOO.
Re-delegated Head of Organization (RHOO): Once approved by the HOO, is able to approve the AO and FO.
Financial Official: Can add/modify/delete banking information.
Authorizing Official: Adds Payment Requester (PR).
Payment Requester: Requests payments. Can also perform book entry adjustments and cancel ACH requests.

Each different user must use an unique email address and each new user enrolled in ASAP.gov will receive an User Id (via email) and password (via regular mail). After a User Id is received, you

may call **804-697-8384, Option 3** for a password if desired. Also, A single individual may be given multiple roles under the same User Id and password. For example, the POC can also be the FO. Also, an organization may have multiple individuals with the same role(s), with the exception of the HOO. New enrollees accessing the system for the first time will be redirected to the FMS Provisioning Site. This site will require the user to create a new permanent password, set up Secondary Security questions and a Shared Secret. For additional assistance with the FMS Provisioning Site, please contact the FMS ASAP Helpdesk at **816-414-2100.** Finally, ASAP users must log in on a regular basis. If a user does not access the system for over 45 days, their access is suspended and eventually their access is deleted entirely.

Thank you,
The ASAP Help Desk Staff
Main Line: 816-414-2100
Fax Line: 816-414-2120

---------- This E-mail and its attachments (if any) are intended solely for the use of the addressee(s) and may contain sensitive but unclassified information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is strictly prohibited. If you have received this E-mail in error, please notify the sender immediately and destroy the E-mail and any attachments.

ASAP Officials Update Form.doc
36 KB

AI-39073 **Constables 8. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Constable Celestino Avila Jr. **Submitted By:** Raul Lozano Jr., CONSTABLE PCT. #1

Department: CONSTABLE PCT. #1

Information

CAPTION

Constable Pct. #1:
Requesting approval to pay the following claim/invoice with authority for County Treasurer to issue check after review and auditing procedures are completed by the County Auditor:

Vendor Name	Invoice#	Date	Amount
Video Sound & Light Enterprises	13-0905	5-10-13	$244.60

BACKGROUND

Purchase Order #692402, in the amount of $244.60, was obtained after service was rendered, 3-1100-421-00-291-001-0-432

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-421-00-291-001-0-432

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

BUDGETARY IMPACT:

PO# 692402 available balance as of 6-5-13 $244.60

Attachments

vsl invoice
purchase order #692402

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 01:10 PM
Manuel Chapa	Manuel Chapa	06/07/2013 10:04 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Raul Lozano Jr. Started On: 06/04/2013 11:36 AM

Final Approval Date: 06/14/2013

VIDEO SOUND & LIGHTS

3716 S. US HWY. 281
EDINBURG, TX 78539

956-383-6855 956-380-1513

INVOICE

Date	Invoice #
5/10/2013	13-0905

Service Date	5/10/2013

Hidalgo County PCT 1 Constables
1902 Joe Stephens
Weslaco, TX 78596

Lic. Plate	Make	Model	MILEAGE	Vin#	Unit #
1091481		chevy			102

Quantity	Item Code	Description	Price Each	Amount
		unit 102 LPS 109 1481 2010 chevy pick up white		
4	HCT	TECHNICIAN RATE repair lightbar and interface	29.90	119.60T
1	Misc.	open market lightbar interface module	125.00	125.00T
		Out-of-state sale, exempt from sales tax	0.00%	0.00

RECEIVED BY COUNTY AUDITOR
2013 MAY 17 PM 1 01

INVOICE RECEIVED BY:
Raul Lozano on 5/10/13
GOODS/SERVICES RECEIVED BY:
Raul Lozano on 5-10-13

Desc
Unit 102 VIN 3GCPKPEA0BG223625 11 Chevrolet Silverado

	Total	$244.60

ATG

Purchase Order

PO#: 692402

COUNTY OF HIDALGO

DATE: 05/13/13

VENDOR: 208078 REQ:00236101
FAX (956)316-2170 Email:
Phone:(956)383-6855
VIDEO SOUND & LIGHT ENTERPRISES INC.
3716 S US HWY 281
EDINBURG TX 78539
Vendor Acct:

BUYER:
SHIP TO: CONSTABLE PCT 1 PL 1
1902 JOE STEPHENS
SUITE 303
WESLACO TX 78596

CONTACT:
SITE: CONSTABLE, PRECINCT 1
Contract No:

Special Instructions:

VENDOR NOTES

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

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Repair for 2014 Chevrolet Unit #102 Asset# 52382 VIN # 3GCPKPEA0BG223625 Lightbar system.		
4	HRS	OM TEChnician RATE repair lightbar and interface	29.90	119.60
1	EACH	OM open market lightbar interface module	125.00	125.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
			Total	244.60

****

For Hidalgo County use only

3-1100-421-00-291-001-0-432 244.60

Approved

Authorized by: Martha L. Salazar

AI-39068 **Human Resources 9. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

District Clerk's Office (1100):
1. Approval to create the following full time positions:

Slot #	Position Title	Budgeted Salary
0076	Deputy District Clerk I	$26,014.00
0077	Deputy District Clerk I	$26,014.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Co Wide Admin Contingency
Funds available as of 06-10-13.

Attachments

revised salary schedule
fiscal note
PAR form
transfer
Job description

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/04/2013 09:50 AM
Rosalinda Cantu	Obdett Calzada	06/04/2013 09:58 AM
Rosalinda Cantu	Rosie Cantu	06/06/2013 05:06 PM
Obdett Calzada	Obdett Calzada	06/10/2013 09:33 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Sylvia Rios Started On: 06/04/2013 08:22 AM

Final Approval Date: 06/14/2013

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-412-00-090-001-0

DISTRICT CLERK'S OFFICE

AI-

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119
0001	111	DISTRICT CLERK	$87,360.00	$10,140.00	$97,500.00	0	$0.00	$0.00	$97,500.00	$97,500.00	$0.00	$0.00	$0.00	$8,000.00	$0.00
0002	113	CHIEF DEPUTY II	$74,182.00	$0.00	$74,182.00	0.03	$2,225.46	$0.00	$76,407.00	$76,407.00	$300.00	$0.00	$0.00	$0.00	$0.00
0003	113	CHIEF OF APPEALS	$54,526.00	$74.00	$54,600.00	0.03	$1,638.00	$0.00	$56,238.00	$56,238.00	$1,740.00	$0.00	$0.00	$0.00	$0.00
0004	113	ASSISTANT CHIEF DEPUTY	$54,526.00	$74.00	$54,600.00	0.03	$1,638.00	$0.00	$56,238.00	$56,238.00	$300.00	$0.00	$0.00	$0.00	$0.00
0005	113	EXECUTIVE ASSISTANT II	$50,019.00	$213.00	$50,232.00	0.03	$1,506.96	$0.00	$51,739.00	$51,739.00	$600.00	$0.00	$0.00	$0.00	$0.00
0006	113	ACCOUNTANT III	$46,314.00	$0.00	$46,314.00	0.03	$1,389.42	$0.00	$47,703.00	$47,703.00	$960.00	$0.00	$0.00	$0.00	$0.00
0007	113	ACCOUNTANT III	$46,314.00	$0.00	$46,314.00	0.03	$1,389.42	$0.00	$47,703.00	$47,703.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	DEPUTY DISTRICT CLERK I	$29,676.00	$0.00	$29,676.00	0.03	$890.28	$0.00	$30,566.00	$30,566.00	$420.00	$0.00	$0.00	$0.00	$0.00
0009	113	DEPUTY DISTRICT CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	DEPUTY DISTRICT CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$480.00	$0.00	$0.00	$0.00	$0.00
0011	113	DEPUTY DISTRICT CLERK II	$32,551.00	$434.00	$32,985.00	0.03	$989.55	$0.00	$33,975.00	$33,975.00	$600.00	$0.00	$0.00	$0.00	$0.00
0012	113	DEPUTY DISTRICT CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$960.00	$0.00	$0.00	$0.00	$0.00
0013	113	DEPUTY DISTRICT CLERK II	$32,551.00	$133.00	$32,684.00	0.03	$981.00	$0.00	$33,665.00	$33,665.00	$540.00	$0.00	$0.00	$0.00	$0.00
0014	113	DEPUTY DISTRICT CLERK II	$32,551.00	$0.00	$32,551.00	0.03	$976.53	$0.00	$33,528.00	$33,528.00	$660.00	$0.00	$0.00	$0.00	$0.00
0015	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0016	113	DEPUTY DISTRICT CLERK II	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$360.00	$0.00	$0.00	$0.00	$0.00
0017	113	DEPUTY DISTRICT CLERK II	$31,520.00	$376.00	$31,896.00	0.03	$957.00	$0.00	$32,853.00	$32,853.00	$1,740.00	$0.00	$0.00	$0.00	$0.00
0018	113	DEPUTY DISTRICT CLERK II	$31,520.00	$376.00	$31,896.00	0.03	$956.88	$0.00	$32,853.00	$32,853.00	$1,200.00	$0.00	$0.00	$0.00	$0.00
0019	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0020	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0021	113	DEPUTY DISTRICT CLERK II	$31,520.00	$0.00	$31,520.00	0.03	$945.60	$0.00	$32,466.00	$32,466.00	$780.00	$0.00	$0.00	$0.00	$0.00
0022	113	DEPUTY DISTRICT CLERK II	$31,520.00	$0.00	$31,520.00	0.03	$945.60	$0.00	$32,466.00	$32,466.00	$840.00	$0.00	$0.00	$0.00	$0.00
0023	113	DEPUTY DISTRICT CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$360.00	$0.00	$0.00	$0.00	$0.00
0024	113	DEPUTY DISTRICT CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00
0025	113	DEPUTY DISTRICT CLERK II	$30,489.00	$0.00	$30,489.00	0.03	$915.00	$0.00	$31,404.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0026	113	EXECUTIVE ASSISTANT IV	$63,599.00	$0.00	$63,599.00	0.03	$1,907.97	$0.00	$65,507.00	$65,507.00	$300.00	$0.00	$0.00	$0.00	$0.00
0027	113	DEPUTY DISTRICT CLERK II	$30,489.00	$0.00	$30,489.00	0.03	$914.67	$0.00	$31,404.00	$31,404.00	$300.00	$0.00	$0.00	$0.00	$0.00
0028	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$24,713.00	$0.00	$0.00	$0.00	$0.00	$0.00
0029	113	DEPUTY DISTRICT CLERK II	$29,458.00	$270.00	$29,728.00	0.03	$891.84	$0.00	$30,620.00	$30,620.00	$720.00	$0.00	$0.00	$0.00	$0.00
0030	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	DEPUTY DISTRICT CLERK I	$25,256.00	$244.00	$25,500.00	0.03	$765.00	$0.00	$26,265.00	$26,265.00	$0.00	$0.00	$0.00	$0.00	$0.00
0032	113	DEPUTY DISTRICT CLERK I	$26,140.00	$360.00	$26,500.00	0.03	$795.00	$0.00	$27,295.00	$27,295.00	$0.00	$0.00	$0.00	$0.00	$0.00
0033	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0034	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0036	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0037	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-412-00-090-001-0

DISTRICT CLERK'S OFFICE

AI-

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119
0039	113	DEPUTY DISTRICT CLERK I	$29,676.00	$0.00	$29,676.00	0.03	$890.28	$0.00	$30,566.00	$30,566.00	$300.00	$0.00	$0.00	$0.00	$0.00
0040	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0041	113	DEPUTY DISTRICT CLERK I	$27,024.00	$104.00	$27,128.00	0.03	$813.84	$0.00	$27,942.00	$27,942.00	$720.00	$0.00	$0.00	$0.00	$0.00
0042	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0044	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0045	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$24,713.00	$0.00	$0.00	$0.00	$0.00	$0.00
0046	113	COLLECTIONS ENFORCEMENT OFFICER I	$26,140.00	$0.00	$26,140.00	0.03	$784.00	$0.00	$26,924.00	$26,924.00	$300.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0048	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0054	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0055	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0057	113	COLLECTIONS ENFORCEMENT OFFICER I	$28,792.00	$0.00	$28,792.00	0.03	$863.76	$0.00	$29,656.00	$29,656.00	$300.00	$0.00	$0.00	$0.00	$0.00
0058	113	DEPUTY DISTRICT CLERK I	$25,256.00	$244.00	$25,500.00	0.03	$765.00	$0.00	$26,265.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
0059	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$24,713.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0061	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0063	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0064	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$600.00	$0.00	$0.00	$0.00	$0.00
0066	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0067	113	ACCOUNTANT IV	$50,487.00	$0.00	$50,487.00	0.03	$1,514.61	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	ASSISTANT DEPUTY DISTRICT CLERK	$21,653.00	$0.00	$21,653.00	0.03	$650.00	$0.00	$22,303.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	ASSISTANT DEPUTY DISTRICT CLERK	$21,653.00	$0.00	$21,653.00	0.03	$650.00	$0.00	$22,303.00	$20,570.00	$0.00	$0.00	$0.00	$0.00	$0.00
0073	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0074	113	DEPUTY DISTRICT CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00
0075	113	DEPUTY DISTRICT CLERK I	$0.00	$25,256.00	$25,256.00	0	$0.00	$0.00	$25,256.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00
		CREATE THE FOLLOWING FULL TIME POSITIONS:													
0076	**113**	**DEPUTY DISTRICT CLERK I**	**$0.00**	**$26,014.00**	**$26,014.00**	**0**	**$0.00**	**$0.00**	**$26,014.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0077	**113**	**DEPUTY DISTRICT CLERK I**	**$0.00**	**$26,014.00**	**$26,014.00**	**0**	**$0.00**	**$0.00**	**$26,014.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
		TOTAL	**$2,088,733.00**	**$90,326.00**	**$2,179,059.00**		**$60,133.00**	**$0.00**	**$2,239,202.00**	**$2,136,163.00**	**$16,380.00**	**$0.00**	**$0.00**	**$8,000.00**	**$0.00**

APPROVAL TO CREATE THE ABOVE HIGHLIGHTED POSITIONS.
PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

39068

ACTUAL TOTAL COMPENSATION
$105,500.00
$76,707.00
$57,978.00
$56,538.00
$52,339.00
$48,663.00
$47,703.00
$30,986.00
$30,342.00
$30,822.00
$34,575.00
$31,302.00
$34,205.00
$34,188.00
$26,014.00
$31,764.00
$34,593.00
$34,053.00
$26,014.00
$26,014.00
$33,246.00
$33,306.00
$30,702.00
$30,342.00
$23,993.00
$65,807.00
$31,704.00
$24,713.00
$31,340.00
$26,014.00
$26,265.00
$27,295.00
$23,993.00
$26,014.00
$23,993.00
$26,014.00
$23,993.00
$26,014.00

39068

ACTUAL TOTAL COMPENSATION
$30,866.00
$26,014.00
$28,662.00
$23,993.00
$23,993.00
$26,014.00
$24,713.00
$27,224.00
$26,014.00
$26,014.00
$26,014.00
$23,993.00
$26,014.00
$26,014.00
$29,956.00
$23,993.00
$24,713.00
$26,014.00
$26,014.00
$26,014.00
$26,014.00
$26,014.00
$26,614.00
$26,014.00
$52,002.00
$0.00
$20,570.00
$26,014.00
$26,014.00
$23,993.00
$0.00
$0.00
$2,160,543.00

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, June 18, 2013 **Agenda Item:** 39068

Summary of request/proposal:
DISTRICT CLERK'S OFFICE (1100):
Approval to create the following full time positions:

Fund	Position	Slot#	Obj	Current Budgeted Salary/ Allow.	Proposed Budgeted Salary/ Allow.	Total Requested
1100	DEPUTY DISTRICT CLERK I	0076	113	0.00	26,014.00	26,014.00
1100	DEPUTY DISTRICT CLERK I	0077	113	0.00	26,014.00	26,014.00
		TOTAL		0.00	52,028.00	52,028.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
3-1100-412-00-090-001-0-	113	DISTRICT CLERK-	REGULAR F/T EMPLOYEES	$26,313.01
3-1100-412-00-090-001-0-	211	DISTRICT CLERK-	HEALTH INSURANCE	$4,211.86
3-1100-412-00-090-001-0-	212	DISTRICT CLERK-	LIFE INSURANCE	$27.31
3-1100-412-00-090-001-0-	220	DISTRICT CLERK-	FICA	$2,012.95
3-1100-412-00-090-001-0-	230	DISTRICT CLERK-	RETIREMENT	$2,762.87
3-1100-412-00-090-001-0-	250	DISTRICT CLERK-	UNEMPLOYMENT COMP	$131.57
3-1100-412-00-090-001-0-	260	DISTRICT CLERK-	WORKER'S COMP	$13.16
			2013 Budgetary Impact	$35,472.73

2014 Budgetary Impact: $70,139.23

Possible Funding Sources: **CO WIDE ADMIN- CONTINGENCY**

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUN 04 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: 090 District Clerk's Office **DATE:** May 30, 2013

CURRENT POSITION TITLE: **CURRENT SLOT. #:** 0076, 0077

REQUESTED POSITION TITLE: Deputy District Clerk I
(For new positions or reclassifications)

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount: $ _____ (Current Budgeted Salary) $ 26,014.00 X 2 (Proposed Budgeted Salary) $ ~~26,014.00~~ 52,028.00 (Net Change)

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

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

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

Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS:

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

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

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

The district clerk office has experienced an extraordinary influx of MDL - Hailstorm cases, an unanticipated burden for current district clerk staff. Since March 2013 an estimated 1300 cases have been filed in Hidalgo County. These cases require regular processing in addition to the ongoing maintenance throughout the duration of litigation and beyond. We anticipate the continuous filing of these cases over the course of the next two years, in accordance to the statute of limitations. Both the district clerk office and the 206th District Court Judge highly recommend a position be created to address this issue.

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

See attached job description

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

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

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

According to our data, the district clerk office has collected over $537,862.00 on MDL - Hailstorm cases alone since April 2012. The district clerk office proposes the position be funded through the assessment and collection of these fees.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Ricardo Contreras DEPARTMENT HEAD	May 30, 2013 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☑ NO
2.	Esthela A. Cortez /ifa HUMAN RESOURCES DIRECTOR	06-04-13 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/06/2013 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: June 6, 2013

2013
Transfer

DEPARTMENT HEAD: SERGIO CRUZ, BUDGET OFFICER

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR DISCTRICT CLERK'S

SUBJECT: **INTERDEPARTMENTAL TRANSFER**

Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

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

ACCOUNT NUMBER	ACCOUNT NAME		Amount
FROM:			
3-1100-415-00-115-002-0- 899	CO WIDE ADM-	CONTINGENCY	(35,472.73)
TO:			
3-1100-412-00-090-001-0- 113	DISTRICT CLERK-	REG FULL TIME EMP.	26,313.01
3-1100-412-00-090-001-0- 211	DISTRICT CLERK-	HEALTH INSURANCE	4,211.86
3-1100-412-00-090-001-0- 212	DISTRICT CLERK-	LIFE INSURANCE	27.31
3-1100-412-00-090-001-0- 220	DISTRICT CLERK-	FICA	2,012.95
3-1100-412-00-090-001-0- 230	DISTRICT CLERK-	RETIREMENT	2,762.87
3-1100-412-00-090-001-0- 250	DISTRICT CLERK-	UNEMPLOYM. COMP	131.57
3-1100-412-00-090-001-0- 260	DISTRICT CLERK-	WORKER'S COMP	13.16
		TOTAL BUDGET INCREASE/DECREASE	**0.00**

REASON: Interdepartmental transfer to fund the prorated salaries and fringe benefit expenditures of two (2) new Deputy District Clerk positions, slot no.'s 0076 and 0077.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

DEPUTY DISTRICT CLERK I

GRADE: 05

GENERAL DESCRIPTION

Performs a moderately complex (journey-level) court clerk work. Work involves support tasks primarily involving customer service and support clerical activities which may include: processing inquiries and requests for information; entering and maintaining data; answering telephones; filing and maintaining correspondence, files, reports, etc; Works within a well defined framework of policies and procedures under immediate supervision, performing other duties as required. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and maintains a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence

Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decree of court

Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit, minutes in proper minute volumes, quote court costs if needed

Process court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports

Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed

May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches and issues service of process said orders; should prepare all jury lists in a timely manner and may process and maintain docket

Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties

Acts in the name of the District Clerk and shall perform all official acts as may be lawfully done and performed by such Clerk in person, pursuant to Sec. 51.303 of the government code

Answers phones and provides service to general public and attorneys in a courteous manner

Must secure and maintain a favorable background investigation by the District Clerk

Must be bondable

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred, plus two (2) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities; Two (2) years of experience may be substituted for one (1) year of education.

Bilingual is preferred

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas Driver's License and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Knowledge of basic legal terminology

Ability to perform basic mathematical calculations in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits

Ability to understand and apply appropriate statutes and codes, instructions, safety rules and other policies and procedures

Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy, both verbally and in writing

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, attorneys, other outside organizations, and the general public

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

AI-39046 **Human Resources 9. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Tax Office (1100):
1. Approval of the following personnel actions:

Slot #	Position Title	Action	Budgeted Salary	Proposed Salary	Difference
0009	Computer System Administrator	reduce budgeted salary & remove auto allowance	$49,264.00 $1,500.00	$40,000.00 -0-	($9,264.00) ($1,500.00)
0024	Deputy Clerk II	reduce budgeted salary	$36,020.00	$26,020.00	($10,000.00)
0008	Accountant IV	salary increase	$52,002.00	$54,002.00	$2,000.00
0128	Administrative Assistant III	salary increase & add auto allowance	$32,960.00 -0-	$34,005.00 $1,500.00	$1,045.00 $1,500.00
0018	Deputy Clerk III	salary increase	$40,347.00	$42,566.00	$2,219.00
0057	Deputy Clerk I	salary increase	$27,213.00	$29,213.00	$2,000.00
0084	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00
0088	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00
0096	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00
0100	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00
0117	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00
0133	Deputy Clerk I	salary increase	$26,014.00	$28,014.00	$2,000.00

2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-415-15-140-001-0-XXX

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

BUDGETARY IMPACT:

NO BUDGETARY IMPACT.

Attachments

REVISED SALARY SCHEDULE
PARS
JOB DESCRIPTIONS
FISCAL NOTE

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/11/2013 04:07 PM
Rosalinda Cantu	Rosie Cantu	06/14/2013 09:23 AM
Obdett Calzada	Obdett Calzada	06/14/2013 03:09 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Sylvia Rios Started On: 05/31/2013 03:11 PM

Final Approval Date: 06/14/2013

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-415-15-140-001-0

TAX OFFICE

39046

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	TAX ASSESSOR/COLLECTOR	$87,360.00	$10,140.00	$97,500.00	0	$0.00	$0.00	$97,500.00	$97,500.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$105,500.00
0002	113	CHIEF DEPUTY II	$74,182.00	$0.00	$74,182.00	0.03	$2,225.46	$0.00	$76,407.00	$76,407.00	$1,320.00	$0.00	$0.00	$6,940.00	$0.00	$84,667.00
0003	113	MANAGER, TAX COLLECTION SECTION	$63,599.00	$0.00	$63,599.00	0.03	$1,908.00	$0.00	$65,507.00	$65,507.00	$1,680.00	$0.00	$0.00	$2,800.00	$0.00	$69,987.00
0004	113	MANAGER, MOTOR VEHICLE LICENSE SECTION	$58,342.00	$6.00	$58,348.00	0.03	$1,750.44	$0.00	$60,098.00	$60,098.00	$660.00	$0.00	$0.00	$5,625.00	$0.00	$66,383.00
0005	113	CHIEF FRAUD INVESTIGATOR	$52,254.00	$370.00	$52,624.00	0.03	$1,578.72	$0.00	$54,203.00	$54,203.00	$780.00	$0.00	$0.00	$0.00	$500.00	$55,483.00
0006	113	MANAGER, TAX ASSESSING SECTION	$54,526.00	$0.00	$54,526.00	0.03	$1,636.00	$0.00	$56,162.00	$56,162.00	$780.00	$0.00	$0.00	$0.00	$0.00	$56,942.00
0007	113	ACCOUNTS REPORT SPECIALIST	$52,254.00	$512.00	$52,766.00	0.03	$1,583.00	$0.00	$54,349.00	$54,349.00	$780.00	$0.00	$0.00	$1,500.00	$0.00	$56,629.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$54,002.00**							
0008	**113**	**ACCOUNTANT IV**	**$50,487.00**	**$0.00**	**$50,487.00**	**0.03**	**$1,515.00**	**~~$0.00~~**	**~~$52,002.00~~**	**$52,002.00**	**$0.00**	**$0.00**	**$0.00**	**$1,500.00**	**$0.00**	**$53,502.00**
		BUDGETED SALARY DECREASE & REMOVE AUTO ALLOWANCE FOR THE FOLLOWING POSITION:						**($9,264.00)**	**$40,000.00**					**$0.00**		
0009	**113**	**COMPUTER SYSTEM ADMINISTATOR**	**$47,829.00**	**$0.00**	**$47,829.00**	**0.03**	**$1,435.00**	**~~$0.00~~**	**~~$49,264.00~~**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**~~$1,500.00~~**	**$0.00**	**$0.00**
0010	113	FRAUD INVESTIGATOR	$43,284.00	$0.00	$43,284.00	0.03	$1,298.52	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$500.00	$45,083.00
0011	113	EXECUTIVE ASSISTANT II	$48,383.00	$539.00	$48,922.00	0.03	$1,468.00	$0.00	$50,390.00	$50,390.00	$540.00	$0.00	$0.00	$0.00	$0.00	$50,930.00
0012	113	ACCOUNTANT III	$46,314.00	$0.00	$46,314.00	0.03	$1,389.42	$0.00	$47,703.00	$47,703.00	$720.00	$0.00	$0.00	$0.00	$0.00	$48,423.00
0014	113	ACCOUNTANT III	$43,284.00	$0.00	$43,284.00	0.03	$1,299.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0015	113	ACCOUNTANT III	$46,314.00	$0.00	$46,314.00	0.03	$1,389.42	$0.00	$47,703.00	$47,703.00	$1,080.00	$0.00	$0.00	$1,500.00	$0.00	$50,283.00
0017	113	DEPUTY CLERK II	$38,737.00	$459.00	$39,196.00	0.03	$1,175.88	$0.00	$40,372.00	$40,372.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,372.00
		BUDGETED SALARY INCREASE						**$2,219.00**	**$42,566.00**							
0018	**113**	**DEPUTY CLERK III**	**$39,172.00**	**$0.00**	**$39,172.00**	**0.03**	**$1,175.16**	**~~$0.00~~**	**~~$40,347.00~~**	**$40,347.00**	**$1,920.00**	**$0.00**	**$0.00**	**$1,500.00**	**$0.00**	**$43,767.00**
0019	113	DEPUTY CLERK III	$39,172.00	$0.00	$39,172.00	0.03	$1,175.00	$0.00	$40,347.00	$40,347.00	$1,980.00	$0.00	$0.00	$900.00	$0.00	$43,227.00
0020	113	DEPUTY CLERK III	$39,172.00	$0.00	$39,172.00	0.03	$1,175.16	$0.00	$40,347.00	$40,347.00	$900.00	$0.00	$0.00	$1,500.00	$0.00	$42,747.00
0021	113	DEPUTY CLERK III	$39,172.00	$0.00	$39,172.00	0.03	$1,175.00	$0.00	$40,347.00	$40,347.00	$1,440.00	$0.00	$0.00	$1,500.00	$0.00	$43,287.00
0022	113	DEPUTY CLERK II	$34,613.00	$358.00	$34,971.00	0.03	$1,049.13	$0.00	$36,020.00	$36,020.00	$600.00	$0.00	$0.00	$1,500.00	$0.00	$38,120.00
0023	113	DEPUTY CLERK II	$34,613.00	$358.00	$34,971.00	0.03	$1,049.13	$0.00	$36,020.00	$36,020.00	$780.00	$0.00	$0.00	$750.00	$0.00	$37,550.00
		BUDGETED SALARY DECREASE FOR THE FOLLOWING POSITION:						**($10,000.00)**	**$26,020.00**							
0024	**113**	**DEPUTY CLERK II**	**$34,613.00**	**$358.00**	**$34,971.00**	**0.03**	**$1,049.00**	**~~$0.00~~**	**~~$36,020.00~~**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0025	113	BOOKKEEPER II	$32,929.00	$0.00	$32,929.00	0.03	$987.87	$0.00	$33,917.00	$33,917.00	$720.00	$0.00	$0.00	$0.00	$0.00	$34,637.00
0026	113	DEPUTY CLERK II	$35,644.00	$419.00	$36,063.00	0.03	$1,081.89	$0.00	$37,145.00	$37,145.00	$900.00	$0.00	$0.00	$0.00	$0.00	$38,045.00
0027	113	TITLE EXAMINER II	$34,043.00	$0.00	$34,043.00	0.03	$1,021.29	$0.00	$35,064.00	$35,064.00	$780.00	$0.00	$0.00	$0.00	$0.00	$35,844.00
0028	113	DEPUTY CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$884.00	$0.00	$30,342.00	$30,342.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$31,362.00
0029	113	BOOKKEEPER II	$32,929.00	$320.00	$33,249.00	0.03	$997.00	$0.00	$34,246.00	$34,246.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$35,506.00
0030	113	DEPUTY CLERK II	$33,582.00	$0.00	$33,582.00	0.03	$1,007.46	$0.00	$34,589.00	$34,589.00	$1,500.00	$0.00	$0.00	$750.00	$0.00	$36,839.00
0031	113	DEPUTY CLERK II	$33,582.00	$0.00	$33,582.00	0.03	$1,007.46	$0.00	$34,589.00	$34,589.00	$1,260.00	$0.00	$0.00	$750.00	$0.00	$36,599.00
0032	113	DEPUTY CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$1,020.00	$0.00	$0.00	$750.00	$0.00	$32,112.00
0034	113	DEPUTY CLERK II	$34,613.00	$0.00	$34,613.00	0.03	$1,038.39	$0.00	$35,651.00	$35,651.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$37,571.00
0035	113	DEPUTY CLERK II	$34,613.00	$0.00	$34,613.00	0.03	$1,038.39	$0.00	$35,651.00	$35,651.00	$1,860.00	$0.00	$0.00	$0.00	$0.00	$37,511.00
0036	113	DEPUTY CLERK II	$30,489.00	$376.00	$30,865.00	0.03	$926.00	$0.00	$31,791.00	$31,791.00	$540.00	$0.00	$0.00	$0.00	$0.00	$32,331.00
0037	113	TITLE EXAMINER I	$30,141.00	$447.00	$30,588.00	0.03	$917.64	$0.00	$31,506.00	$31,506.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,166.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-415-15-140-001-0

TAX OFFICE

39046

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0038	113	BOOKKEEPER I	$30,141.00	$0.00	$30,141.00	0.03	$904.00	$0.00	$31,045.00	$31,045.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$32,305.00
0039	113	BOOKKEEPER I	$27,276.00	$0.00	$27,276.00	0.03	$818.28	$0.00	$28,094.00	$28,094.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,514.00
0040	113	TECHNICIAN II	$30,141.00	$0.00	$30,141.00	0.03	$904.23	$0.00	$31,045.00	$31,045.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,345.00
0041	113	ADMINISTRATIVE ASSISTANT III	$32,929.00	$0.00	$32,929.00	0.03	$988.00	$0.00	$33,917.00	$33,917.00	$780.00	$0.00	$0.00	$1,500.00	$0.00	$36,197.00
0042	113	DEPUTY CLERK II	$29,458.00	$140.00	$29,598.00	0.03	$887.94	$0.00	$30,486.00	$30,486.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$31,746.00
0044	113	DEPUTY CLERK I	$28,792.00	$167.00	$28,959.00	0.03	$868.77	$0.00	$29,828.00	$29,828.00	$660.00	$0.00	$0.00	$0.00	$0.00	$30,488.00
0045	113	DEPUTY CLERK I	$28,792.00	$72.00	$28,864.00	0.03	$865.92	$0.00	$29,730.00	$29,656.00	$480.00	$0.00	$0.00	$0.00	$0.00	$30,136.00
0047	113	DEPUTY CLERK I	$27,908.00	$0.00	$27,908.00	0.03	$837.24	$0.00	$28,745.00	$28,745.00	$660.00	$0.00	$0.00	$0.00	$0.00	$29,405.00
0048	113	DEPUTY CLERK I	$27,908.00	$0.00	$27,908.00	0.03	$837.00	$0.00	$28,745.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0051	113	BOOKKEEPER I	$27,276.00	$0.00	$27,276.00	0.03	$818.28	$0.00	$28,094.00	$28,094.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,514.00
0052	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0054	113	DEPUTY CLERK I	$26,140.00	$414.00	$26,554.00	0.03	$797.00	$0.00	$27,351.00	$27,351.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,351.00
0055	113	DEPUTY CLERK I	$25,256.00	$214.00	$25,470.00	0.03	$764.10	$0.00	$26,234.00	$26,234.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,534.00
0056	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$29,213.00**							
0057	**113**	**DEPUTY CLERK I**	**$26,140.00**	**$280.00**	**$26,420.00**	**0.03**	**$792.60**	~~**$0.00**~~	~~**$27,213.00**~~	**$27,213.00**	**$1,140.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$28,353.00**
0058	113	DEPUTY CLERK I	$26,140.00	$0.00	$26,140.00	0.03	$784.20	$0.00	$26,924.00	$26,924.00	$660.00	$0.00	$0.00	$0.00	$0.00	$27,584.00
0059	113	DEPUTY CLERK I	$26,140.00	$0.00	$26,140.00	0.03	$784.00	$0.00	$26,924.00	$26,924.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,924.00
0060	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$840.00	$0.00	$0.00	$0.00	$0.00	$27,234.00
0061	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0062	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,394.00
0063	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$27,534.00
0064	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,694.00
0065	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,414.00
0066	113	DEPUTY CLERK I	$25,256.00	$369.00	$25,625.00	0.03	$768.75	$0.00	$26,394.00	$26,394.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,174.00
0067	113	DEPUTY CLERK I	$25,256.00	$297.00	$25,553.00	0.03	$766.59	$0.00	$26,320.00	$26,320.00	$720.00	$0.00	$0.00	$0.00	$0.00	$27,040.00
0068	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0069	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0070	113	DEPUTY CLERK I	$25,256.00	$119.00	$25,375.00	0.03	$761.25	$0.00	$26,136.00	$26,136.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$27,456.00
0071	113	DEPUTY CLERK I	$25,256.00	$63.00	$25,319.00	0.03	$760.00	$0.00	$26,079.00	$26,079.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,079.00
0072	113	INVENTORY SPECIALIST I	$25,021.00	$215.00	$25,236.00	0.03	$757.08	$0.00	$25,993.00	$25,993.00	$0.00	$0.00	$0.00	$2,250.00	$0.00	$28,243.00
0073	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0074	113	DEPUTY CLERK I	$27,024.00	$0.00	$27,024.00	0.03	$810.72	$0.00	$27,835.00	$27,835.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,255.00
0075	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,434.00
0076	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$540.00	$0.00	$0.00	$0.00	$0.00	$26,554.00
0077	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,434.00
0078	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,314.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-415-15-140-001-0

TAX OFFICE

39046

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0079	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$660.00	$0.00	$0.00	$0.00	$0.00	$26,674.00
0080	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,614.00
0081	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0082	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,314.00
0083	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,494.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0084	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$757.68**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$420.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,434.00**
0085	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$480.00	$0.00	$0.00	$750.00	$0.00	$27,244.00
0086	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$27,274.00
0087	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0088	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$757.68**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,014.00**
0089	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$840.00	$0.00	$0.00	$0.00	$0.00	$26,854.00
0090	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0091	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0092	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0093	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0094	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$660.00	$0.00	$0.00	$0.00	$0.00	$26,674.00
0095	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0096	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$757.68**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,014.00**
0098	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0099	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,314.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0100	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$757.68**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$660.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,674.00**
0102	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0103	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$840.00	$0.00	$0.00	$0.00	$0.00	$26,854.00
0104	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0105	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0106	113	DEPUTY CLERK I	$25,256.00	$155.00	$25,411.00	0.03	$762.33	$0.00	$26,173.00	$26,173.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,473.00
0107	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$360.00	$0.00	$0.00	$0.00	$0.00	$26,374.00
0108	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,494.00
0109	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,434.00
0110	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,434.00
0111	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,494.00
0112	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,434.00
0113	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0114	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-415-15-140-001-0

39046

TAX OFFICE

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED BASE SALARY	2013 ADJUSTED AMOUNT	2013 ADJUSTED BASE SALARY	COLA %	COLA AMOUNT	OTHER INCREASE	2013 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0115	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0116	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0117	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$758.00**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$300.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,314.00**
0118	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,314.00
0119	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$360.00	$0.00	$0.00	$0.00	$0.00	$26,374.00
0120	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0121	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0122	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0123	113	ADMINISTRATIVE ASSISTANT III	$32,929.00	$0.00	$32,929.00	0.03	$988.00	$0.00	$33,917.00	$33,917.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$35,417.00
0124	113	DEPUTY CLERK II	$31,520.00	$0.00	$31,520.00	0.03	$945.60	$0.00	$32,466.00	$32,466.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,466.00
0125	113	DEPUTY CLERK I	$26,140.00	$0.00	$26,140.00	0.03	$784.20	$0.00	$26,924.00	$26,924.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,704.00
0126	113	DEPUTY CLERK I	$26,140.00	$0.00	$26,140.00	0.03	$784.20	$0.00	$26,924.00	$26,924.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,404.00
0127	113	DEPUTY CLERK I	$26,140.00	$0.00	$26,140.00	0.03	$784.20	$0.00	$26,924.00	$26,924.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,944.00
		BUDGETED SALARY INCREASE & AUTHORIZATION OF AUTO ALLOWANCE FOR THE FOLLOWING POSITION:						**$1,045.00**	**$34,005.00**						**$1,500.00**	
0128	**113**	**ADMINISTRATIVE ASSISTANT III**	**$31,815.00**	**$185.00**	**$32,000.00**	**0.03**	**$960.00**	**~~$0.00~~**	**~~$32,960.00~~**	**$32,960.00**	**$420.00**	**$0.00**	**$0.00**	**~~$0.00~~**	**$0.00**	**$33,380.00**
0129	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0130	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0131	113	ACCOUNTANT II	$37,109.00	$0.00	$37,109.00	0.03	$1,113.27	$0.00	$38,222.00	$38,222.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,222.00
0132	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
		BUDGETED SALARY INCREASE						**$2,000.00**	**$28,014.00**							
0133	**113**	**DEPUTY CLERK I**	**$25,256.00**	**$0.00**	**$25,256.00**	**0.03**	**$757.68**	**~~$0.00~~**	**~~$26,014.00~~**	**$26,014.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,014.00**
0134	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0135	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$758.00	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0136	113	DEPUTY CLERK I	$25,256.00	$0.00	$25,256.00	0.03	$757.68	$0.00	$26,014.00	$26,014.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,014.00
0137	113	ACCOUNTANT I	$31,815.00	$0.00	$31,815.00	0.03	$954.45	$0.00	$32,769.00	$32,769.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,369.00
0138	113	INTERNAL AUDITOR III	$46,747.00	$0.00	$46,747.00	0.03	$1,402.41	$0.00	$48,149.00	$48,149.00	$900.00	$0.00	$0.00	$0.00	$0.00	$49,049.00
0139	113	DEPUTY CLERK III	$34,360.00	$0.00	$34,360.00	0.03	$1,030.80	$0.00	$35,391.00	$35,391.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,691.00
0140	113	ACCOUNTING CLERK II	$31,815.00	$0.00	$31,815.00	0.03	$954.00	$0.00	$32,769.00	$32,769.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,769.00
0141	113	DEPUTY CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0142	113	DEPUTY CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$660.00	$0.00	$0.00	$0.00	$0.00	$31,002.00
0143	113	DEPUTY CLERK II	$29,458.00	$0.00	$29,458.00	0.03	$883.74	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
		TOTAL	**$4,119,207.00**	**$19,197.00**	**$4,138,404.00**		**$121,233.83**	**$0.00**	**$4,259,649.00**	**$4,093,518.00**	**$62,460.00**	**$0.00**	**$0.00**	**$45,265.00**	**$1,000.00**	$4,202,243.00

APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS.
PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 21 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Computer System ~~Adminitrator~~ Administrator RC CURRENT SLOT #: 009

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Reduce Budgeted Salary

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

RC Remove Auto Allow.

POSITION SALARY REQUEST:

Salary Amount:	(Auto) $1,500.00	ø	(1,500.00)
	$ 49,264.00	$ 40,000.00	$ (9,264.00)
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Reduce Budgeted Salary.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez for Sylvia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	Lina R. Trevino DEPARTMENT OF BUDGET & MANAGEMENT	06/13/13 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____				

HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAY 21 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk II CURRENT SLOT #: 024

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Reduce Budgeted Salary

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

POSITION SALARY REQUEST:

Salary Amount:

$ 36,020.00	$ 26,020.00	$ (10,000.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Reduce Budgeted Salary.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	Esther A. Cortez for Sylvia Rios HUMAN RESOURCES DIRECTOR	06-10-13 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	Lina R. Trevino DEPARTMENT OF BUDGET & MANAGEMENT	6/13/13 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 21 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Accountant IV CURRENT SLOT #: 008

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 52,002.00	$ 54,002.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr

1.	Pablo (Paul) Villarreal Jr, RTA	6/18/2-13	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
	DEPARTMENT HEAD	Date					
2.	Esthela A. Cortez by Sylvia Rios	06.10.13	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.	Linda R. Drum	6/13/13	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
MAY 21 2013
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Administrative Asst III CURRENT SLOT #: 0128

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Salary Increase

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

Authorize Auto Allow. Pc

POSITION SALARY REQUEST:

Salary Amount:		(Auto) $1,500.00	(Auto) $1,500.00
	$ 32,960.00	$ 34,005.00	$ 1,045.00
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Auto Allowance transferred from slot #009, this employee is to assume the duites of delievering supplies, forms, etc, between Main Office and our Sub-Stations. Salary increase & auto allowance.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez by Lydia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	Lina R. Guerra DEPARTMENT OF BUDGET & MANAGEMENT	06/13/13 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY

Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk III CURRENT SLOT #: 018

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 40,347.00	$ 42,566.00	$ 2,219.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	Esthela A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	6/13/13 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 057

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 27,213.00	$ 29,213.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

1.	Pablo (Paul) Villarreal Jr, RTA	6/18/2-13	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
	DEPARTMENT HEAD	Date					
2.	Esther A. Cortez by Sylvia Rios	06.10.13	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
	HUMAN RESOURCES DIRECTOR	Date					
3.	Linda Thoms	6/13/13	BUDGET PROCEDURES COMPLETED	✓	YES		NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 084

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2. Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3. Linda R. Guerra DEPARTMENT OF BUDGET & MANAGEMENT	6/13/13 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4. COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 088

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt ☐
Non-Exempt ☒

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	6/13/13 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____		_____		

HIDALGO COUNTY
Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 096

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal

1.	Pablo (Paul) Villarreal Jr, RTA	6/18/2-13	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
	DEPARTMENT HEAD	Date					
2.	Esther A. Cortez by Sylvia Rios	06.10.13	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.	Nina R Trevino	6/13/13	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0100

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

1.	Pablo (Paul) Villarreal Jr, RTA	6/18/2-13	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
	DEPARTMENT HEAD	Date					
2.	Esther A. Cortez by Sylvia Rios	06.10.13	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		6/13/13	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0133

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr

1.	Pablo (Paul) Villarreal Jr, RTA	6/18/2-13	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
	DEPARTMENT HEAD	Date					
2.	Esthela Costa by Sylvia Rios	06.10.13	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		6/13/13	BUDGET PROCEDURES COMPLETED	✓	YES		NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0117

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [x] Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,014.00	$ 28,014.00	$ 2,000.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

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

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

NO BUDGETARY IMPACT. Salary increase.

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

n/a

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

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	06.10.13 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	6/13/13 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____		_____		

COMPUTER SYSTEM ADMINISTRATOR

GRADE: 12

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) computer systems analysis work. Work involves planning and budgeting, as well as analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. May plan, assign, and/or supervise the work of others; Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees projects that cross functional agency systems and other state entities and that require coordinating, planning, and scheduling during project development and implementation stages

Oversees the preparation of charts, diagrams, and tables that depict the present and proposed systems in terms of costs, benefits derived, and tasks accomplished

Develops and implements strategic planning actions and policy decisions and makes recommendations concerning the direction of the agency's efforts

Develops agency data processing plans and budgets

Analyzes and assists in defining agency disaster recovery responsibilities and procedures

Plans and schedules studies and system implementations

Designs and implements new or revised methods that effectively meet agency needs

Determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data processing, data communications, word processing, and other office equipment and systems

Serves as supervisor and provides direct or functional supervision over clerical and/or technical staff

Coordinates with user departments for scheduling, problem resolution, and documentation and production control

Makes recommendations for staffing, overtime, and production support levels and assists in the selection of staff

Evaluates and resolves user problems; identifies and obtains appropriate resources for the resolution of complex problems; corrects routine problems by making minor repairs to

computer equipment and/or entering specialized commands or data into systems; contacts appropriate resources for additional assistance

Coordinates installation of new hardware/software; installs, tests, and monitors the operation of computer hardware and software; configures hardware and software to meet department's needs

Administers LANs/WANs; establishes procedures to back up data stored in computers and to maintain efficient operation of LANs/WANs; may serve as department computer access security officer

Provides server support and maintenance; uses various utilities to trouble-shoot, repair, and check configuration of servers

Adapts existing database software, spreadsheets, and other programs to best meet departmental or end-user needs

Maintains various records and documentation for department computer systems; may write straightforward report generation programs or other simple computer code

May plan, assign, and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in computer systems, systems analysis or related field. Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license.

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to understand issues that relate aspects of and/or parts of a project to the overall circumstances and needs of the organization is also required

Ability to understand technical and reference manuals

Knowledge of systems design and development practices, concepts and methods

Able to install, configure and maintain software and hardware connected to a LAN

Must use judgment in determining the most appropriate methods and procedures to complete assignments

Able to clarify and resolve technical and policy issues that arise during the project

Ability to effectively manage and supervise staff

Ability to maintain good working relationships with County employees, representatives of outside agencies, and members of the public

Contact is primarily with county employees, systems and network users, management, vendors and contractors to provide and exchange technical information, to plan and coordinate work activities and to resolve project issues and/or technical problems

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

DEPUTY CLERK II

GRADE: 07

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment. May train others

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Processes the more difficult requests for information or documents; searches files to obtain the needed information.

Accepts and processes legal documents, collects fees, and files papers

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Proofreads records and conducts research as needed

May train others

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred. Typing courses, plus a minimum of two (2) years of progressively responsible experience in clerical

functions of the governmental system; Two (2) years of experience may be substituted for one (1) year of education

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

Skill in the operation of office equipment

Ability to maintain files and records, to communicate effectively, and to train others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

ACCOUNTANT IV

GRADE: 14

GENERAL DESCRIPTION

Employee performs complex accounting work. Work involves preparing and overseeing the preparation of financial statements, records, and reports. May specialize in some phase of accounting work such as federal funds accounting; property and equipment control, cost, payroll, or bond servicing. May assign and/or supervise the work of others. Employee works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements, budgets, vouchers, and payrolls submitted by the agency

Prepares technical reports on estimates, cost data, and budget limits

Prepares monthly status analyses of funds and expenditures

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Maintains and/or oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Reviews various records, reports, applications, and contracts

May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the positing of general ledgers, and the posting of journals

May approve and sign expense accounts and purchase vouchers submitted for payment

May assist in planning accounting and clerical work procedures

May direct the maintenance of accounting records on receipts and disbursements

May allocate tax revenues to the appropriate funds

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years demonstrated experience in accounting, governmental accounting, or commercial accounting, including supervisory experience; Graduation from an accredited four-year college or university with major course work in accounting or finance with 15 hours of accounting courses.

Knowledge, Skills, and Abilities

Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others

Knowledge in Uniform Grants Management Standards (UGMS) and GAAP

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

ADMINISTRATIVE ASSISTANT III

GRADE: 08

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Prepares, interprets, and disseminates information concerning agency programs and procedures

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

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

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

Coordinates meetings, conferences, and seminars

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

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; and to supervise the work of others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

DEPUTY CLERK III

GRADE: 09

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, and cashiering. May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Assists in answering correspondence and requests for documents

Assists in preparing budget requests

May maintain the departments payroll time sheets, travel, and related expense systems

May make monetary deposits and transfers

May prepare and file fiscal, budgetary, and accounting reports

May process purchase vouchers

May plan, assign, and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of three (3) years of progressively responsible experience in clerical functions of the governmental system required. Graduation from an accredited college or university with an Associate's degree in business management, public administration, or other related field is preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

Skill in the operation of office equipment

Ability to perform accounting operations, to prepare reports, to analyze accounting data, to communicate effectively, and to supervise the work of others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

DEPUTY CLERK I

GRADE: 05

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred, plus one (1) year of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities; Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

HIDALGO COUNTY
Department of Budget & Management
FISCAL NOTE

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

To: **Commissioner' Court**
From: **Sergio Cruz, Budget Officer**
CC Date: **Tuesday, June 18, 2013** **Agenda Item:** 39046

Summary of request/proposal:
APPROVAL OF PERSONNEL ACTIONS TO INCLUDE SALARY INCREASES, SALARY DECREASES, REMOVAL OF AUTO ALLOWANCE AND AUTHORIZATION OF AUTO ALLOWANCE AS FOLLOWS:

FUND	POSITION	SLOT #	OBJ	CURRENT BUDGETED SALARY/ ALLOWANCE	ADJUSTMENT REQUESTED	TOTAL
				SALARY		
1100	COMPUTER SYSTEM ADM	0009	113	49,264.00	40,000.00	(9,264.00)
1100	DEPUTY CLERK II	0024	113	36,020.00	26,020.00	(10,000.00)
1100	ACCOUNTANT IV	0008	113	52,002.00	54,002.00	2,000.00
1100	ADM ASSISTANT III	0128	113	32,960.00	34,005.00	1,045.00
1100	DEPUTY CLERK III	0018	113	40,347.00	42,566.00	2,219.00
1100	DEPUTY CLERK I	0057	113	27,213.00	29,213.00	2,000.00
1100	DEPUTY CLERK I	0084	113	26,014.00	28,014.00	2,000.00
1100	DEPUTY CLERK I	0088	113	26,014.00	28,014.00	2,000.00
1100	DEPUTY CLERK I	0096	113	26,014.00	28,014.00	2,000.00
1100	DEPUTY CLERK I	0100	113	26,014.00	28,014.00	2,000.00
1100	DEPUTY CLERK I	0117	113	26,014.00	28,014.00	2,000.00
1100	DEPUTY CLERK I	0133	113	26,014.00	28,014.00	2,000.00
	TOTAL SALARIES			**393,890.00**	**393,890.00**	**0.00**
				ALLOWANCES		
1100	COMPUTER SYSTEM ADM- Auto Allow	0009	118	1,500.00	0.00	(1,500.00)
1100	ADM ASSISTANT III- Auto Allow	0128	118	0.00	1,500.00	1,500.00
	TOTAL ALLOWANCES			**1,500.00**	**1,500.00**	**0.00**
	TOTAL			**395,390.00**	**395,390.00**	**0.00**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
3-1100-415-15-140-001-0-	113	TAX OFFICE-	REG F/T EMPLOYEES	$0.00
3-1100-415-15-140-001-0-	118	TAX OFFICE-	AUTO ALLOWANCE	$0.00
3-1100-415-15-140-001-0-	211	TAX OFFICE-	HEALTH INSURANCE	$0.00
3-1100-415-15-140-001-0-	212	TAX OFFICE-	LIFE INSURANCE	$0.00
3-1100-415-15-140-001-0-	220	TAX OFFICE-	FICA	$0.00
3-1100-415-15-140-001-0-	230	TAX OFFICE-	RETIREMENT	$0.00
3-1100-415-15-140-001-0-	250	TAX OFFICE-	UNEMPLOYMENT COMP	$0.00
3-1100-415-15-140-001-0-	260	TAX OFFICE-	WORKER'S COMP	$0.00
			2013 Budgetary Impact	$0.00

2014 Budgetary Impact: $0.00

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

AI-39213 **Tax Office 10. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Paul Villarreal Jr. Tax A/C **Submitted By:** Neida Chavana, TAX OFFICE

Department: TAX OFFICE

Information

CAPTION

Requesting Increase in Change Fund in the amount of $12,750.00, as per approval from County Auditor.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-152-03-000-XXX-0-000

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

BUDGETARY IMPACT:

Approval to increase the Change Fund.

Attachments

Increase in Change Fund 2013

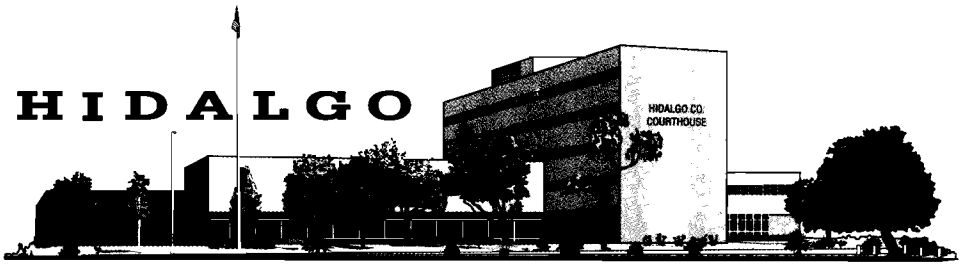
Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/13/2013 10:41 AM
Manuel Chapa	Manuel Chapa	06/14/2013 04:12 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Neida Chavana Started On: 06/12/2013 01:30 PM

Final Approval Date: 06/14/2013

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

June 10, 2013

The Honorable Pablo Villarreal, Jr., RTA
Hidalgo County Tax Assessor-Collector
County Administration Building
2804 South Business Highway 281
Edinburg, Texas 78539

Re: Change Fund
Local Government Code Section 130.902

Dear Mr. Villarreal:

We have reviewed your request and have approved the increase from $8,900.00 to $15,100.00 and from $21,150.00 to $27,700.00 (net increase $12,750.00) to the change fund for the Property Tax Division and Auto License Division, respectively, as you requested. The change fund will be distributed as stated on your letter dated June 5, 2013.

According to Local Government Code Section 130.902, "The Commissioner's Court of a county may set aside from the general fund of the county an amount approved by the County Auditor for use as a change fund by any county or district official who collects public funds. The fund may be used only to make change in connection with collections that are due and payable to the county, the state, or another political subdivision of the state that are made by the official. On the recommendation of the county auditor, the Commissioner's Court may increase or decrease the change fund at any time."

Please submit this letter to Commissioner's Court requesting the change fund to be increased from $8,900.00 to $15,100.00 ($6,200.00 increase) and $21,150.00 to $27,700.00 ($6,550.00 increase). Once Commissioner's Court approves the net increase of $12,750.00, please request a check from the Hidalgo County Auditor's-Accounts Payable Division to be made payable to "Paul Villarreal, Jr., RTA, Hidalgo County Tax Assessor-Collector."

You will be responsible for this change fund. The change fund should be accounted for on a daily basis and safeguarded under lock and key. Please be reminded that this change fund is not to serve as petty cash or comingled with personal funds.

If you have any questions, do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,

Ray Enfracio, CPA
County Auditor

HIDALGO COUNTY DISTRICT JUDGES

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

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA
Assessor and Collector

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

June 5, 2013

Ray Eufracio, CPA
Hidalgo County Auditor
2808 South Business Highway 281
Edinburg, Texas 78539

Re: Change Fund Increase All Substations

Dear Mr. Eufracio,

As per Local Government Code Sec. 130.902, we hereby respectfully request authorization for approval to increase our Change Funds in the amount $12,750.00 for our office. The breakdown of the amount requested is outlined in Exhibits 1 & 2 (see attached).

Our office plans to make a change to process in place for Change Orders. Currently, our office designates an employee from each substation and requires them to make a visit to the bank to obtain change. Our goal with this procedural change is to submit a Change Order via a night depository bag with the Armored Service as soon as we transition to the new County Depository. The completed Change Order would subsequently be delivered to our substations by the Armored Service the following business day. This new process would minimize all possible liability to the County, thus restricting a trip to the bank on our part to only emergencies. However, this change fund increase is needed since our new process will leave our main till at each substation with fewer funds on a daily basis.

At the same time, we would like to increase the Tax Division cash boxes to $100, instead of $75. This would put each cash box in both Tax and Auto License Divisions in equal $100 amounts. This increase will certainly reduce the need for change early in the day.

If you have any questions regarding our request, please contact Neida Chavana, Tax Collections Manager at (956) 318-2157, ext. 4705, Eva Mireles, Chief of Operations, ext. 4730, or me at ext. 4704.

Respectfully,

Pablo "Paul" Villarreal Jr., RTA
Tax Assessor-Collector

Cc: Mr. Sergio Cruz, Budget Officer
Mr. Eva Mireles, Chief of Operations
Ms. Neida Chavana, Tax Collections Manager

Exhibit 1

Tax Assessor/Collector
Property Tax Division

Current Funds				Proposed Funds				Net Increase
Alamo	#	Amt/ea	Total	**Alamo**	#	Amt/ea	Total	
Main Till	1	500.00	500.00	Main Till	1	1,000.00	1,000.00	500.00
Cash Box	3	75.00	225.00	Cash Box	3	100.00	300.00	75.00
Edinburg	#	Amt/ea	Total	**Edinburg**	#	Amt/ea	Total	
Main Till	1	2,500.00	2,500.00	Main Till	1	4,000.00	4,000.00	1,500.00
Cash Box	16	75.00	1,200.00	Cash Box	16	100.00	1,600.00	400.00
Mission	#	Amt/ea	Total	**Mission**	#	Amt/ea	Total	
Main Till	1	1,000.00	1,000.00	Main Till	1	2,000.00	2,000.00	1,000.00
Cash Box	3	75.00	225.00	Cash Box	3	100.00	300.00	75.00
Pharr	#	Amt/ea	Total	**Pharr**	#	Amt/ea	Total	
Main Till	1	425.00	425.00	Main Till	1	1,500.00	1,500.00	1,075.00
Cash Box	3	75.00	225.00	Cash Box	3	100.00	300.00	75.00
San Juan	#	Amt/ea	Total	**San Juan**	#	Amt/ea	Total	
Main Till	1	1,000.00	1,000.00	Main Till	1	1,500.00	1,500.00	500.00
Cash Box	3	100.00	300.00	Cash Box	3	100.00	300.00	-
Weslaco	#	Amt/ea	Total	**Weslaco**	#	Amt/ea	Total	
Main Till	1	1,000.00	1,000.00	Main Till	1	2,000.00	2,000.00	1,000.00
Cash Box	3	100.00	300.00	Cash Box	3	100.00	300.00	-
				Sub-Total Change Fund Increase: Tax Division				6,200.00

Exhibit 2

Tax Assessor/Collector
Auto License Division

Current Funds				Proposed Funds				Net Increase
Alamo	#	Amt/ea	Total	**Alamo**	#	Amt/ea	Total	
Main Till	1	700.00	700.00	Main Till	1	1,000.00	1,000.00	300.00
Cash Box	3	100.00	300.00	Cash Box	3	100.00	300.00	-
Edinburg	#	Amt/ea	Total	**Edinburg**	#	Amt/ea	Total	
Main Till	1	3,325.00	3,325.00	Main Till	1	5,000.00	5,000.00	1,675.00
Cash Box	19	100.00	1,900.00	Cash Box	19	100.00	1,900.00	-
Mission	#	Amt/ea	Total	**Mission**	#	Amt/ea	Total	
Main Till	1	2,800.00	2,800.00	Main Till	1	4,000.00	4,000.00	1,200.00
Cash Box	12	100.00	1,200.00	Cash Box	12	100.00	1,200.00	-
Pharr	#	Amt/ea	Total	**Pharr**	#	Amt/ea	Total	
Main Till	1	4,650.00	4,650.00	Main Till	1	5,000.00	5,000.00	350.00
Cash Box	16	100.00	1,600.00	Cash Box	16	100.00	1,600.00	-
San Juan	#	Amt/ea	Total	**San Juan**	#	Amt/ea	Total	
Main Till	1	1,075.00	1,075.00	Main Till	1	2,000.00	2,000.00	925.00
Cash Box	5	100.00	500.00	Cash Box	5	100.00	500.00	-
Weslaco	#	Amt/ea	Total	**Weslaco**	#	Amt/ea	Total	
Main Till	1	2,200.00	2,200.00	Main Till	1	4,000.00	4,000.00	1,800.00
Cash Box	9	100.00	900.00	Cash Box	12	100.00	1,200.00	300.00

Sub-Total Change Fund Increase: Auto License Division	6,550.00
Grand Total Change Fund Increase:	12,750.00

AI-39075 **Sheriff's Office 11. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Virginia Rodriguez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Approval to process the following Gregorio Pina, III, Ph.D. invoices for psychological Evaluation for new hires as claims with authority for County Treasurer to issue check after auditing procedures are completed by County Auditor.

Invoice Date	Amount
January 29, 2013	$1,295.00
February 22, 2013	$2,220.00
March 19, 2013	$2,035.00
April 2, 2013	$ 925.00
April 19, 2013	$ 370.00
May 11, 2013	$1,295.00
May 21, 2013	$ 925.00
May 23, 2013	$2,220.00
Total	$11,285.00

BACKGROUND

Hidalgo County Sheriff's Office requested services from Gregorio Pina, III,Ph.D. for Psychological Evaluation for new hires without Purchase Order, due to prior invoices being paid directly as "physician services".

Fiscal Impact

FISCAL YEAR: 2013 ACCT. #: 1100-423-21-280-002-0-331

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

BUDGETARY IMPACT:

Available funds as of 06/14/13.

FISCAL YEAR: 2013 ACCT. #: 1100-421-00-280-001-0-331

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

BUDGETARY IMPACT:

Available funds as of 06/14/13.

Attachments

INVOICES

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	06/04/2013 03:36 PM
Budget & Management	Obdett Calzada	06/05/2013 01:11 PM
Olga Garza	Olga Garza	06/14/2013 03:11 PM
Auditor's Office	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Virginia Rodriguez Started On: 06/04/2013 02:05 PM

Final Approval Date: 06/14/2013

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

January 29, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: January 29, 2013
Applicant: Anzaldua, David
Davila, Denise
Molina, Moe

Service Period: February 1, 2013
Applicant: Carrillo, Israel
Cuellar, Carlos A.
Garza, Mario
Pineda, Klauz

TOTAL EVALUATIONS: 7
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: **$1295.00**

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

P.O. #: n/a
Invoice Received By: VRodriguez on: 4-24-13
Good/Services Received By: on: 4/24/13
3-1100-423-21-280-002-0331 = $740.00
3-1100-421-00-280-001-0-331 = $555.00

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
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1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

February 22, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: February 22, 2013
Applicant: Avila, Roxanne
Cordova, Joshua
Cortez, Carlos Jr.
Gonzalez, Edgar A.
Mata, Ramiro R.
Marroquin, Francisco IV
Pelaez Montoya, Cristhian J.
Ramirez, Jesus Jr.
Ramirez, Ricardo
Ramirez, Rolando
Rodriguez, Rolando
Sifuentes Castillo, Juan

Jail

TOTAL EVALUATIONS: **12**
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: **$2220.00**

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

P.O. #: NA
Invoice Received By:
on: 4-24-13
Good/Services Received By:
on: 4/24/13
13-1100-423-21-280-002-0-331

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

March 19, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: March 192, 2013
Applicant: Closner, Orlando Jr.
Concha, Jaime A.
Figueroa, Jorge A.
Galvan, Juan J.
Gomez, Travis D.
Medrano, Aaron C.
Monjaras, Samuel A.
Prado, Arturo J.
Segura, Apolonio III.
Trevino, Christopher F.
Villegas, Jaime II

TOTAL EVALUATIONS: **11**
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: **$2035.00**

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

P.O. #: DLC
Invoice Received By: VRodriguez on: 4-24-13
Good/Services Received By: [illegible] on: 4/24/13
21-000-423-21-280-002-0.3331

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

April 2, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: April 2, 2013
Applicant: Carrillo, Luis A.
Fortanelli, Victor A.
Galaviz, Enrique Jr.
Moncivias, Ishmael N.
Perez, Santiago

TOTAL EVALUATIONS: **5**
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: **$925.00** F

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

P.O. #: N/A
Invoice Received By:
VRodriguez on: 4-24-13
Good/Services Received By:
on: 4/24/13
11100-423-21-280-002-0 331

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

April 19, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: April 19, 2013
Applicant: Cortina, Damian D. jail
Galvez, Oscar A.

TOTAL EVALUATIONS: **2**
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: **$370.00**

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Lucy Pina
Office Manager

P.O. #: n/a
Invoice Received By: VRodriguez on: 4-29-13
Good/Services Received By: Zgamino on: 4-29-13
-1100-423-21-280-002-0-331

Zgamino 4/29/13

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

May 11, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: May 11, 2013
Applicant: Canales, Noe 50
Flores, Roman G. 50
Ibarra, Jorge O. 50
Moron Josue M. 50
Ochoa, Edelmiro 50
Rosales, Alejos Jr. 50
Sanchez, Heriberto 50

P.O. #: N/A
Invoice Received By: M. Maldonado On: 5.24.13
Good/Services Received By: [signature] On: 5/24/13
301100-421-00-280-001-0-331

TOTAL EVALUATIONS: **7**
CHARGE PER EVALUATION: **$185.00**
TOTAL DUE: ~~**$12950.00**~~ 12,95.00 5/30/13

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Lucy Pina
Office Manager

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

May 21, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: May 21, 2013
Applicant: Almanza Christopher 50
Espinoza, Mark A. 50
Garcia, Jason 50
Martinez, Ricky 50
Rosser, Vernon R. 50

P.O. #: N/A
Invoice Received By: M. Monroya On: 5-24-13
Good/Services Received By: [signature] On: 5/24/13
3 0100-421-00-280-001-0-331

TOTAL EVALUATIONS: 5
CHARGE PER EVALUATION: $185.00
TOTAL DUE: $925.00

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

GREGORIO PINA, III, Ph.D.
CLINICAL & FORENSIC PSYCHOLOGY
SPECIALIZING IN THE FIELDS OF TRAUMA
POLICE AND CRIMINAL PSYCHOLOGY
1200 SOUTH 2ND, SUITE B-9
McALLEN, TEXAS 78501

McALLEN: (956) 687-7004 CELL (956) 330-4500 FAX: (956) 687-7014 LAREDO: (956) 727-8030

INVOICE

May 23, 2013

Hidalgo County Sheriff's Department
711 El Cibolo Road
P.O. Box 1228
Edinburg, Texas 78540

Service Provide; Psychological Evaluation for Jail Detention Center Officer and Patrol.

Service Period: May 23, 2013
Applicant:
Acevedo, Christopher D.
Amaya, Roberto B.
Avendano, Hector C.
Cruz, Pedro
Flores, Lorenzo Jr.
Flores, Miguel A,Jr.
Maldonado, Luis
Martinez, Jose III.
Montemayor, Craig D.
Rodriguez, Adan Jr.
Salinas, Felipe
Seals, Larry

TOTAL EVALUATIONS: 12
CHARGE PER EVALUATION: $185.00
TOTAL DUE: $2220.00

I Gregorio Pina, III, Ph.D. Certify that the information is true and correct
Please feel free to inquire about times, procedures and charges with Dr. Pina or Lucy.
Thank you for your confidence.

Lucy Pina
Office Manager

P.O. #: n/a
Invoice Received By: VRodriguez on: 6-4-13
Good/Services Received By: Zamino on: 6-4-13
11100-423-21-280-002-0331

AI-39076 **Sheriff's Office 11. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Myra Montoya, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Approval to process the following Autozone and O'Reilly Auto Parts invoices as claims with authority for County Treasurer to issue check after auditing procedures are completed by County Auditor.

VENDOR	INVOICE #	DATE	AMOUNT
O'REILLY'S	1582-368703	4-08-13	38.18
	1582-369770	4-12-13	79.76
	1582-369739	4-12-13	79.60
	1582-370421	4-15-13	123.92
	1582-370670	4-16-13	159.99
	1582-371563	4-19-13	86.34
	1582-372346	4-23-13	79.60
	1582-372608	4-24-13	37.36
	1582-372784	4-25-13	79.76

VENDOR	INVOICE #	DATE	AMOUNT
AUTOZONE	1392625967	1-03-13	38.79
	1392626718	1-04-13	11.98
	1392637807	1-23-13	28.71
	1392643327	2-01-13	34.99
	1392701956	4-24-13	31.62

VENDOR	INVOICE #	DATE	AMOUNT
AUTOZONE			
(partial invoice amount considered "open market items")	1392637341	1-22-13	121.17
	1392637799	1-23-13	150.94

BACKGROUND

Above invoices are being placed as claims due to Auditor's inability to verify pricing on website, therefore, items are considered "open market".

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-421-00-280-001-0-672

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

BUDGETARY IMPACT:

Funds available as of 6/12/2013, Ref PO#s 685394 and 685416.

Attachments

Autozone

O'reilly Auto

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	06/04/2013 04:42 PM
Budget & Management	Obdett Calzada	06/05/2013 01:16 PM
Obdett Calzada	Obdett Calzada	06/12/2013 11:39 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Myra Montoya Started On: 06/04/2013 02:24 PM

Final Approval Date: 06/14/2013

AutoZone

912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394UNIT535	INVOICE NUMBER..1392625967 08 COMM SPECIALIST.GARZA,SANDRA ORDER DATE.....1/03/2013 9:32a QUOTE DELIVERY..01/03/2013 10:02a

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
1	491805	394191 HEATER CORE Spectra Premium Heater Core	77.58	38.79	0.00	38.79

The Above Items Belong To 2002 Ford Truck F350 Super Duty P/U

OUTSTANDING CORES 3+ DAYS

Core Bank: 12.00

65-DLG DURALAST GOLD BA
The Above Items Belong To 2002 Ford Truck F350 Super Duty P/U

P.O. #685394
Invoice Received By: M. Montoya On: 1-3-13
Good/Services Received By: M. Hausto On: 1-3-13
3-1100-421-00-280-001-0-603

Unit # 535
2002 Ford F-350
VIN: 1FDWF36F22EC27746
L.P.: BU21067

MSDS can be ordered upon request

Payment	Apprv	Amount
6808 941057	0	AP8SK7 38.79

1392625967010313C

Subtotal	38.79
Tax	0.00
Total	38.79
AZC Savings	-1.20

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

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Page: 1 of 1

912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394SHOPUSE	INVOICE NUMBER..1392626718 05 COMM SPECIALIST.DIAZ,BRIAN J ORDER DATE.....1/04/2013 3:06p QUOTE DELIVERY..01/04/2013 04:35p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
2	999396	13617 INSULATION Misc OSB SKU	11.94	5.99	0.00	11.98

The Above Items Belong To 2008 Ford Truck Expedition 2WD

OUTSTANDING CORES 3+ DAYS

Core Bank: 12.00

65-DLG DURALAST GOLD BA
The Above Items Belong To 2008 Ford Truck Expedition 2WD

Shop

P.O. #: 685394
Invoice Received By: M. Molina On: 1-25-13
Good/Services Received By: L. Acosta On: 1-4-13
3-1100-421-00-280-001-0-672

MSDS can be ordered upon request

1392626718010413C

Payment	Apprv	Amount
6808	941057 0 AB73PW	11.98

Subtotal	11.98
Tax	0.00
Total	11.98

P

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

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EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394UNIT309	INVOICE NUMBER..1392637807 03 COMM SPECIALIST. DIAZ,BRIAN J ORDER DATE.....1/23/2013 11:40a QUOTE DELIVERY..01/23/2013 01:10p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
1	999396	NONE CRUISE SWITCH Misc OSB SKU	57.14	28.71	0.00	28.71

The Above Items Belong To 2008 Ford Truck Expedition 2WD
The Above Items Belong To 2008 Ford Truck Expedition 2WD

P.O. #: 685394

Invoice Received By: M. Medina On: 1-29-13

Good/Services Received By: M. Alvarez On: 1-23-13

3-1100-421-00-280-001-0-602

UNIT # 309
2008 Ford Expedition
VIN #1FMFU15578LA05999
L.P. 102-5256

MSDS can be ordered upon request

Payment	Apprv	Amount
6808 941057 0	AE3FDC	28.71

1392637807012313C

Subtotal	P	28.71
Tax		0.00
Total		28.71

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

AutoZone

Page: 1 of 1
912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394UNIT160	INVOICE NUMBER..1392643327 08 COMM SPECIALIST.LOZANO,KAYLA CHRISTINA ORDER DATE.....2/01/2013 12:29p QUOTE DELIVERY..02/01/2013 01:57p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
1	999396	F75Z18663AB HEATER HOSE Misc OSB SKU	69.64	34.99	0.00	34.99

The Above Items Belong To 2001 Ford Crown Victoria
The Above Items Belong To 2001 Ford Crown Victoria

UNIT # 160
2000 FORD CROWN VICTORIA
VIN # 2FAFP71WOYX113662
772-378

P.O. # 685394
Invoice Received By
M. Markoye 2-19-13
Goods/Services Received By
2-19-13
3-1100-421-01-250-001-0-602

MSDS can be ordered upon request

1392643327020113C

Payment	Apprv	Amount
6808 941057 0	AKE5RN	34.99

Subtotal	34.99
Tax	0.00
Total	34.99

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

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Page: 1 of 1

912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394SHOPUSE	INVOICE NUMBER..1392701956 00 COMM SPECIALIST.TRUJILLO,EDUARDO ORDER DATE.....4/24/2013 10:59a QUOTE DELIVERY..04/24/2013 12:28p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
6	999396	SL1 HEX NUTS	3.46	1.74	0.00	10.44
		Misc OSB SKU				
1	999396	LA1 THREADED PIPE	42.16	21.18	0.00	21.18
		Misc OSB SKU				

The Above Items Belong To 1998 Buick Regal
The Above Items Belong To 1998 Buick Regal

P.O.#: 685394
Invoice Received By: On: 4-24-13
Good/Services Received By: On: 4-24-13
3-1100-421-00-280-001-0 002

RECEIVED BY COUNTY AUDITOR
2013 APR 30 AM 10 05

MSDS can be ordered upon request

1392701956042413C

Payment	Apprv	Amount
6808 941057 0	A83P96	31.62

Subtotal	31.62
Tax	0.00
Total	31.62

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

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Page: 1 of 1

912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Remit to: P.O. Box 116067
Atlanta, GA 30368-6067

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394NEWVEHICLE	INVOICE NUMBER..1392637341 07 COMM SPECIALIST. TRUJILLO,EDUARDO ORDER DATE..... 1/22/2013 3:28p QUOTE DELIVERY.. 01/22/2013 04:56p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
2	126771	JB-2079 ROLLER LIFTER Melling Valve Lifter	19.98	9.99	0.00	19.98

NO VEHICLE GIVEN For The Above Items

1	999396	NONE PISTON RING Misc OSB SKU	116.34	58.46	0.00	58.46
1	999396	NONE PISTON Misc OSB SKU	124.80	62.71	0.00	62.71
1	179142	2555A CONN ROD BRG PAIR Sealed Power Connecting Rod Bearing	9.98	4.99	0.00	4.99

The Above Items Belong To 2007 Chevrolet Truck Silverado 1500 2WD
The Above Items Belong To 2007 Chevrolet Truck Silverado 1500 2WD

P.O. #: 1085394

Invoice Received By: M Moreno On: 1-29-13

Good/Services Received By: [illegible] On: 1-22-13

3-1100-421-00-280-001-0-002

MSDS can be ordered upon request

Payment	Apprv	Amount
6808 941057 0	AOEMLY	146.14

1392637341012213C

Subtotal	146.14
Tax	0.00
Total	146.14

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

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Page: 1 of 1
912 E UNIVERSITY
EDINBURG, TX 78539
956 380-6779

Customer Information	Order Information
COUNTY OF HIDALGO SHERIFFS OFF 711 EL CIBOLO RD EDINBURG, TX 78540- PHONE.....956 393-6185 PO NUMBER..685394NEWVEHICLE	INVOICE NUMBER..1392637799 06 COMM SPECIALIST. DIAZ,BRIAN J ORDER DATE.....1/23/2013 11:31a QUOTE DELIVERY..01/23/2013 01:00p

Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
1	555581	27029 ENGINE CYLINDER H OEM Engine Cylinder Hone Deglazer	50.00	25.00	0.00	25.00

NO VEHICLE GIVEN For The Above Items

Qty	Sku	Description	Sugg. List	Cost	Core	Amount
2	999396	NONE LIFTERS Misc OSB SKU	150.20	75.47	0.00	150.94

The Above Items Belong To 2007 Chevrolet Truck Silverado 1500 2WD
The Above Items Belong To 2007 Chevrolet Truck Silverado 1500 2WD

P.O. #: 685394
Invoice Received By: M. Montoya On: 1-2013
Good/Services Received By: M. Alvarez On: 1-23-13
3-1100-421-00-280-001-0-(illegible)

Fleet

MSDS can be ordered upon request

1392637799012313C

Payment	Apprv	Amount
6808 941057 0	AMXMAU	175.94

Subtotal	175.94
Tax	0.00
Total	175.94

*The signature above acknowledges customer's agreement to be bound by all terms outlined in the AutoZone Commercial Customer Charge Account Agreement, as amended from time to time.

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-3039
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

766551

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582 368703
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/08/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 287	DELIVER	685416	11:14:41		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
--) Real World Training - Contact the Hotline for Clinic Availability 800-283 1782												
N		2		DSP 3L3Z 6564 BA	EA	P	ROCKER ARM	32.36	19.09			38.18
Promotional and/or Advertised Everyday Low Price applied to above item												

TOTALS 2 CUSTOMER COPY 64.72 38.18 SUB-TOTAL 38.18

ERBSMO MISC.

CUSTOMER SIGNATURE Felix Gutierrez CASH TEND. TAX / FEES 00

CHANGE TOTAL 38.18

ALL MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

P

Carlos, outside purchase

UNIT # 287
2008 Ford Expedition
VIN #1FMFU15508LA05391
L.P. 102-0283

P.O. #: 685416

Invoice Received By: [illegible] On: 4-19-13

Good/Services Received By: F. Gutierrez On: 4-2-13

3-1100-421-00-280-001-0-6092

RECEIVED
COUNTY AUDITOR
2013 APR 30 PM 3:53
HIDALGO COUNTY, TEXAS

Lupe Trevino

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956-383-5158
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

755551

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78540

SHIP TO

INVOICE NUMBER 1592-369770
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/12/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 279	DELIVER	685416	11:00:30		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CO.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
--) Real World Training - Contact the Hotline for Clinic Availability 800-283-1702												
N		1	SPK	8L12 18472 A	EA	P	HEATER HOSE	135.19	79.76			79.76

TOTALS	1	135.19	79.76

CUSTOMER COPY

RUBEN
CUSTOMER SIGNATURE

SUB-TOTAL	79.76
MISC.	
TAX / FEES	.00
TOTAL	79.76
CASH TEND.	
CHANGE	

P

UNIT # 279
2008 FORD EXPEDTION
VIN # 1FMU15558LA06018
LP: 102-0244

P.O. #: 685416
Invoice Received By: [illegible] On: 4-19-13
Good/Services Received By: [illegible] On: 4-12-13
3-1100-421-00-280-001-0-[illegible]

RECEIVED
APR 30 PM 3:07
COUNTY AUDITOR

[illegible]

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-0052
ADDRESS: 1516 MONTE CRISTO
EDINBURG TX 78542-8132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

766551

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582-369739
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/12/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 302	DELIVER	685416	09:58:17		

TAX	P/C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CO.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
—) Real World Training - Contact the Hotline for Clinic Availability 800-283-1782												
N		2	SPK	8747 13490 A	EA	P	STOPLIGHT SW	67.46	39.80			79.60
TOTALS		2						134.92	79.60			

CUSTOMER COPY

ERASMO
CUSTOMER SIGNATURE

All returns require this copy and must reference this invoice

SUB-TOTAL	79.60
MISC.	
TAX/FEES	.00
TOTAL	79.60
CASH TEND.	
CHANGE	

UNIT # 302
2008 Ford Expedition
VIN #1FMFU15578LA06019
L.P. 102-0295

P.O. #: 685416
Invoice Received By: On: 4-19-13
Good/Services Received By: On: 4-18-13
3 -1100-421-00-280-001-0-009
672

2013 APR 19 08 RECEIVED BY

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383 3400
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

766551

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582-370421
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/15/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 308	DELIVER	685416	09:57:54		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CO.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
--> Real World Training - Contact the Hotline for Clinic Availability 800-283-1702												
N		2	SPK	7L1Z 18472 AA	EA	F	HEATER HOSE	185.02	61.96			123.92

TOTALS 2 210.04 123.92

CUSTOMER COPY

ERASMO
CUSTOMER SIGNATURE

ALL RETURNED MERCHANDISE MUST BE ACCOMPANIED BY THIS INVOICE

CASH TEND.
CHANGE

SUB-TOTAL	123.92
MISC.	
TAX / FEES	.00
TOTAL	123.92

P.O. #: 685416

Invoice Received By: M Montano On: 4-16-13

Good/Services Received By: J. Acosta On: 4-15-13

3 -1100-421-00-280-001-0-602

UNIT # 308
2008 Ford Expedition
VIN #1FMFU15518LA01609
L.P. 102-5227

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-3659
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

766551

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582-370670
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/16/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 427	DELIVER	685416	09:39:40		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
--) Viewed the New & Improved FirstCallOnline.com? Check it out today!!												
N		1	ROD 303508		EA	P	CONDENSOR	271.17	159.99			159.99

TOTALS	271.17	159.99	SUB-TOTAL 159.99
			MISC.
		CASH TEND.	TAX / FEES .00
		CHANGE	TOTAL 159.99

CUSTOMER COPY

ERROR
CUSTOMER SIGNATURE

ALL MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

D

P.O. #: 1085416

Invoice Received By: M. Montoya On: 4-19-13

Good/Services Received By: C. Ibarra On: 4-16-13

3 -1100-421-00-280-001-0-ben 2

UNIT # 427
2008 Ford Expedition
VIN #1FMFU15508LA58821
L.P. 104-1592

Hidalgo County Sheriff's Office

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-2858
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO (1)

766551******* HISTORICAL REPRINT 04/24/13 ********

SHIP TO

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

INVOICE NUMBER 1582-371563
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/19/13

REPRINT # 2 BY JG .

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
74216	UNIT 545		685416	17:01:00		

TAX	RC	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
N		1	SPI	BC3216C826A	EA	P	SHOCK RIGHT	68.96	35.41			35.41
N		1	SPI	BC3216C826B	EA	P	SHOCK LEFT	69.71	41.13			41.13
N		4	SPI	W713063S439	EA	P	STUD	4.15	2.45			9.80

TOTALS 6 146.33 86.34 SUB-TOTAL 86.34

CUSTOMER COPY

MOSTA

CUSTOMER SIGNATURE _____ CASH TEND. MISC. .00

CHANGE TAX/FEES .00

TOTAL 86.34

ALL RETURNS/EXCHANGES SUBJECT TO RESTOCKING FEE IF NOT PROPERLY RETURNED

P

(2) 2013
Chevy Tahoe
1GNSK2E0XDR213408

Invoice Received by: [signature] Date: 4-24-13

Good/Services Received by: [signature] Date: 4-19-13

13-1100-421-00-280-001-0-(0N2)

RECEIVED
APR 29 2013
HIDALGO COUNTY
AUDITOR'S OFFICE

[signature]

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-2059
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2138
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO 76551

MIDALGO CO SHERIFF DEPT

PO BOX 1228
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582-372346
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/23/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP V.	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 390	DELIVER	68541E	09:21:11		

TAX	B C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
--) Viewed the New & Improved FirstCallOnline.com! Check it out today!!												
N		2	SPK	8T4Z 13480 A	EA	P	STPLGHT SWTC	67.46	39.80			79.60
TOTALS		2						134.92	79.60			79.60

CUSTOMER COPY

EMBMD

CUSTOMER SIGNATURE

SUB-TOTAL	
MISC.	.00
TAX/FEES	79.60
TOTAL	
CASH TEND.	
CHANGE	

ALL MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

P

UNIT # 390
2008 Ford Expedition
VIN #1FMFU15528LA58819
L.P. 104-1532

P.O. # 1084116

Invoice Received by:
M Mendoza On: 4-24-13

Good/Services Received By:
[illegible] On: 4-24-13

5 -1100-421-00-280-001-0- 6003

RECEIVED
APR 25 2013
COUNTY AUDITOR
HIDALGO COUNTY, TEXAS

O'Reilly AUTO PARTS
Since 1957

OFFICE P.O. BOX 1156, SPRINGFIELD, MO. 65801
PHONE (417) 862-3333

STORE PHONE # 956 383 3859
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO

SHIP TO

766551******* HISTORICAL REPRINT 04/27/13 *******

HIDALGO CO SHERIFF DEPT

PO BOX 1220
EDINBURG TX 78542

REPRINT # 1 BY 91

INVOICE NUMBER: RP 1582 372500
INVOICE TYPE: CHARGE SALE
INVOICE DATE: 4/24/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 290	DELIVER	685416	11:07:00		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
N		1	SPR	4R3Z 6513 BA	EA	P	VALVE SPRING	23.71	19.89			19.89
N		1	SPR	3L3Z 6507 BA	EA	P	INTAKE VLVE	20.61	17.47			17.47
TOTALS		2						43.32	37.36			37.36

CUSTOMER COPY

"We appreciate your business"

RUBEN
CUSTOMER SIGNATURE

SUB-TOTAL	37.36
MISC.	
TAX/FEES	.00
TOTAL	37.36
CASH TEND.	
CHANGE	

ALL MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Visit Us At: www.oreillyauto.com

P

685416
Invoice Received By:
M. Montoya On: 4-29-13
Good/Services Received By:
M. Fausto On: 4-24-13
3-1100-421-00-280-001-0-602

UNIT # 290
2008 FORD EXPEDITION
VIN# 1FMFU15548LA05992
LP: 102-0278

FIRST CALL

Auto Parts For Professionals

STORE PHONE # 956 383-3859
ADDRESS: 1310 MONTE CRISTO
EDINBURG TX 78542-2132
REMIT TO: PO BOX 9464
SPRINGFIELD MO 65801-9464

BILL TO 756551

HIDALGO CO SHERIFF DEPT

PO BOX 1228
EDINBURG TX 78542

SHIP TO

INVOICE NUMBER 1582-372794
INVOICE TYPE CHARGE SALE
INVOICE DATE 4/25/13

COUNTER NO.	SPECIAL INSTRUCTIONS	SHIP VIA	CUSTOMER ORDER NO.	TIME OF ORDER	FILLED BY	CHECKED BY
15182	UNIT 436	DELIVER	685416	09:35:22		

TAX	R C	QTY.	LINE	ITEM NUMBER	UNIT MEAS.	CD.	DESCRIPTION	LIST PRICE	NET PRICE	DISC %	CORE PRICE	EXTENDED PRICE
				Viewed the New & Improved FirstCallOnline.com! Check it out today!								
N		1	SPK	AL12 18472 A	EA	P	T HTR HOSE	135.19	79.76			79.76
TOTALS		1						135.19	79.76			79.76

CUSTOMER COPY

ROLE

CUSTOMER SIGNATURE

CASH TEND.

CHANGE

ALL RETURNED MERCHANDISE RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

SUB-TOTAL	79.76
MISC.	
TAX / FEES	00
TOTAL	79.76

2013 MAY 29 P

P.O. # 685416

Invoice Received by: M. Montoya On: 4-29-13

Good/Services Received by: R. Valdez On: 4-25-13

3-1100-421-00-280-001-0-L6N2

UNIT # 436
2008 Ford Expedition
VIN #1FMFU15508LA58804
L.P. 104-1587

AI-39098 **Sheriff's Office 11. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Myra Montoya, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Pursuant to Hidalgo County Cellular Telephone Policy (Sprint: Contract DIR-SDD-1780), presentation for consideration, acceptance and approval of Cellular Phone Request Form (Data Card Request) for the following:

1. Approval for requisition #237885 for 93 Data Link Hosted Access for Vehicle Modems ($47.99 each per month) for six months.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-421-00-280-001-0-532

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

BUDGETARY IMPACT:

Amount available for requisition# 237885 as of 6-12-13 $26,778.42 for Sprint.

Attachments

Sprint Data Link Cards

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	06/05/2013 01:02 PM
Budget & Management	Obdett Calzada	06/05/2013 04:40 PM
Manuel Chapa	Manuel Chapa	06/13/2013 09:25 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Myra Montoya Started On: 06/05/2013 12:08 PM

Final Approval Date: 06/14/2013

WIRELESS DEVICE REQUEST FORM W.1.2

(1) Type of Request:

Wireless device: ☑ Data card ☐ Blackberry ☐ Other:_____

DATA CARDS, BLACKBERRY or OTHER (one form per individual)

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

DEPARTMENT: HIDALGO COUNTY SHERIFF'S OFF. DEPT #: 280

Quantity: 93

Service: $ 47.99 /mo (x) 6 months = 26,778.42 Account: 3-1100-421-00-280-001-0-532

Service: $_____/mo (x) ____ months = 0.00 Account:_____-619/664

Requisition Total: 26,778.42 **Requisition Number:** 237885

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

Richard Bruna 6-5-13

Signature | Print Name | Date

(4) Executive Office Authorization (Commissioner's Court Departments Only):

_____ _____ _____

Signature | Print Name | Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

☐ **SPRINT UNLIMITED DATACARD PLAN -or-**

☐ **SPRINT BE1000 + DATAPLAN**

☑ **OTHER:** _____

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

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

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

Sprint Together with Nextel — CDMA Quotation - Sprint Hosted Data Link Service

Customer Information

Customer Name:	Hidalgo County Sheriff's Office
Financial Contact Name:	Rose Hinojosa
Address:	711 E Cibolo Road
City:	Edinburg
State:	TX
Zip:	78539
Financial Contact Phone:	(956) 393-6029
Email Address:	[illegible]
Acct # (if applicable):	

Sales Representative Information

Name & Title:	Mike Salyers
Phone:	956-451-8549
Email Address:	[illegible]

EFT/Contract Information

Financial Institution:	[illegible]ted Missouri Bank 1[illegible] Oak Street, Kansas [illegible]ty, MO 64106
ACH Coordinator:	[illegible]udy Sweeze 816.860.3821
Routing Transit Number:	
Depositor Account Title:	Sprint PCS
Depositor Account Number:	[illegible]12
Remit To Address:	P.O. Box 219554, Kansas City, MO 64121
Vendor PO Address:	12524 Sunrise Valley Drive, Reston, VA 20196
Contract Vehicle & Number:	DIR SDD 1780
Cage Code:	
DUNS #:	
Tax ID #:	
Doing Business As:	Sprint

Quote Date:	May 22 2013	Contract Vehicle being ut[illegible]ed: DIR SDD 1780		Control # :	130522MLS
Expiration Date:	June 22 2013	24 Month NO ETF			(YYMMDDConsecutive4Initials)

Monthly Recurring Charges

Qty.	Retail Pricing	Discount	Monthly Recurring After Discount	Extended Price
93	Data Link Hosted Access for Vehicle Modems		$47.99	$4,463.07
93	*Total*			$4,463.07

Sprint

[illegible] and government want reliable, secure mobile data as they employ new technology, gadgets, devices and applications. Sprint is answering that need with the launch last week that Sprint Data Link and Static IP networking services now operate over the Sprint 4G LTE network.

What is Sprint Data Link?

Data Link for Wireless WAN

Sprint Data Link extends your business network, beyond the corporate enterprise to the reach of Sprint's mobile 3G/4G network. Sprint Data Link provides mobile employees and connected devices with access to their mission critical business information over a private wireless network, separated from the public Internet. Sprint Data Link is supported on a vast array of devices including handsets, tablets, laptops, mobile broadband cards, hotspots and M2M embedded modems.

Sprint Static IP assigns the same IP address to a device each time that device authenticates and accesses the Internet. It allows companies to more easily manage remote wireless devices including M2M devices, handsets and tablets. Sprint provides businesses with the ability to purchase a contiguous, sequential range or block of IP addresses, which can ease the deployment of devices and simplicity of firewall configuration.

This Quick Quote Estimation Tool is intended to provide approximate cost information about Sprint products and services. Additional taxes, fees and other charges may apply. Your first statement will include equipment charges and may include pro-rated service charges in addition to the upcoming months service charges. Offers are subject to change at any time. Other conditions may apply. Some services may be provided and billed through third parties. Pricing and promotions may have expiration dates, limited availability and term requirements. PLEASE NOTE THAT ANY PROMOTIONAL DISCOUNTS BASED ON A TERM COMMITMENT THAT APPLY TO THE PURCHASE OF SPRINT PCS DEVICES IS A FORWARD DISCOUNT. SHOULD YOUR AGENCY CANCEL AT ANY TIME (PRIOR TO THE END OF THE CONTRACT TERM) FOR CONVENIENCE, YOUR AGENCY WILL BE RESPONSIBLE TO PAY BACK THE FORWARD DISCOUNT ABOVE ON EACH SPRINT PCS DEVICE PURCHASED. See Terms & Conditions page, your Sprint Nextel representative

Sprint Proprietary Information

AI-38980 **Sheriff's Office 11. D.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Maria Del Rosario Gonzalez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Authorization to accept the Grant Award Adjustment Notice in reference to the Local Border Security Program FY 2012 (LBSP-12) and authorization and approval for County Judge, as authorized official, to sign required document.

BACKGROUND

Grantor is reducing the original amount of grant award for purposes of de-obligating the residual amout of $279.08.

Grant is set to terminate 8/31/13.

Original Grant Award amount - $102,894.56
Updated Grant Award amount - $102,615.48

Attachments

Grant Award Adjustment

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	06/11/2013 10:30 AM
Budget & Management	Obdett Calzada	06/13/2013 09:37 AM
Olga Garza	Olga Garza	06/14/2013 02:48 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Maria Del Rosario Gonzalez Started On: 05/29/2013 11:09 AM

Final Approval Date: 06/14/2013

NOTICE OF SUB GRANT AWARD ADJUSTMENT

TEXAS BORDER SHERIFF'S COALITION

Program Title:	Local Border Security Program FY 2012 (LBSP-12)
Funding Instrument:	Grant Appropriations Act, Rider 41, 82nd Legislature
Administered by:	Texas Border Sheriff's Coalition 240 Thunderbird, Suite A El Paso, Texas 79912
Sub Grant Number	LBSP 2012 (Hidalgo)
Recipient	Hidalgo County Sheriff's Office
Amount of Grant:	Adjusted Amount Total: $102,894.56 Less: $279.08 Adjusted Balance Total: $0
Period of Grant:	July 6, 2012 – August 31, 2013

AGENCY APPROVAL	ADJUSTED GRANT ACCEPTANCE
Donald L. Reay	
Donald L. Reay Executive Director Texas Border Sheriff's Coalition	Printed Name: Title: County Judge
Date: MAY 22 2013	Date:

Return Signed Original to:

Texas Border Sheriff's Coalition
240 Thunderbird, Suite A
El Paso, Texas 79912

AI-39256 **Emergency Management 13. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Oscar Montoya **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Authorization for County Judge to sign and submit the 2013 Eligibility Certification Form for the Texas Homeland Security State Administrative Agency (THSSAA)

BACKGROUND

Attachments

Email from Auditors

Email on Compliance

form

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/14/2013 11:31 AM
Olga Garza	Olga Garza	06/14/2013 04:13 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: SANDRA DELEON Started On: 06/14/2013 09:18 AM

Final Approval Date: 06/14/2013

Zimbra **sandra.deleon@co.hidalgo.tx.us**

FW: SAA Eligibility Form

From : Rolando Benavides <rolando.benavides@co.hidalgo.tx.us> Fri, Jun 14, 2013 08:34 AM
Subject : FW: SAA Eligibility Form 2 attachments
To : sandra deleon <sandra.deleon@co.hidalgo.tx.us>

From: Deborah Fischer [mailto:deborah.fischer@auditor.co.hidalgo.tx.us]
Sent: Monday, June 10, 2013 9:28 AM
To: Rolando Benavides
Subject: RE: SAA Eligibility Form

Good morning Rolando,

Please find the attached file with the items circled for you; however, please use a clean form for the County Judge to sign. For section III, our FY end for 2012 is December 31, 2012. The County Judge should initial item III, B and also initial on Section V. Budget actually does the submission to Sam.gov but we are current until 4/18/14.

Thank you.

Deborah L Fischer
Grant Accounting Supervisor
Hidalgo County Auditor's Office
2808 S. Business HWY 281
Edinburg, TX 78539

Phone (956) 318-2511 Ext. 4670
Fax (956) 318-2577
deborah.fischer@auditor.co.hidalgo.tx.us

From: Rolando Benavides [mailto:rolando.benavides@co.hidalgo.tx.us]
Sent: Thursday, June 06, 2013 4:21 PM
To: deborah.fischer@auditor.co.hidalgo.tx.us
Subject: SAA Eligibility Form

Ms. Fischer,

Attached to this email you will find the 2013 Eligibility Certification Form for the Texas Department of Public Safety. I am requesting the Auditor's Office assist with filling out Section 3 of this form. The information for section 3 is needed by June 21, 2013. I spoke with Ms. Fong and was told to forward you the information. If you have any questions or concerns please email me or contact me at the numbers listed below.

Thank you,

Rolando Benavides
Deputy EMC/ Deputy Fire Marshal
Hidalgo County Judge's Office
Office Number: 318-2615

Cell Number: 457-1080



image001.png
18 KB

2013 CERTIFICATION FORM.pdf
803 KB

Zimbra **sandra.deleon@co.hidalgo.tx.us**

Fwd: CJIS reporting compliance for 2007-2011 reached today!

From : Michael Leo <michael.leo@co.hidalgo.tx.us> Fri, Jun 14, 2013 08:33 AM
Subject : Fwd: CJIS reporting compliance for 2007-2011 reached today! 2 attachments
To : Sandra de Leon <sandra.deleon@co.hidalgo.tx.us>
Cc : Rolando Benavides <rolando.benavides@co.hidalgo.tx.us>

Verification Hidalgo County is over the 90% threshold.

Michael Leo
Office of Hidalgo County Judge Ramon Garcia
302 W. University Dr.
Edinburg, TX 78539
Ph: (956) 318-2600
Fx: (956) 318-2699

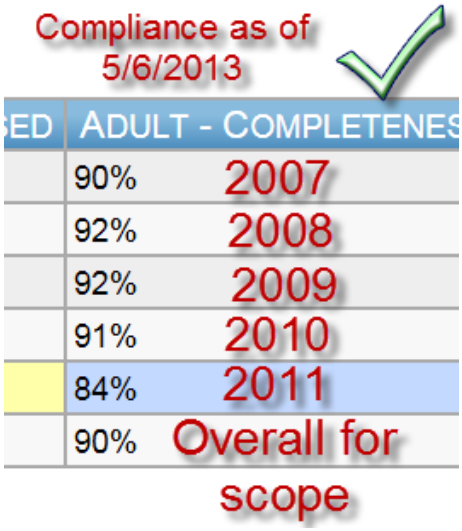
From: "James R. Wade" <dick.wade@da.co.hidalgo.tx.us>
To: "gloria guzman" <gloria.guzman@da.co.hidalgo.tx.us>, "evelia morales" <evelia.morales@co.hidalgo.tx.us>, "adriana garcia" <adriana.garcia@co.hidalgo.tx.us>
Cc: "michael leo" <michael.leo@co.hidalgo.tx.us>, "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>, "laura hinojosa" <laura.hinojosa@co.hidalgo.tx.us>, "arturo guajardo" <arturo.guajardo@co.hidalgo.tx.us>, "rene guerra" <rene.guerra@da.co.hidalgo.tx.us>, "monica auger" <monica.auger@da.co.hidalgo.tx.us>, "kelley mccormick" <kelley.mccormick@da.co.hidalgo.tx.us>
Sent: Monday, May 6, 2013 11:19:51 AM
Subject: CJIS reporting compliance for 2007-2011 reached today!

Congratulations on a job quite well done!

Once again your perseverance and diligence have brought about compliance for the scope years of 2007-2011 as of this morning when we reached 90% overall reported.

I appreciate your hard work, as I'm sure those affected relative to grants and aid will be, and know it will continue as the scope will change again next year to cover a new period and the 84% will need to reach 90% as soon as possible to keep us compliant in future years.

The screen snippet below is directly from the DPS CJIS report for Hidalgo County Completeness.





James Richard Wade
Microsoft Certified Professional
CompTIA Security+ Certified
Developer & System Engineer
Office of Criminal District Attorney
Hidalgo County, Texas
100 N. Closner, Rm 303 | Edinburg, Texas 78539
4315 Balboa Drive | Fort Worth, Texas 76133
(956) 287-3413 (Direct Local Edinburg Line)
(817) 423-1966 Home
(817) 933-5227 Cell
(817) 719-9312 FAX
Skype: james.r.wade
dick.wade@da.co.hidalgo.tx.us

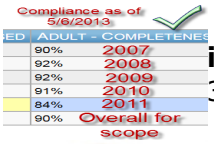


image001.png
39 KB



image002.png
12 KB

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

2013 ELIGIBILITY CERTIFICATION FORM

Certification:	PLEASE FILL IN THE APPROPRIATE INFORMATION AND CERTIFY BY SIGNING BELOW THAT THE INFORMATION SUBMITTED ON THIS ELIGIBILITY FORM IS COMPLETE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.		
Printed Name of Jurisdiction/ Organization:	HIDALGO COUNTY		
DUNS Number:	103110834		
Signature:		**Date:**	
Printed Name of Authorized Official*: (*See instructions for Definition of Authorized)	Ramon Garcia		
Title: (Judge, Mayor, ED, City Manager, CFO)	Judge		

I. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Please initial to certify to **one** of the NIMS statements below **(initial only one box, A or B):**

A	**To Certify to I.A, Initial Here:** X	My jurisdiction/organization has adopted and implemented NIMS **and** is compliant with all NIMS objectives issued to date (FY2005-FY2009). https://www.fema.gov/nimscast/Logoff.do?a=55062&m=ML2010
B	**To Certify to I.B, Initial Here:**	My jurisdiction/organization has adopted and implemented NIMS, but is not fully compliant with all NIMS implementation objectives. **Required Attachment:** A letter explaining the a) the implementation objectives not yet met; b) the steps taken to achieve 100% NIMS compliance; and c) the date the jurisdiction expects to be in full compliance with all objectives and metrics.

II. EMERGENCY MANAGEMENT PLANS (INTERMEDIATE LEVEL)

To Certify to II., Initial Here: X

and check one of the three boxes at right

- [X] A. My jurisdiction has its own current emergency management plan that meets the state preparedness standards at the Intermediate Level on file with the Texas Division of Emergency Management (TDEM).
- [ ] B. My jurisdiction is a legally established member of an inter-jurisdictional emergency management program that has a plan that meets the state preparedness standards at the Intermediate Level on file with TDEM.
- [ ] C. My jurisdiction/organization is not a city or county and is not required by Texas law to have an emergency management plan, e.g., COG or nonprofit organization.

III. OMB CIRCULAR A-133 SINGLE AUDIT

My jurisdiction's/organization's fiscal year (FY) end for 2012 was **(check one):**

- ☐ **August 31, 2012** (Reporting Package is due 30 days after completion or May 31, 2013, whichever is sooner)
- ☐ **September 30, 2012** (Reporting Package is due 30 days after completion or June 30, 2013, whichever is sooner)
- ☒ **December 31, 2012** (Reporting Package is due 30 days after completion or September 30, 2013, whichever is sooner)
- ☐ **Other (please specify date here):** _____

Please initial to certify to **one** of the A-133 Audit statements below **(initial only one box, A or B)**.

A	**To Certify to III.A, Initial Here:** _____	I certify my jurisdiction/organization **did not** expend over $500,000 in Federal or State funding during **FY 2012** so no A-133 audit was necessary or obtained.
B	**To Certify to III.B, Initial Here:** X	I certify my jurisdiction/organization **expended over $500,000** in Federal or State funding in **FY 2012** and that the required reporting package has been/will be provided 1) to the Texas Department of Public Safety (TXDPS) and 2) to the Federal Clearinghouse.

IV. TEXAS REGIONAL RESPONSE NETWORK (TRRN)

To Certify to IV., Initial Here: X _____ **and check one of the two boxes at right**

My jurisdiction/organization is registered with the Texas Regional Response Network (TRRN) and **(check one):** https://www.trrn.state.tx.us/TRRN/Tier01/Security/SignIn.aspx

- ☒ A. My jurisdiction **has entered all deployable equipment with a cost of $5,000 or more** purchased with Homeland Security Grant funds into the TRRN.
- ☐ B. My jurisdiction **does not have any deployable equipment with a cost of $5,000 or more** purchased with Homeland Security Grant funds.

V. DUNS, CCR and FFATA

To Certify to V., Initial Here: X _____

I certify my jurisdiction/organization has entered all required information, including FFATA/employee compensation, into the System for Award Management (SAM) and has an active registration status with no "Active Exclusion Records". (https://www.sam.gov/portal/public/SAM/)

VI. CRIMINAL HISTORY DISPOSITION REPORTING (If Applicable)

This certification section applies to **County jurisdictions only for the State Homeland Security Grant Program (SHSP)**.
For FY 2013, this section DOES NOT APPLY to cities within counties or to NSGP, OPSG, or UASI applicants.
Please initial to certify to **one** of the criminal history disposition reporting statements below **(initial only one box, A or B)**.

A	**To Certify to VI.A, Initial Here:** X _____	My County has documented a **90% average disposition completeness rate for adult arrests and** a **90% average disposition completeness rate for juvenile arrests** under calendar years 2007-2011 as required by Chapter 60, Texas Code of Criminal Procedure.
B	**To Certify to VI.B, Initial Here:** _____	My County **DOES NOT currently** have a documented **90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests** under calendar years 2007-2011, but my County intends to attain the required averages **by August 1, 2013**. I understand that my County will not be Eligible for 2013 SHSP funds if the required averages are not achieved by the August 1, 2013 deadline.

AI-39249 **Facilities Management 14. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

1. Approval of Commercial Service Application and Service Agreement with the City of Mcallen Public Utility to initiate utility services at 9805 N. 10th St., McAllen, Texas with authority for Executive Officer to sign documents
2. Approval of Service Agreement/Application and Service Agreement with the City of Mcallen Public Works to initiate solid waste collection services at 9805 N. 10th St., McAllen, Texas with authority for Executive Officer to sign documents

BACKGROUND

3-1100-419-40-220-001-0-

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-419-40-220-001-0-411

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

BUDGETARY IMPACT:

Funds available as of 6/14/2013.

Attachments

agrees and applications

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/13/2013 04:18 PM
Obdett Calzada	Obdett Calzada	06/14/2013 05:19 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/13/2013 03:25 PM

Final Approval Date: 06/14/2013

City of McAllen - Public Works - Solid Waste Collection

SERVICE AGREEMENT/APPLICATION

Commercial Sanitation Services

Customer Information

Name (Personal or Business): Hidalgo County Date: 6/5/13

Service Address (location): 9805 N. 10th McAllen, Tx.

Billing Address: P.O. Box 1356

City: Edinburg State: Tx ZIP Code: 78539 DL#:

Phone: (956) 289-7850 Fax: (956) 318-2648 E-mail:

Contact Name: Daniel Flores Phone: (956) 289-7850

☐ Owner ☑ Contractor ☐ Tenant ☐ Other

P.U.B Account Number

Customer ID # 74-6000-717 Location ID #

Service Request - Indicate Service Type

Place	Remove	Wash & Deodorize	Increase Pick-Ups	Decrease Pick-Ups	Extra Pick-Up
☐	☐	☐	☐	☐	☐

Lid Locks	Increase Dumpster Size	Decrease Dumpster Size	Temporary Dumpster	Miscellaneous
☐	☐	☐	☐	☐

Service Description

Delivery / Start Date	Dumpster Quantity	Dumpster Size	Number of Pick-Ups Per Week	Estimated Cost Per Month	Delivery Address
					9805 N. 10th Mcallen

Dumpster Size	Monthly Rates & Service Frequency Per Week					Extra Pick-Ups	Wash & Deodorize	Lid Lock Fee	Temporary 8 Yard Dumpster Fee
	2	3	4	5	6				
2	$73.37	$110.72	$146.75	$175.60	$200.11	$14.00	$52.03	$33.08	
4	$140.07	$209.44	$276.14	$297.49	$378.86	$25.20	$52.03	$33.08	**$52.50 Per Day**
6	$174.76	$261.47	$348.18	$434.89	$520.28	$33.60	$52.03	$33.08	
8	$232.12	$348.18	$464.24	$580.30	$696.36	$42.00	$58.70	$33.08	

DUMPSTER DIMENSIONS

SIDE LOADER				FRONT LOADER							
2 Yard		4 Yard		2 Yard		4 Yard		6 Yard		8 Yard	
D	3 3'	D	4'	D	3'	D	4'	D	5 6'	D	5 6'
W	4 10'	W	4 10'	W	6'	W	6'	W	6'	W	6'
H	4 4'	H	5 8'	H	3'	H	4 8'	H	5'	H	6 8'

City of McAllen - Public Works

SERVICE AGREEMENT

SECTION I.
SERVICES

Customer grants the City of McAllen - Solid Waste Department and its authorized employees and/or representatives to provide solid waste collection services and assess fees as prescribed by City Ordinance Chapter 90, Solid Waste for the appropriate class and type. Customer must sign this agreement before the City of McAllen will begin services. The City of McAllen shall furnish the equipment and services that are necessary to collect and dispose of and/or recycle all the customer's solid waste materials. Customer represents and warrants that the materials to be collected under this Agreement will only be "waste materials" as defined in this Agreement. "Waste materials" means all non-hazardous putrescible and non-putrescible solid waste and recyclable materials that are generated by the customer or at customer's service address. "Waste materials" specifically excludes, and the customer agrees not to deposit or permit the deposit or collection of, industrial process waste, asbestos containing materials, petroleum contaminated soils, radioactive, volatile, corrosive, flammable, explosive, bio-medical, infectious, bio-hazardous, toxic or hazardous waste or material, or toxic substances, as defined by, characterized or listed under federal, state, or local laws or regulations, or Special Waste not approved in writing by the City of McAllen (collectively "excluded materials"). Title to and liability for excluded materials shall remain with the customer at all times. Construction materials (including but not limited to lumber, concrete, block, tile, masonry, aggregates, brush clearings, drywall, and metals) are prohibited from deposit into the collection bins. This list is not inclusive of all prohibited items as prescribed in City Ordinance, Chapter 90, Solid Waste.

SECTION II.
RELEASE OF LIABILITY & AGREEMENT TO INDEMNIFY & HOLD HARMLESS

WHEREAS, the undersigned person or entity has requested that The City of McAllen provide garbage collection services at the property listed on this application, of which said person or entity is the tenant, owner and/or agent of owner; and that in order to deliver garbage collection services, the City will have access to the property by means of private property, a private road, alley or drive way, for which the undersigned does hereby agree to indemnify, defend, or hold harmless, the City , its officers, agents, and employees from and against any and all claims / judgments, for damages and/or liabilities, including, but not limited to claims for personal injury and/or damage to property, inclusive of damage to private road, alley or driveway access; except that the undersigned shall have no such obligation to the City in the event that damages and/or and/or liabilities arising from the negligent or intentional acts or omissions of the City, its agents and/or employees.

IN ADDITION, the undersigned further agrees that he/she will release from all liability and hold the City, its agents, officers, employees harmless from, and make no claim for, any loss, damage or other injury which he/she may suffer as a result of the use of the property; except as a result of the negligent or intentional acts or omissions of the City, its officers, agents and/or employees.

SECTION III.
SERVICE REQUEST

I, _____, (print name), _____,(Job Title), a duly authorized legal representative, owner, and/or tenant of applicant company, business or residence, by way of this document formally request solid waste collection services from the City of McAllen, a Municipal Corporation in the State of Texas. More specifically, from the City of McAllen Public Works Department, I request that as of: ____/____/____(date), the above mentioned services be rendered. I recognize and accept that this request form will supersede any prior service request made on behalf of this company, business, residence or by its authorized representative. In accordance with the rules and regulations, fees, charges and any and all relevant ordinances hereto set forth by the commissioners of the City of McAllen, I hereby agree to pay the assessed charges regularly upon receipt of a monthly invoice from the City of McAllen. If I/we fail to pay the monthly fees for garbage service, I/we authorize to allow the City of McAllen to disconnect my/our water meter and to withhold water service until all amounts due for water, garbage, and sewer services, as well as re-connect fees and all other charges set out in the City of McAllen ordinances, for all of my/our accounts are paid in full.

In addition, periodic adjustments to the type or level of service provided by the City may be required due to public health & safety, code compliance, capacity, or fractional use/billing of containers/services.

ACKNOWLEDGEMENT AND AUTHORIZATION

Applicant Signature	City of McAllen Representative
Applicant Name (print)	Employee Title & ID #
Applicant Address (print)	P.U.B. Account #
Date	Date

City of McAllen
McAllen Public Utility

Commercial Service Application / Solicitud de Servicios Comerciales

Please check the following that apply to your request / Por favor de indicar lo que solicita

☑ **Initiate Services / Iniciar Servicios**
☐ **Discontinue Services / Descontinuar Servicios**
ATTN: Any request made after 1:00PM will be processed for the next business day. / Cualquier solicitud de servicio después de la 1:00PM será procesada el próximo día hábil.

Effective Service Date / Fecha del Servicio: _____

Service Address / Dirección del Servicio: _____

Business Type / Tipo de Negocio:
☐ **Sole proprietorship**
☐ **Limited Liability Company(LLC)**
☐ **Inc or Corp**
☐ **Limited Company (Ltd)**
☐ **Partnership**
☒ GOVERNMENT

Customer Information / Información del Cliente:

Account Name (as it will appear on the bill) / Nombre: Hidalgo County
Owner's Name(s): Hidalgo County
Authorized Personnel on Acct. / Personal Autorizado en la Cuenta: _____

Business Ph. # /Teléfono de Negocio: (956) 289-7850
2nd contact # /Numero Alternativo: (956) 289-7855
DL or ID #/ No. De Identificación: _____
Tax ID #/ No. del impuesto federal: 74 6000-717
Mailing Address / Dirección del Recibo: P.O. Box 1356
City / Cuidad: Edinburg State / Estado: TX. Zip Code/ Codigo Postal: 78539

In case of an entity, an authorized representative should execute this document by stating his name and title below. The above signed acknowledges that he/she is responsible for final services rendered and charged on final bill.

Print Name / Nombre: _____ Title / Titulo: _____

Signature / Firma: _____

Date / Fecha: _____

City of McAllen
McAllen Public Utility

SERVICE AGREEMENT

I. **PURPOSE** The McAllen Public Utility (MPU) is responsible for protecting the drinking water supply from contamination or pollution which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of these restrictions to ensure the public's health and welfare. Each customer **MUST** sign this agreement before the McAllen Public Utility will begin service. In addition, when services to an existing connection has been suspended or terminated, the MPU will not establish service unless it has a signed copy of this agreement.

II. **PLUMBING RESTRICTIONS.** The following undesirable plumbing practices are prohibited by State regulations.

A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the MPU by an air-gap or an appropriate backflow prevention device.
B. No cross-connection between the MPU and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
C. No connection which allows water to be returned to the public drinking water supply is permitted.
D. No pipe or pipe fitting which contains more than 8.0 percent lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

III. SERVICE AGREEMENT. The following are the terms of the service agreement between the McAllen Public Utility and the customer.

A. The MPU will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the MPU.
B. The Customer shall allow his property to be inspected for possible cross-connections and other undesirable plumbing practices. These inspections shall be conducted by the MPU or its designated agent prior to initiating service and periodically thereafter. The inspections shall be conducted during the MPU normal business hours.
C. The MPU shall notify the Customer in writing of any cross-connection or other undesirable plumbing practice which has been identified during the initial inspection or the periodic re-inspection.
D. The Customer shall immediately correct any undesirable plumbing practice on his premises.
E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the MPU. Copies of all testing and maintenance records shall be provided to the MPU.

IV. ENFORCEMENT. If the Customer fails to comply with the terms of the Service Agreement, the MPU shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer. CD:1:14

PRINT CUSTOMER NAME_____ SERVICE ADDRESS_____

CUSTOMER SIGNATURE_____ ACCT #_____

1300 Houston Ave. 78501 • P.O. Box 220 • McAllen, Texas 78505-0220 • (956) 681-1600 • Fax (956) 681-1629 • http://mpu.mcallen.net

AI-39042 **IT Department 15. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Edna Kirby, IT DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

Requesting approval of the following claim/invoices with authority for the County Treasurer to issue a payment/check after review, audit and processing procedures are completed by the County Auditor.

Vendor	Invoice Number	Invoice Date	Amount
DELL Marketing L.P.	XJ1WNRF48	12/05/2012	$1,427.35
DELL Marketing L.P.	XJ1DD8K83	11/16/2012	$513.42
DELL Marketing L.P.	XJ27N7MJ9	12/21/2012	-$1,317.36
DELL Marketing L.P.	XJ2FNNTJ6	01/07/2013	$1,317.36
		Total:	**$1,940.77**

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1100-415-00-200-001-0-665/601

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

BUDGETARY IMPACT:

AI- 39041, transfer pending in the amount of $1,940.77 scheduled for CC 6/18/2013.

Attachments

Funding back up

Invoices

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/04/2013 08:53 AM
Obdett Calzada	Obdett Calzada	06/04/2013 02:26 PM
Auditor's Office	Obdett Calzada	06/13/2013 09:22 AM
Obdett Calzada	Obdett Calzada	06/13/2013 09:41 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Edna Kirby Started On: 05/31/2013 02:25 PM

Final Approval Date: 06/14/2013

AI-39041 **3. 0.**

CC CONSENT

Meeting Date: 06/18/2013

Submitted By: Edna Kirby, IT DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

I. T. Department (1100)

BACKGROUND

Attachments

Intra

Form Review

Inbox	Reviewed By	Date
Budget & Management		
Auditor's Office		
Form Started By: Edna Kirby		Started On: 05/31/2013 02:11 PM

DATE: June 18, 2013

DEPARTMENT HEAD: Renan Ramirez

DEPARTMENT NAME: Information Technology Dept.

ACCOUNT NUMBER: 3-1100-415-00-200-001-0

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
412	INFO TECH DEPT- CABLE/SATELLITE TV	665	INFO TECH DEPT-MINOR COMPUTER EQUIP.	$1,317.36
412	INFO TECH DEPT- CABLE/SATELLITE TV	601	INFO TECH DEPT-OFFICE & COMP. SUPPLIES	597.69
432	INFO TECH DEPT- EQUIP & VEH R&M SRV	601	INFO TECH DEPT-OFFICE & COMP. SUPPLIES	$25.72
			TOTAL	$1,940.77

REASON: **Cover expenses for an outstanding Dell invoice.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

DELL

This is your INVOICE

FID Number:	74-2616805
Sales Rep:	LUIS M HERRERA
For Sales:	(800) 981 - 3355
Sales Fax:	(800) 433 - 9527
Customer Service:	(800) 981 - 3355
Technical Support:	(800) 822 - 8965
Dell Online:	www.dell.com

Customer Number:	6545908
Purchase Order:	683839
Order Number:	230338713
Order Date:	11/15/12

83 01 O 01 01 N

Invoice Number:	XJ1DD8K83
Invoice Date:	11/16/12
Payment Terms:	NET DUE 30 DAYS
Due Date:	12/16/12
Shipped Via:	UPS COMMERCIAL
Waybill Number:	05V47W0362872906

SOLD TO:

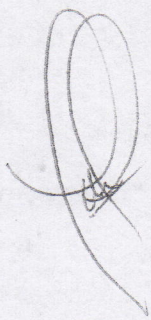
COUNTY OF HIDALGO
100 E CANO 4TH FL
EDINBURG, TX 78539

SHIP TO:

MR COMPUTER PROFESSIONAL
COUNTY OF HIDALGO
100 E CANO
EDINBURG, TX 78540

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES AT www.dell.com/us/policy OR UPON REQUEST, WHICH GOVERN THIS TRANSACTION

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
3	3	320-2998	Dell Professional P2212H, Wide screen, 21.5-inch VIS, HAS, V GA,DVI, Customer Install	EA	171.14	513.42
3	3	986-4872	*3YR Limited Warranty Monitor, Advanced Exchange	EA	-	-



FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO $10 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE, ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Ship. &/or Handling	$	0.00
Subtotal	$	513.42
Taxable	Tax	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	513.42

DETACH AT LINE AND RETURN WITH PAYMENT

DELL

Invoice Number: XJ1DD8K83
Customer Name: COUNTY OF HIDALGO
Customer Number: 6545908
Purchase Order: 683839
Order Number: 230338713
Associated Order: 230338150

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
PO BOX 676021
C/O DELL USA L.P.
DALLAS, TX.752676021

Ship. &/or Handling	$	0.00
Subtotal	$	513.42
Taxable	Tax	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	513.42
	$	
	$	
	$	
Balance Due	$	513.42
Amount Enclosed		

DELL

This is your INVOICE

FID Number:	74-2616805
Sales Rep:	LUIS M HERRERA
For Sales:	(800) 981 - 3355
Sales Fax:	(800) 433 - 9527
Customer Service:	(800) 981 - 3355
Technical Support:	(800) 822 - 8965
Dell Online:	www.dell.com

Customer Number:	6545908
Purchase Order:	683839
Order Number:	230338150
Order Date:	11/15/12

83 01 O 01 01 N

Invoice Number:	XJ1WNRF48
Invoice Date:	12/05/12
Payment Terms:	NET DUE 30 DAYS
Due Date:	01/04/13
Shipped Via:	STANDARD GROUND
Waybill Number:	1836920391917859

SOLD TO:

COUNTY OF HIDALGO
100 E CANO 4TH FL
EDINBURG, TX 78539

SHIP TO:

MR COMPUTER PROFESSIONAL
COUNTY OF HIDALGO
100 E CANO
EDINBURG, TX 78540

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES AT www.dell.com/us/policy OR UPON REQUEST, WHICH GOVERN THIS TRANSACTION

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
3	3	A6342717	D90D7 2GB/4FL FIBER READY	EA	439.12	1,317.36
1	1	A5856941	LACIE DVD-WRITER-EXTERNAL PORT ABLE DVDRW W/ LIGHTSCRIBE USB 8X BURNER, DOUBLE-LA S#14841209152786C S#S9FHDL900009 S#S9FHDL900057S#S9FHDL900086	EA	109.99	109.99



FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO $10 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE, ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Ship. &/or Handling		$	0.00
Subtotal		$	1,427.35
Taxable		Tax	
$	0.00	$	0.00
ENVIRO FEE		$	0.00
Invoice Total		$	1,427.35

DETACH AT LINE AND RETURN WITH PAYMENT

DELL

Invoice Number:	XJ1WNRF48
Customer Name:	COUNTY OF HIDALGO
Customer Number:	6545908
Purchase Order:	683839
Order Number:	230338150
Associated Order:	230338713

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
PO BOX 676021
C/O DELL USA L.P.
DALLAS, TX.752676021

Ship. &/or Handling		$	0.00
Subtotal		$	1,427.35
Taxable		Tax	
$	0.00	$	0.00
ENVIRO FEE		$	0.00
Invoice Total		$	1,427.35
		$	
		$	
		$	
Balance Due		$	1,427.35
Amount Enclosed			

DELL

This is your CREDIT MEMO

FID Number:	74-2616805
Sales Rep:	LUIS M HERRERA
For Sales:	(800) 981 - 3355
Sales Fax:	(800) 433 - 9527
Customer Service:	(800) 981 - 3355
Technical Support:	(800) 822 - 8965
Dell Online:	www.dell.com

Customer Number:	6545908
Purchase Order:	683839
Order Number:	260068941
Original Invoice Number:	XJ1WNRF48

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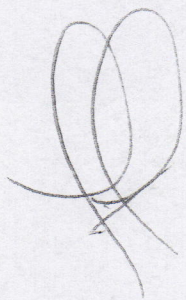
Credit Memo Number:	XJ27N7MJ9
Credit Memo Date:	12/21/12
Payment Terms:	NET DUE 30 DAYS
Shipped Via:	STANDARD GROUND

SOLD TO:
COUNTY OF HIDALGO
100 E CANO 4TH FL
EDINBURG, TX 78539

SHIP TO:
MR COMPUTER PROFESSIONAL
COUNTY OF HIDALGO
100 E CANO
EDINBURG, TX 78540

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES AT www.dell.com/us/policy OR UPON REQUEST, WHICH GOVERN THIS TRANSACTION

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
3	3	A6342717	D90D7 2GB/4FL FIBER READY	EA	439.12	-1,317.36



DELL

Ship. &/or Handling	$	0.00
Subtotal	$	-1,317.36
Taxable $ 0.00	Tax $	0.00
ENVIRO FEE	$	0.00
Credit Total	$	-1,317.36
	$	
	$	
	$	
Credit Total	$	-1,317.36

DELL

This is your INVOICE

FID Number:	74-2616805	**Customer Number:**	6545908	**Invoice Number:**	XJ2FNNTJ6
Sales Rep:	LUIS M HERRERA	**Purchase Order:**	683839		
For Sales:	(800) 981 - 3355	**Order Number:**	294200197	**Invoice Date:**	01/07/13
Sales Fax:	(800) 433 - 9527	**Order Date:**	01/04/13	**Payment Terms:**	NET DUE 30 DAYS
Customer Service:	(800) 981 - 3355			**Due Date:**	02/06/13
Technical Support:	(800) 822 - 8965		83 01 O 01 01 N	**Shipped Via:**	STANDARD GROUND
Dell Online:	www.dell.com			**Waybill Number:**	1836920392434413

SOLD TO:

COUNTY OF HIDALGO
100 E CANO 4TH FL
EDINBURG, TX 78539

SHIP TO:

MR COMPUTER PROFESSIONAL
COUNTY OF HIDALGO
100 E CANO
EDINBURG, TX 78540

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES AT www.dell.com/us/policy OR UPON REQUEST, WHICH GOVERN THIS TRANSACTION

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
3	3	A6317286	Dell Wyse D90D7 Thin Client - G-T48E 1.4 GHz - Monitor : non e. S#S9FEDLB00553 S#S9FEDLB00684 S#S9FEDLB00718	EA	439.12	1,317.36



FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO $5 PER ITEM WILL BE ADDED TO INVOICE
S FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURN
S. COMPREHENSIVE, ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PU
BLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Ship. &/or Handling	$	0.00
Subtotal	$	1,317.36
Taxable	Tax	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	1,317.36

DETACH AT LINE AND RETURN WITH PAYMENT

DELL

Invoice Number: XJ2FNNTJ6
Customer Name: COUNTY OF HIDALGO
Customer Number: 6545908
Purchase Order: 683839
Order Number: 294200197

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
PO BOX 676021
C/O DELL USA L.P.
DALLAS, TX.752676021

Ship. &/or Handling	$	0.00
Subtotal	$	1,317.36
Taxable	Tax	
$ 0.00	$	0.00
ENVIRO FEE	$	0.00
Invoice Total	$	1,317.36
	$	
	$	
	$	
Balance Due	$	1,317.36
Amount Enclosed		

AI-39107 **IT Department 15. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Edna Kirby, IT DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

Requesting approval of the following claim/invoice with authority for the County Treasurer to issue a payment/check after review, audit and processing procedures are completed by the County Auditor

Invoice Date	Invoice #	Vendor	Amount
04/03/2013	803358989	AT & T Long Distance	$214.11
05/03/2013	803358989	AT & T Long Distance	$280.32

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** misc accts

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

BUDGETARY IMPACT:

Funding available in PO#689608 and/or acct. as of 6-6-13
3-1100-415-00-200-002-0-531
3-1100-412-30-085-003-0-531
3-1100-413-00-110-006-0-531
3-1100-414-00-130-001-0-531
3-1100-415-40-180-001-0-531

Attachments

Desktop

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 04:53 PM
Manuel Chapa	Manuel Chapa	06/07/2013 10:01 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Edna Kirby Started On: 06/05/2013 03:17 PM

Final Approval Date: 06/14/2013

ORIGINAL

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:	04/30/2013
TO:	Edna Kirby	DEPARTMENT:	(200) INFORMATION TECHNOLOGY
FROM:	Reynaldo Cantu III	PHONE:	(956)-318-2511 ext 4623
REFERENCE:	AT&T LONG DISTANCE Invoice #803358989		

THE FOLLOWING DOCUMENT (S), i.e. ***Invoice #803358989*** 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: Unable to confirm rate from invoice to reference contract DIR-TEX-AN-NG-CTSA-005. Please advise and resubmit.

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, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C.

13,14-16

at&t

Invoice Received By: Edna Kelly On 4/10/13
Goods/services Received By: Edna Kelly On 4/3/13
Acct.#
PO#

COUNTY OF HIDALGO
PO BOX 207
EDINBURG TX 78540-0207

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Amount of Last Bill	Payments Applied through 04/02/2013	Adjustments Applied to Balance Due	Balance from Previous Bill	Current Charges Due by 05/18/2013	TOTAL AMOUNT DUE
210.16	229.34CR	0.00	19.18CR	214.11	194.93

T&E

Bill Summary For COUNTY OF HIDALGO

Previous Charges and Credits

Amount of Last Bill		210.16
Payments Applied through 04/02/2013 - See Account Summary (Invoice BAN)		229.34CR
Adjustments Applied to Balance Due		
AT&T Long Distance	0.00	
Total Adjustments Applied to Balance Due		0.00
Balance from Previous Bill		19.18CR

02-383283
01-377265

Current Charges

AT&T Long Distance	214.11
Total Current Charges Due by 05/18/2013	214.11
Total Amount Due	194.93

210.16
- 229.34 CR
19.18 CR
- 39.31 01-378289 (Received 194.18 credit as per Melia)
- .15 02-383794
- 58.64 ongoing Credit

Helpful Numbers

For Billing Questions	1-800-594-0358
For Repair Service	1-877-286-0200
For Payment Arrangements	1-888-851-1116
To Place an Order	1-800-321-2000

RECEIVED BY
COUNTY AUDITOR
2013 APR 18 AM 11 30

Return this portion with check payable to **AT&T Long Distance**

Please include this number with your check 803358989-7

Past Due Amount-Please Pay Immediately	Total Billed Amount	Amount Enclosed
$0.00	**$194.93**	214.11

Corporate ID: 57407
Invoice BAN: 803358989

3618.2.18.819 5 AB 1.440 es

COUNTY OF HIDALGO
PO BOX 207
EDINBURG TX 78540-0207

Mail Payment To:
AT&T LONG DISTANCE
PO BOX 5017
CAROL STREAM IL 60197-5017

71001000000000000008033589897000000000019493000002

at&t ① 57407 ② 04/03/13

Bill Summary For COUNTY OF HIDALGO

Information Technology Department

Billing Period Ending: April 03,2013 **Invoice Ban # 803358989**

Account Number	③ Department Name	PO #	Total Long Distance Charges (Before Tax)
3-1100-132-50-000-000-0-000	DRAINAGE ADM-TELEPHONE	Direct	0.81
3-1100-412-30-085-003-0-531	PUBLIC DEFENDER-TELEPHONE	689608	1.00
3-1100-413-00-110-006-0-531	CO JUDGE-TELEPHONE	689608	0.08
3-1100-414-00-130-001-0-531	ELECTIONS DEPT-TELEPHONE	689608	1.39
3-1100-415-00-200-002-0-531	IT COUNTYWIDE-TELEPHONE	689608	2.21
3-1100-415-40-180-001-0-531	CO CLERK-TELEPHONE	689608	78.05
	Total Charges (Before Taxes)		**$83.54**
3-1100-415-00-200-002-0-531	689608	Monthly Recurring Charges	$112.00
3-1100-415-00-200-002-0-531	689608	Surcharges and Other Fees	$18.57
		Current Charges Due by 05/18/2013	$214.11
		AT&T Paper Bill	**$214.11**
		Difference	**$0.00**

RECEIVED BY
COUNTY AUDITOR
2013 APR 18 AM 11 30

Bill Summary For COUNTY OF HIDALGO

Information Technology Department

Billing Period Ending: April 03,2013 **Invoice Ban # 803358989**

Account Number	Department Name	Product Id	Total Long Distance Charges
3-1100-132-50-000-000-0-000	DRAINAGE ADM-TELEPHONE	8003811051	$0.81
3-1100-412-30-085-003-0-531	PUBLIC DEFENDER-TELEPHONE	8668927880	$1.00
3-1100-413-00-110-006-0-531	CO JUDGE-TELEPHONE	8662894688	$0.08
3-1100-414-00-130-001-0-531	ELECTIONS DEPT-TELEPHONE	8886538683	$1.39
3-1100-415-00-200-002-0-531	IT COUNTYWIDE-TELEPHONE	8882231137	$2.21
3-1100-415-40-180-001-0-531	CO CLERK-TELEPHONE	8883182811	$78.05
		Total Charges (Before Tax)	**$83.54**

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COUNTY AUDITOR
2013 APR 18 PM 11 30

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Invoice Summary by AT&T Company

AT&T Long Distance Current Charges

Voice Services	
Monthly Recurring Charges	112.00
One Time Charges	0.00
Credits and Adjustments	0.00
Call Charges	83.54
Charges to Account	0.00
Surcharges and Other Fees	18.57
Government Fees and Taxes	0.00
Total AT&T Long Distance Current Charges	**$214.11**

RECEIVED BY
COUNTY AUDITOR
2013 APR 18 AM 11 30

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Invoice Account Summary for All BANs

BAN: 803358989 (Invoice BAN)
COUNTY OF HIDALGO

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803358989	**$0.00**

BAN: 836625711
HIDALGO CO

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 836625711	**$0.00**

BAN: 857303654
COUNTY OF HIDALGO WIC PROGRAM

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857303654	**$0.00**

BAN: 825170150
HIDALGO COUNTY PRECINCT 1 HIDALGO COUNTY
PRECINCT 1 ATTN:IT

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 825170150	**$0.00**

BAN: 828729822
HIDALGO COUNTY HEAD START PROGRAM
WESLACO 3

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 828729822	**$0.00**

BAN: 857583154
HIDALGO COUNTY OF WIC PROGRAM

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857583154	**$0.00**

BAN: 857838134
HIDALGO COUNTY WIC PROGRAM

AT&T Long Distance Current Charges

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Invoice Account Summary for All BANs

Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857838134	**$0.00**

BAN: 857544173
HIDALGO COUNTY WIC PROGRAM

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857544173	**$0.00**

BAN: 857961800
CITY OF HIDALGO

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857961800	**$0.00**

BAN: 857573004
COUNTY OF HIDALGO ALTON CITY WIC

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857573004	**$0.00**

BAN: 857568633
HIDALGO COUNTY WIC PROGRAM

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 857568633	**$0.00**

BAN: 813034525
COUNTY OF HIDALGO
956 318-2000

AT&T Long Distance Current Charges	
Voice Services	
Monthly Recurring Charges	112.00
One Time Charges	0.00
Credits and Adjustments	0.00
Call Charges	83.54
Charges to Account	0.00
Surcharges and Other Fees	18.57
Government Fees and Taxes	0.00

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COUNTY AUDITOR
2013 APR 18 PM 11 30

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Invoice Account Summary for All BANs

Total for BAN: 813034525	$214.11

BAN: 803877716
HIDALGO COUNTY
956 380-2193

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803877716	$0.00

BAN: 803664208
HIDALGO CO JAIL
956 381-7900

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803664208	$0.00

BAN: 803925919
HIDALGO COUNTY
956 381-9739

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803925919	$0.00

BAN: 803925920
HIDALGO COUNTY
956 381-9978

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803925920	$0.00

BAN: 803902730
HIDALGO COUNTY
956 631-8811

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total for BAN: 803902730	$0.00

BAN: 803664184
HIDALGO CO ADULT PROBATION
956 661-4600

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Invoice Account Summary for All BANs

Total for BAN: 803664184	$0.00

RECEIVED BY
COUNTY AUDITOR
2013 APR 18 AM 11 30

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 04/03/2013

Note: Summary below for informational purposes only and applies only to AT&T Long Distance.

Summary of Calling Plan for Corporate ID: 57407

Your contract term is from 01/14/2013 to 02/13/2013 .
Minimum Monthly Commitment across all accounts is $1.00 .

Number of Accounts used toward Minimum Monthly Commitment: 217 .

Your account is not subject to any unmet commitment charge until after 10/11/2009 .
You have met $244.41 of your Minimum Monthly Commitment .
We have accumulated this amount from 01/14/2013 to 02/13/2013 .

Corporate ID: 57407
Invoice BAN: 803358989
BAN: 803358989
Statement Date: 04/03/2013

RECEIVED BY
COUNTY AUDITOR
2013 APR 18 AM 11 31

Corporate ID: 57407
Invoice BAN: 803358989
BAN: 803358989
Statement Date: 04/03/2013

Account Summary

BAN: 803358989 (Invoice BAN)
COUNTY OF HIDALGO

AT&T Long Distance Current Charges	
Credits and Adjustments	0.00
Charges to Account	0.00
Surcharges and Other Fees	0.00
Government Fees and Taxes	0.00
Total Current Charges	0.00

Payments Applied to Balance Due

	Date Applied	Payment Method	Payment Number	Amount
1.	04/01/2013	Payment by Check	0000383283	229.34CR

Total Payments Applied to Balance Due 229.34CR

at&t

Invoice Received By: Edna Ruiz On 5/14/13
Goods/services Received By: Edna Ruiz On 5/3/13
Acct.#
PO# 0B9608

COUNTY OF HIDALGO
PO BOX 207
EDINBURG TX 78540-0207

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 05/03/2013

Amount of Last Bill	Payments Applied through 04/25/2013	Adjustments Applied to Balance Due	*Balance from Previous Bill	Current Charges Due by 06/17/2013	TOTAL AMOUNT DUE
194.93	39.46CR	0.00	155.47	280.32	435.79

Bill Summary For COUNTY OF HIDALGO

Previous Charges and Credits

Amount of Last Bill		194.93
Payments Applied through 04/25/2013	- See Account Summary (Invoice BAN)	39.46CR
Adjustments Applied to Balance Due		
AT&T Long Distance	0.00	
Total Adjustments Applied to Balance Due		0.00
***Balance from Previous Bill**		155.47

Current Charges

AT&T Long Distance	280.32
Total Current Charges Due by 06/17/2013	280.32
Total Amount Due	435.79

*Balance from Previous Bill Detail

Charges due by 05/18/13	155.47
Total Balance from Previous Bill	155.47

Helpful Numbers

For Billing Questions	1-800-594-0358
For Repair Service	1-877-286-0200
For Payment Arrangements	1-888-851-1116
To Place an Order	1-800-321-2000

Return this portion with check payable to **AT&T Long Distance**

Please include this number with your check 803358989-7

Past Due Amount-Please Pay Immediately	Total Billed Amount	Amount Enclosed
$0.00	**$435.79**	

Corporate ID: 57407
Invoice BAN: 803358989

4993.2.14.596 6 AB 1.640 es

COUNTY OF HIDALGO
PO BOX 207
EDINBURG TX 78540-0207

Mail Payment To:
AT&T LONG DISTANCE
PO BOX 5017
CAROL STREAM IL 60197-5017

7100L000000000000000803358989700000000004357900000 8

Corporate ID: 57407
Invoice BAN: 803358989
Statement Date: 05/03/2013

Invoice Summary by AT&T Company

AT&T Long Distance Current Charges

Voice Services	
Monthly Recurring Charges	112.00
One Time Charges	0.00
Credits and Adjustments	0.00
Call Charges	148.81
Charges to Account	0.00
Surcharges and Other Fees	19.51
Government Fees and Taxes	0.00
Total AT&T Long Distance Current Charges	$280.32

Bill Summary For COUNTY OF HIDALGO

Information Technology Department

Billing Period Ending: May 03,2013

Invoice Ban # 803358989

Account Number	Department Name	PO #	Total Long Distance Charges (Before Tax)
3-1100-132-50-000-000-0-000	DRAINAGE ADM-TELEPHONE		2.51
3-1100-412-30-085-003-0-531	PUBLIC DEFENDER-TELEPHONE	689608	0.93
3-1100-414-00-130-001-0-531	ELECTIONS DEPT-TELEPHONE	689608	42.54
3-1100-415-00-200-002-0-531	IT COUNTYWIDE-TELEPHONE	689608	1.01
3-1100-415-40-180-001-0-531	CO CLERK-TELEPHONE	689608	101.82
	Total Charges (Before Taxes)		**$148.81**
3-1100-415-00-200-002-0-531	Monthly Recurring Charges		$112.00
3-1100-415-00-200-002-0-531	Surcharges and Other Fees		$19.51
	Current Charges Due by 06/17/2013		$280.32
	AT&T Paper Bill		**$280.32**
	Difference		**$0.00**



Bill Summary For COUNTY OF HIDALGO

Information Technology Department

Billing Period Ending: May 03,2013

Invoice Ban # 803358989

Account Number	Department Name	Product Id	Total Long Distance Charges
3-1100-132-50-000-000-0-000	DRAINAGE ADM-TELEPHONE	8003811051	$2.51
3-1100-412-30-085-003-0-531	PUBLIC DEFENDER-TELEPHONE	8668927880	$0.93
3-1100-414-00-130-001-0-531	ELECTIONS DEPT-TELEPHONE	8886538683	$42.54
3-1100-415-00-200-002-0-531	IT COUNTYWIDE-TELEPHONE	8882231137	$1.01
3-1100-415-40-180-001-0-531	CO CLERK-TELEPHONE	8883182811	$101.82
		Total Charges (Before Tax)	**$148.81**

AI-39250 **IT Department 15. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Appointment of volunteer intern for Summer 2013 at the IT Department: Adriel Rios

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:**

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

BUDGETARY IMPACT:

No budgetary impact.

Attachments

waiver

application

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/13/2013 04:19 PM
Obdett Calzada	Obdett Calzada	06/14/2013 04:26 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/13/2013 03:50 PM

Final Approval Date: 06/14/2013

COUNTY OF HIDALGO

An Equal Opportunity Employer

Application for Internship

INSTRUCTIONS: ALL APPLICATIONS FOR EMPLOYMENT MUST BE MADE ON THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR OR DISCHARGE FROM EMPLOYMENT, OR DISCHARGED FROM FUTURE EMPLOYMENT WITH THIS DEPARTMENT.

No action will be taken on this application until you have answered all questions. We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT IN BLACK INK OR TYPE RESPONSE

1. Position you are applying for: INTERNSHIP | Department: IT DEPARTMENT | Location: HIDALGO COUNTY ANNEX

   Lowest acceptable salary: N/A per N/A

2. Name: RIOS (Last) ADRIEL (First) ALEJANDRO (Middle)

3. Address: 424 E. ROGERS RD. (Number) (Street or P.O. Box) EDINBURG, TX (City & State) 78541 (Zip)

4. Home Telephone: (956) 287-9333 Cell / Other No: (956) 605-4046

5. Social Security No: _____

6. When will you be available to start work? AVAILABLE UPON REQUEST

7. Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age) YES

8. Are you able to provide required proof of your eligibility to work in the U. S.? YES

9. Check all types of work you would accept:

   XX Full-Time XX Day Work _____Shift

   XX Temporary XX Part-Time _____Night Work _____Weekend-Shift

10. **EDUCATION:** Are you a High School graduate? Yes XXXX No _____
Do you have a G.E.D. certificate? Yes _____ No _____

Name of high school: EDINBURG NORTH HIGH SCHOOL

Location: 3101 N. CLOSNER / EDINBURG, TX 78541

School(s) attended other than high school	Location	Courses Major/Study	Credit Completed	Degree or Certificate Received
N/A	N/A	N/A	N/A	N/A

11. Other training you received (for example: special courses, work-training programs, armed forces training). Please estimate the number of training hours.

DARS INCENTIVE TRAINING WITH THE GOODWILL IN PHARR, TX.

12. May inquires be made of your present employer regarding your character, qualifications, and record of employment?

☑ Yes or ☐ No

13. Special qualifications/skills: List qualifications/skills you possess which are required for the job for which you are applying, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or job related training.

BASIC COMPUTER KNOWLEDGE: MICROSOFT WORD (SIMPLE ENTRY), INTERNET SEARCHES, & QUICKEN (MAINTENANCE OF CKING ACCOUNT)

DRIVING JOBS ONLY: Do you have a valid driver's license? _____ Yes XXXXXX No

Driver's license #: N/A Class of license: N/A

Has it been suspended or revoked in the last five (5) years? _____ Yes XXXX No

If yes, give details. N/A

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

N/A

14. **WORK HISTORY**: Begin with your present or most recent job and list every employment. Attach extra pages if needed. Account for part time employment, temporary or seasonal employment, self-employment, military service or unemployment.

[Dates] From NOV. 12 to PRESENT Employer: GOODWILL
Employer's address: 101 E. EXPRESSWAY 83 / PHARR, TX
Telephone #: (956)702-4404 Job Title:
Salary: $ 7.25 Duties/responsibilities: SORTING & PREPARING CLOTHING FOR SALE IN THE MAIN BUILDING. RECEIVING CLOTHING TO PREPARE FOR RE-SALE.
Reprimands, suspensions: N/A
Supervisor: PATRICIA DOMINGUEZ Co-worker:
Reason for leaving: SEEKING OTHER TRAINING KNOWLEDGE

[Dates] From to Employer:
Employer's address:
Telephone #: Job Title:
Salary: Duties/responsibilities:
Reprimands, suspensions:
Supervisor: Co-worker:
Reason for leaving:

[Dates] From to Employer:
Employer's address:
Telephone #: Job Title:
Salary: Duties/responsibilities:
Reprimands, suspensions:
Supervisor: Co-worker:
Reason for leaving:

[Dates] From to Employer:
Employer's address:
Telephone #: Job Title:
Salary: Duties/responsibilities:
Reprimands, suspensions:
Supervisor: Co-worker:
Reason for leaving:

Circle Yes or No for questions 15-19.

******** If you answer any of the following items "yes", explain on Item #20. ********

15. Have you been fired or asked to resign from a job within the last five (5) years?

☐ YES ☑ NO

16. Have you ever been convicted of or plead guilty/no contest to a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations). A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.

☐ YES ☑ NO

17. Have you ever been discharged from the Armed Forces under other than honorable conditions?

☐ YES ☑ NO

18. Are you working or have you ever worked for Hidalgo County?

☐ YES ☑ NO

19. Do you or your spouse have any relatives working for or holding office in the county government? County policy prohibits or limits hiring of relatives of county employees in certain circumstances.

☐ YES ☑ NO

20. Remarks or additional information. Please explain any "Yes" responses.

N/A

Certification: I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge. I understand false information may disqualify me from further consideration for employment.

No questions on this application are intended to secure information to be used for discriminatory purpose, as the County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, or any other legally protected status.

I give my permission to the County to contact any of my former employers or references shown above to verify the information I have given. I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness. I release such persons and entities from legal liability.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that I may be required to successfully pass a drug screening exam. I consent to a pre and/or post employment drug screen as a condition of employment.

I certify that I do not have any detectable amounts of prohibited substances in my system. I understand that if my drug and alcohol screen turns out positive for a prohibited substance, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination.

Adriel Rios

SIGNATURE OF APPLICANT

06/13/2013

DATE

Revised February 2009

AI-39077 **HIDTA - Task Force 16. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Rene Guerra, Criminal District Attorney **Submitted By:** Nelda Olivarez, HIDTA

Department: HIDTA

Information

CAPTION

Requesting approval to process the following invoices as claims with authority for the County Treasurer to issue payment/check after review, audit and processing procedures are completed by the County Auditor.

Account No.	Vendor	Amount	Billing Date
956381-04447233	AT&T	$325.96	04/09/13
956381-04447233	AT&T	$91.57	05/09/13

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1252-421-00-270-012-0-531

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

BUDGETARY IMPACT:

Available funds as of 06/14/13 (PO #690007).

Attachments

AT&T Apr Statement

AT&T May Statement

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 01:20 PM
Olga Garza	Olga Garza	06/14/2013 01:45 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Nelda Olivarez Started On: 06/04/2013 02:43 PM

Final Approval Date: 06/14/2013

HILDALDO COUNTY HIDTA
TASK FORCE
PO BOX 5719
MCALLEN TX 78502 - 5719

Account Number 956 381-0444 723 3
Billing Date Apr 9, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	pd 4/9/13 CK#0200383588 $326.86	659.17
Payment	pd 4/16/13 CK#0200383795 $332.31	.00
Adjustments		.00
Past Due - Please Pay Immediately		659.17
Current Charges		325.96
Total Amount Due		**$985.13**
Current Charges Due in Full by		May 2, 2013

Billing Summary

Billing Questions? Visit att.com/billing

	Page	
Plans and Services	1	295.13
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
AT&T Long Distance	2	30.83
1 800 559-7928		
Total Current Charges		325.96

HIDALGO COUNTY HIDTA TASK FORCE

(1) GOODS/SERVICES RECEIVED BY: Samuel Lopez DATE: 4/19/13

(2) INVOICE RECEIVED BY: Samuel Lopez DATE: 4/19/13

(3) APPROVE / DEPT HEAD DATE: 11

3-1252-4120-270-0120-531 ACCOUNT NO. PO# L91007

ACCOUNT NO. PO#

ACCOUNT NO. PO#

News You Can Use Summary

- PREVENT DISCONNECT
- LONG DIST. PROVIDERS

See "News You Can Use" for additional information

Plans and Services

Monthly Service - Apr 9 thru May 8

Charges for 956 381-0444

1. Monthly Charges	2.15
2. Basic Local Service - Business	22.36
Total Charges for 956 381-0444	24.51

Charges for 956 381-0639

3. Monthly Charges	2.15
4. Basic Local Service - Business	22.36
Total Charges for 956 381-0639	24.51

Charges for 956 381-1738 Touchtone line charge

5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 381-1738	22.15

Charges for 956 381-1739

7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 381-1739	22.15

Charges for 956 381-5434 Touchtone + Circular Hunt 1.30 + 0.85

9. Monthly Charges	2.15
10. Basic Local Service - Business	22.36
Total Charges for 956 381-5434	24.51

Charges for 956 381-5496

11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 381-5496	22.15

Charges for 956 381-5526

13. Monthly Charges	2.15
14. Basic Local Service - Business	22.36
Total Charges for 956 381-5526	24.51

Charges for 956 381-8197

15. Monthly Charges	2.15
16. Basic Local Service - Business	22.36
Total Charges for 956 381-8197	24.51

Charges for 956 381-8722

17. Monthly Charges	1.30
18. Basic Local Service - Business	20.85
Total Charges for 956 381-8722	22.15
Total Monthly Service	211.15

APR 19 2013

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Return bottom portion with your check in the enclosed envelope.

HILDALDO COUNTY HIDTA
TASK FORCE
PO BOX 5719
MCALLEN TX 78502 - 5719

Plans and Services

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
Activity on Apr 1, 2013				
(Monthly Charges are Prorated from Apr 1, 2013 through Apr 8, 2013)				
1.	Federal Universal Service Fee	5		.05CR
2.	Federal Universal Service Fee	1		.01CR
3.	Federal Universal Service Fee	1		.01CR
4.	Federal Universal Service Fee	1		.01CR
5.	Federal Universal Service Fee	1		.01CR
Total Additions and Changes to Service				.09CR

Directory Assistance

411

6.	1 Call(s) billed at $1.99 each		1.99

Local Toll

Charges for 956 381-0639
Directory Assistance Calls

Dialed	411:	1	555:	0
Operator Handled	411:	0	555:	0

Surcharges and Other Fees

7.	Federal Subscriber Line Charge	49.41
8.	911 Fee	5.04
9.	Federal Universal Service Fee	8.55
10.	Municipal right-of-way Fee	19.08
Total Surcharges and Other Fees		82.08

Taxes

11.	Federal	.00
12.	State and Local	.00
Total Taxes		.00

Total Plans and Services 295.13

AT&T Long Distance

Important Information

Your Rates, Terms or Services Will Change:
Thank you for being a valued AT&T customer. Effective June 12, 2013, the minimum usage charge for customers that are not on a long distance plan will increase from $12.50 to $17.50. The minimum usage charge only applies to customers that have not chosen a long distance calling plan. For more information, to cancel service, or to discuss other long distance calling plans, please call the toll free number on your bill or visit us online at www.att.com.

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Invoice Summary

(as of March 26, 2013)

Current Charges	
Service Charges	25.00
Credits and Adjustments	.00
Call Charges	.94
Surcharges and Other Fees	2.94
Taxes	1.95
Total Invoice Summary	30.83

Service Charges

Monthly Service Charges

	Type of Service	Period	Qty	
13.	Account Codes MRC	03/25-04/24	1	10.00
14.	BUS BOT 250MIN II 1Y	03/25-04/24	1	15.00
Total Monthly Service Charges				25.00
Total Service Charges				25.00

Call Charges - Feb 25th thru Mar 24th

Calls for 956-381-0444

Domestic

Item No.	Date	Time	Place Called	Number	Code	Min	
15.	3-04	241P	WESLACO TX	956 968-2265	D	2:28	.00
16.	3-07	345P	RULEVILLE MS	662 756-2810	D	0:33	.00
17.	3-07	402P	WESLACO TX	956 246-0521	D	0:38	.00
18.	3-07	450P	WESLACO TX	956 975-6444	D	0:58	.00
19.	3-11	126P	BROWNSVL TX	956 336-6280	D	0:59	.00
20.	3-15	438P	WESLACO TX	956 969-8282	D	0:30	.00
21.	3-15	438P	WESLACO TX	956 969-8282	D	0:30	.00
22.	3-15	439P	WESLACO TX	956 969-8282	D	0:30	.00
23.	3-15	439P	WESLACO TX	956 969-8282	D	0:30	.00
24.	3-15	440P	WESLACO TX	956 969-8282	D	2:47	.00
25.	3-18	402P	WESLACO TX	956 246-0521	D	0:41	.00
26.	3-19	508P	EL PASO TX	915 832-5583	D	0:30	.00
27.	3-19	533P	EL PASO TX	915 472-0486	D	0:30	.00
Subtotal Domestic Calls for 956-381-0444							.00
Total Domestic Calls for 956-381-0444							.00
Total Calls for 956-381-0444							.00

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HIDALGO COUNTY HIDTA
TASK FORCE
PO BOX 5719
MCALLEN TX 78502 - 5719

Account Number 956 381-0444 723 3
Billing Date May 9, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	985.13
Payment	659.17CR
Adjustments	.00
Past Due - Please Pay Immediately	325.96
Current Charges	91.57
Total Amount Due	**$417.53**
Current Charges Due in Full by	Jun 3, 2013

Billing Summary

ng Questions? Visit **att.com/billing** Page

s and Services 1 53.39
1 800 770-2260

yment Arrangements:
1 800 924-1743

vice Changes:
1 800 321-2000

air Services:
1 800 286-8313

T Long Distance 2 38.18
1 800 559-7928

l Current Charges 91.57

HIDALGO COUNTY HIDTA TASK FORCE
GOODS/SERVICES RECEIVED BY: DATE: 6/3/13
(2) INVOICE RECEIVED BY DATE: 6/3/13
(3) APPROVE / DEPT HEAD DATE:
ACCOUNT NO. PO# 690007
ACCOUNT NO. PO#
ACCOUNT NO. PO#

News You Can Use Summary

VENT DISCONNECT
ORTANT NOTICE
ews You Can Use" for additional information

- LONG DIST. PROVIDERS
- NOTICE OF SETTLEMENT

MAY 28 2013

Detail of Payments and Adjustments

Item No.	Date	Description	Adjustments	Payments
1.	4-13	Payment		326.86
2.	4-19	Payment		332.31
Totals				659.17

Plans and Services

Monthly Service - May 9 thru Jun 8

Charges for 956 381-0444

3. Monthly Charges	2.15
4. Basic Local Service - Business	22.36
Total Charges for 956 381-0444	24.51

Charges for 956 381-0639

5. Monthly Charges	2.15
6. Basic Local Service - Business	22.36
Total Charges for 956 381-0639	24.51

Charges for 956 381-5434

7. Monthly Charges	2.15
8. Basic Local Service - Business	22.36
Total Charges for 956 381-5434	24.51

Charges for 956 381-8722

9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 381-8722	22.15
Total Monthly Service	**95.68**

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item No.	Description	Quantity	Monthly Rate	Amount Billed
	Activity on Apr 22, 2013			
	Order No. D294181			
	Charges for 956 381-1739			
	Services Disconnected			
	(Monthly Charges were Billed in Advance and are Prorated from Apr 23, 2013 through May 8, 2013)			
11.	Basic Local Service - Business	1	20.85CR	11.12CR
12.	Touchtone	1	1.30CR	.69CR
13.	Federal Subscriber Line Charge	1	5.49CR	2.93CR

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

n portion with your check in the enclosed envelope.

GO GREEN - Enroll in paperless billing.

Printed on Recyclable Paper

Plans and Services

Additions and Changes to Service - Continued

Item No.	Description	Quantity	Monthly Rate	Amount Billed
1.	Federal Universal Service Fee	1	.95CR	.51CR
Total Charges for 956 381-1739				15.25CR
Total Order No. D294181				15.25CR
Order No. D294189				
Charges for 956 381-1738				
Services Disconnected				
2.	Basic Local Service - Business	1	20.85CR	11.12CR
3.	Touchtone	1	1.30CR	.69CR
4.	Federal Subscriber Line Charge	1	5.49CR	2.93CR
5.	Federal Universal Service Fee	1	.95CR	.51CR
Total Charges for 956 381-1738				15.25CR
Total Order No. D294189				15.25CR
Order No. D294250				
Charges for 956 381-5496				
Services Disconnected				
6.	Basic Local Service - Business	1	20.85CR	11.12CR
7.	Touchtone	1	1.30CR	.69CR
8.	Federal Subscriber Line Charge	1	5.49CR	2.93CR
9.	Federal Universal Service Fee	1	.95CR	.51CR
Total Charges for 956 381-5496				15.25CR
Total Order No. D294250				15.25CR
Order No. C779062				
Charges for 956 381-5526				
Services Removed				
(Monthly Charges were Billed in Advance and are Prorated from Apr 23, 2013 through May 8, 2013)				
10.	Basic Local Service - Business	1	22.36CR	11.93CR
11.	Touchtone	1	1.30CR	.69CR
12.	Federal Subscriber Line Charge	1	5.49CR	2.93CR
13.	Federal Universal Service Fee	1	.95CR	.51CR
14.	Hunting - Circular	1	.85CR	.45CR
15.	Per Line Blocking	1		.00
Total Charges for 956 381-5526				16.51CR
Charges for 956 381-8197				
Services Removed				
16.	Basic Local Service - Business	1	22.36CR	11.93CR
17.	Touchtone	1	1.30CR	.69CR
18.	Federal Subscriber Line Charge	1	5.49CR	2.93CR
19.	Federal Universal Service Fee	1	.95CR	.51CR
20.	Hunting - Circular	1	.85CR	.45CR
21.	Per Line Blocking	1		.00
Total Charges for 956 381-8197				16.51CR
Total Order No. C779062				33.02CR
Total Additions and Changes to Service				78.77CR

Surcharges and Other Fees

22.	Federal Subscriber Line Charge	21.96
23.	911 Fee	2.24

Surcharges and Other Fees - Continued

24.	Federal Universal Service Fee	3.8
25.	Municipal right-of-way Fee	8.4
Total Surcharges and Other Fees		36.4

Taxes

26.	Federal	.0
27.	State and Local	.0
Total Taxes		.0

Total Plans and Services 53.3

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Invoice Summary

(as of April 26, 2013)

Current Charges	
Service Charges	25.(
Credits and Adjustments	.(
Call Charges	7.3
Surcharges and Other Fees	3.3
Taxes	2.(
Total Invoice Summary	38.'

Service Charges

Monthly Service Charges

	Type of Service	Period	Qty	
28.	Account Codes MRC	04/25-05/24	1	10.
29.	BUS BOT 250MIN II 1Y	04/25-05/24	1	15.
Total Monthly Service Charges				25.
Total Service Charges				25.

Call Charges - Mar 25th thru Apr 24th

Calls for 956-381-0444

Domestic

Item No.	Date	Time	Place Called	Number	Code	Min	
30.	3-26	957A	EL PASO TX	915 497-9492	D	0:30	.
31.	3-26	1000A	EL PASO TX	915 534-6884	D	2:22	.
32.	3-28	946A	GRANDPRARI TX	972 922-7604	D	1:32	.

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AI-39000 **WIC 17. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Norma L.Longoria **Submitted By:** Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

Requesting approval to process the following AT&T invoices as claims with authority for County Treasurer to issue check for auditing procedures are completed by County Auditor.

Vendor	Acct.#	Billing Date	Amount
ATT	956-783-7251	May 03-June 02, 2013	31.02
ATT	956-783-5471	May 03-June 02, 2013	45.49
ATT	956-381-8620	May 09-June 08, 2013	626.71
ATT	956-318-1609	May 09-June 08, 2013	87.45
ATT	956-581-9768	May 11-June 10, 2013	29.15
ATT	512-A37-6040 (14 accounts)	May 13-June 12, 2013	1,932.26
ATT	956-702-7740	May 13-June 12, 2013	58.30
ATT	956-519-8551	May 23-June 22,2013	31.20
ATT	956-519-7161	May 23-June 22,2013	31.20

BACKGROUND

Invoices to be paid as claims because phone lines are not under DIR contract.

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1292-441-00-350-001-3-531

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

BUDGETARY IMPACT:

Funds available as of 6/12/2013.

Attachments

ATT Invoices May 2013

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 04:37 PM
Obdett Calzada	Obdett Calzada	06/12/2013 10:09 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Margarita Gonzalez Started On: 05/29/2013 04:15 PM

Final Approval Date: 06/14/2013

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 783-7251 387 8
Billing Date May 3, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	62.13
Payment Received 4-29	31.11CR
Adjustments	.00
Past Due - Please Pay Immediately	31.02
Current Charges	31.02
Total Amount Due	**$62.04**
Current Charges Due in Full by	May 28, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	31.02
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		31.02

Plans and Services

Monthly Service - May 3 thru Jun 2	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**
Surcharges and Other Fees	
3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	1.87
Total Surcharges and Other Fees	**8.87**
Taxes	
7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**
Total Plans and Services	**31.02**

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $60.92 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and

5158.17.783.161099 1 AV 0.360 hn

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 5-31-13

INVOICE RECEIVED BY: Genie Hemandez

INVOICE NO. 5-31-13 6-2-13 ACCT NO. 956 783-7251 387-8

P.O. NO. _____

ACCT. NO. 3- 1292-441.00.350.001-3-531

AMOUNT DUE: $ 31.02 5-31-13

APPROVED BY: Norma L Longoria NL

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 783-5471 915 4
Billing Date May 3, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	91.13
Payment Received 4-29	45.61CR
Adjustments	.00
Past Due - Please Pay Immediately	45.52
Current Charges	45.49
Total Amount Due	**$91.01**
Current Charges Due in Full by	May 28, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	30.66
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
AT&T Long Distance	1	14.83
1 800 559-7928		
Total Current Charges		45.49

Plans and Services

Monthly Service - May 3 thru Jun 2

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	1.51
Total Surcharges and Other Fees	**8.51**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 30.66

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Invoice Summary
(as of April 19, 2013)

Current Charges	12.50
Service Charges	.00
Credits and Adjustments	
Call Charges	

5158.17.783.161103 1 AV 0.360 hn

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 5-13-13

INVOICE RECEIVED BY: Gene Hernandez

INVOICE NO. 5-3-13 6-2-13 ACCT NO. 9567835471915-4

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 45.49 5-30-13

APPROVED BY: Norma L Longoria MM

COUNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 381-8620 644 0
Billing Date May 9, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	1,035.80
Payment Received 4-29	652.62CR
Adjustments	.00
Past Due - Please Pay Immediately	383.18
Current Charges	626.71
Total Amount Due	**$1,009.89**
Current Charges Due in Full by	Jun 3, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	626.71

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 626.71

Plans and Services

Monthly Service - May 9 thru Jun 8

Charges for 956 381-8620	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 381-8620	22.15
Charges for 956 287-0988	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 287-0988	22.15
Charges for 956 316-1346	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 316-1346	22.15
Charges for 956 316-1394	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 316-1394	22.15
Charges for 956 318-0453	
9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 318-0453	22.15
Charges for 956 318-1723	
11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 318-1723	22.15
Charges for 956 380-1732	
13. Monthly Charges	6.30
14. Basic Local Service - Business	20.85
Total Charges for 956 380-1732	27.15
Charges for 956 381-0017	
15. Monthly Charges	1.30
16. Basic Local Service - Business	20.85

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COUNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

RECEIVED
MAY 20 2013
By

Plans and Services

Monthly Service - May 9 thru Jun 8 - Continued

Charges for 956 381-8556	
1. Monthly Charges	1.30
2. Basic Local Service - Business	22.36
Total Charges for 956 381-8556	23.66
Charges for 956 381-8936	
3. Monthly Charges	1.30
4. Basic Local Service - Business	22.36
Total Charges for 956 381-8936	23.66
Charges for 956 381-9802	
5. Monthly Charges	1.30
6. Basic Local Service - Business	22.36
Total Charges for 956 381-9802	23.66
Charges for 956 386-0478	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 386-0478	22.15
Charges for 956 387-0862	
9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 387-0862	22.15
Charges for 956 583-3981	
11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 583-3981	22.15
Charges for 956 583-4681	
13. Monthly Charges	1.30
14. Basic Local Service - Business	20.85
Total Charges for 956 583-4681	22.15
Charges for 956 584-3327	
15. Monthly Charges	1.30
16. Basic Local Service - Business	20.85
Total Charges for 956 584-3327	22.15
Charges for 956 584-9531	
17. Monthly Charges	1.30
18. Basic Local Service - Business	20.85
Total Charges for 956 584-9531	22.15
Charges for 956 781-4915	
19. Monthly Charges	1.30
20. Basic Local Service - Business	20.85
Total Charges for 956 781-4915	22.15
Total Monthly Service	**452.53**

Surcharges and Other Fees

21. Federal Subscriber Line Charge	109.80
22. 911 Fee	11.20
23. Federal Universal Service Fee	19.00

Surcharges and Other Fees - Continued

24. Municipal right-of-way Fee	34.18
Total Surcharges and Other Fees	**174.18**

Taxes

25. Federal	.00
26. State and Local	.00
Total Taxes	**.00**

Total Plans and Services **626.71**

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $976.29 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp.
or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as
your primary long distance carrier. Please contact us if this does not agree with your records.

IMPORTANT NOTICE
INFORMATIONAL BULLETIN REGARDING THIRD-PARTY BILLING
AT&T allows third-party billing for traditional telecommunications providers (such as long-distance, operator services and directory assistance), and AT&T's own affiliates and marketing allies. AT&T takes immediate action to help customers who contact us and report that they may have been billed for unauthorized third-party charges. To dispute a charge, we encourage customers to first deal directly with the third party that originated the charge, whose name and toll-free telephone number are printed on the same bill page as the charge in question. Often, the problem can be resolved with a single telephone call. All customers who call us to report cramming complaints will be issued credits and will not be required to pay AT&T for the disputed charges. (Credits generally appear on customers' bills within one or two months.)

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COUNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

at&t

News You Can Use

NOTICE OF SETTLEMENT
If your postal mailed bill envelope contains a yellow Class Action Settlement Notice, or if your e-bill contains an insert entitled "Third-Party Billing Class Action - Notice & Forms", that means that AT&T's records indicate that in the past you were charged for Third Party Charges that are the subject of a Class Action Settlement. You should read the Notice carefully to find out about obtaining a settlement payment if you did not authorize the charges. If you have any questions about the Settlement, go to www.ATTthirdpartybillingsettlement.com, email info@ATTthirdpartybillingsettlement.com, or call 1.866.242.0603.

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

For a complete listing of Terms and Conditions, please refer to:
- The inside of the AT&T White Pages directory, or
- Visit us on the web at att.com/terms

V 328626

FOOD/SERVICES RECEIVED BY: 5-2013

INVOICE RECEIVED BY: Gene Hernandez

INVOICE NO. 5-9-13 / 6-8-13 ACCT NO: 956381862064 4.0

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: # 626.71 5-30 13

APPROVED BY: Norma L Longoria

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 318-1609 052 4
Billing Date May 9, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	187.84
Payment Received 4-29	100.42CR
Adjustments	.00
Past Due - Please Pay Immediately	87.42
Current Charges	87.45
Total Amount Due	**$174.87**
Current Charges Due in Full by	Jun 3, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	87.45

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 87.45

Plans and Services

Monthly Service - May 9 thru Jun 8

Charges for 956 318-1609	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 318-1609	22.15
Charges for 956 318-1500	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 318-1500	22.15
Charges for 956 318-1564	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 318-1564	22.15
Total Monthly Service	**66.45**

Surcharges and Other Fees

7. Federal Subscriber Line Charge	16.47
8. 911 Fee	1.68
9. Federal Universal Service Fee	2.85
Total Surcharges and Other Fees	**21.00**

Taxes

10. Federal	.00
11. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 87.45

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We

7007.15.644.133648 1 AV 0.360 hn

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 5-2013

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 5-9-13 6-8-13 ACCT NO. 956318-1609 052-4

P.O. NO. _____

ACCT. NO. 3- 1292-441.00.350.001-3-531

AMOUNT DUE: $ 87.45

APPROVED BY: Norma L Longoria NL

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 581-9768 749 5
Billing Date May 11, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	58.38
Payment Received 4-29	29.24CR
Adjustments	.00
Past Due - Please Pay Immediately	29.14
Current Charges	29.15
Total Amount Due	**$58.29**
Current Charges Due in Full by	Jun 5, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

Plans and Services	1	29.15
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		29.15

Plans and Services

Monthly Service - May 11 thru Jun 10	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**
Surcharges and Other Fees	
3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**
Taxes	
6. Federal	.00
7. State and Local	.00
Total Taxes	**.00**
Total Plans and Services	**29.15**

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $57.17 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and AT&T Long Distance or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with

7493.13.566.117838 1 AT 0.384 hn

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 5-22-13

INVOICE RECEIVED BY: Genetemandez

INVOICE NO. 5-11-13 / 6-1073 ACCT NO. 156581-9768 / 744-5

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 29.15 5-31-13

APPROVED BY: Norma L Longoria NW

8640.1.0.1 4 SP 0.000 hn
HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328426

FOOD/SERVICES RECEIVED BY: 5-23-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 5-13-13 6-12-13 ACCT NO. 512A37604080 7-7

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: # 1939.26 5-2013

APPROVED BY: Norma L Lozano

From:
AT&T
PO Box 598002
ORLANDO FL 32859-8002

Priority
Mail
U.S. Postage
Paid
AT&T

8640.1.0.1 4 SP 0.000 hn
HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 512 A37-6040 807 7
Billing Date May 13, 2013

Web Site att.com

at&t

RECEIVED
MAY 23 2012
By

Monthly Statement

Bill-At-A-Glance

Previous Consolidated Bill	3,882.39
Payment Received 4-29	1,929.15CR
Adjustments	.00
Past Due - Please Pay Immediately	1,953.24
Current Charges	1,932.26
Total Amount Due	**$3,885.50**
Current Charges Due in Full by	Jun 6, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services		.00
1 800 559-7928		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
Individual Account Summary	1	1,932.26
Total Current Charges		**1,932.26**

Individual Account Summary

Consolidated Summary of Current Charges

Account Number	Plans and Services	Other Providers	Taxes	Total Charges
956 262-2620 387	670.76	.00	.00	670.76
956 316-3772 912	366.66	.00	.00	366.66
956 380-0398 002	31.27	.00	.00	31.27
956 383-3478 002	29.15	.00	.00	29.15
956 485-2752 956	119.93	.00	.00	119.93
956 514-0236 509	132.53	.00	.00	132.53
956 581-9947 653	30.60	.00	.00	30.60
956 584-1143 892	30.60	.00	.00	30.60
956 683-1822 568	162.55	6.41	.00	168.96
956 702-3334 003	29.15	.00	.00	29.15
956 702-7097 002	29.15	.00	.00	29.15
956 782-6061 426	31.02	3.55	.00	34.57
956 787-0994 263	127.62	.00	.00	127.62
956 972-0554 475	131.31	.00	.00	131.31
Totals	1,922.30	9.96	.00	1,932.26

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $3793.09 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records show that you have not selected a primary local toll or long distance carrier. Please contact us if this does not agree with your records.

8640.1.0.1 4 SP 0.000 hn

HIDALGO CTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 262-2620 387 3
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	670.76
Total Applied to 512 A37-6040	**$670.76**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	670.76

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 670.76

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 262-2620

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 262-2620	22.15

Charges for 956 262-1324

3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 262-1324	23.92

Charges for 956 262-1325

5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 262-1325	23.92

Charges for 956 262-9085

7. Monthly Charges	1.56
8. Basic Local Service - Business	22.36
Total Charges for 956 262-9085	23.92

Charges for 956 380-3956

9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 380-3956	22.15

Charges for 956 381-1267

11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 381-1267	22.15

Charges for 956 464-2082

13. Monthly Charges	1.56
14. Basic Local Service - Business	22.36
Total Charges for 956 464-2082	23.92

Charges for 956 464-2251

15. Monthly Charges	1.56
16. Basic Local Service - Business	22.36
Total Charges for 956 464-2251	23.92

Charges for 956 464-2252

17. Monthly Charges	1.56
18. Basic Local Service - Business	22.36
Total Charges for 956 464-2252	23.92

Charges for 956 464-9882

19. Monthly Charges	1.30
20. Basic Local Service - Business	20.85
Total Charges for 956 464-9882	22.15

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

For a complete listing of Terms and Conditions, please refer to:
- The inside of the AT&T White Pages directory, or
- Visit us on the web at att.com/terms

HIDLGO CNTY WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 316-3772 912 8
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	366.66
Total Applied to 512 A37-6040	**$366.66**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	366.66
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		366.66

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 316-3772	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 316-3772	22.15
Charges for 956 262-7041	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 262-7041	22.15
Charges for 956 464-9249	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 464-9249	22.15
Charges for 956 485-9047	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 485-9047	22.15
Charges for 956 565-3626	
9. Monthly Charges	1.30
10. Basic Local Service - Business	20.85
Total Charges for 956 565-3626	22.15
Charges for 956 565-3656	
11. Monthly Charges	1.30
12. Basic Local Service - Business	20.85
Total Charges for 956 565-3656	22.15
Charges for 956 584-8890	
13. Monthly Charges	1.30
14. Basic Local Service - Business	20.85
Total Charges for 956 584-8890	22.15
Charges for 956 584-8897	
15. Monthly Charges	1.30
16. Basic Local Service - Business	20.85
Total Charges for 956 584-8897	22.15
Charges for 956 668-1226	
17. Monthly Charges	1.30
18. Basic Local Service - Business	20.85
Total Charges for 956 668-1226	22.15
Charges for 956 686-9447	
19. Monthly Charges	1.30
20. Basic Local Service - Business	20.85
Total Charges for 956 686-9447	22.15

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 380-0398 002 9
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	31.27
Total Applied to 512 A37-6040	**$31.27**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	31.27

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 31.27

Plans and Services

Monthly Service - May 13 thru Jun 12	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**
Surcharges and Other Fees	
3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	2.12
Total Surcharges and Other Fees	**9.12**
Taxes	
7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**
Total Plans and Services	**31.27**

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and AT&T Long Distance or a company that resells their services as your primary long distance carrier. Please contact us if this does not agree with your records.

IMPORTANT NOTICE
INFORMATIONAL BULLETIN REGARDING THIRD-PARTY BILLING
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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 383-3478 002 3
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.15
Total Applied to 512 A37-6040	**$29.15**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	29.15

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 29.15

Plans and Services

Monthly Service - May 13 thru Jun 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

6. Federal	.00
7. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.15

News You Can Use

LONG DIST. PROVIDERS
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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

HIDALGO COUNTY OF
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 485-2752 956 6
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	119.93
Total Applied to 512 A37-6040	**$119.93**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	119.93
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		119.93

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 485-2752	
1. Monthly Charges	4.37
2. Basic Local Service - Business	20.85
Total Charges for 956 485-2752	25.22
Charges for 956 485-2615	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 485-2615	22.15
Charges for 956 485-2758	
5. Monthly Charges	1.56
6. Basic Local Service - Business	20.85
Total Charges for 956 485-2758	22.41
Charges for 956 485-9647	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 485-9647	22.15
Total Monthly Service	**91.93**

Surcharges and Other Fees

9. Federal Subscriber Line Charge	21.96
10. 911 Fee	2.24
11. Federal Universal Service Fee	3.80
Total Surcharges and Other Fees	**28.00**

Taxes

12. Federal	.00
13. State and Local	.00
Total Taxes	**.00**

Total Plans and Services **119.93**

News You Can Use

LONG DIST. PROVIDERS
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or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as
your primary long distance carrier. Please contact us if this does not agree with your records.

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HID CNTY WIC PROG
PROGRESO CTR
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 514-0236 509 8
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	132.53
Total Applied to 512 A37-6040	**$132.53**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	132.53

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 132.53

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 514-0236

1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 514-0236	23.92

Charges for 956 514-0237

3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 514-0237	23.92

Charges for 956 514-0238

5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 514-0238	22.15

Charges for 956 825-9941

7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 825-9941	22.15
Total Monthly Service	**92.14**

Directory Assistance

411

9.	1 Call(s) billed at $1.99 each	1.99

Local Toll

Charges for 956 514-0238

Directory Assistance Calls

Dialed	411:	1	555:	0
Operator Handled	411:	0	555:	0

Surcharges and Other Fees

10. Federal Subscriber Line Charge	21.96
11. 911 Fee	2.24
12. Federal Universal Service Fee	3.80
13. Municipal right-of-way Fee	10.40
Total Surcharges and Other Fees	**38.40**

Taxes

14. Federal	.00
15. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 132.53

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO CTY HEALTH
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 581-9947 653 3
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	30.60
Total Applied to 512 A37-6040	**$30.60**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	30.60
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		30.60

Plans and Services

Monthly Service - May 13 thru Jun 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	1.45
Total Surcharges and Other Fees	**8.45**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 30.60

News You Can Use

LONG DIST. PROVIDERS
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IMPORTANT NOTICE
INFORMATIONAL BULLETIN REGARDING THIRD-PARTY BILLING
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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

HID CNTY HID CITY WIC
IMMUNIZATION PRGRM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 584-1143 892 3
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	30.60
Total Applied to 512 A37-6040	**$30.60**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	30.60

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 30.60

Plans and Services

Monthly Service - May 13 thru Jun 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	22.15

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	1.45
Total Surcharges and Other Fees	8.45

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	.00

Total Plans and Services 30.60

News You Can Use

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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO CITY WIC PROGRA
STE 8
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 683-1822 568 7
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	168.96
Total Applied to 512 A37-6040	**$168.96**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services 1 800 559-7928	1	162.55
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
AT&T Long Distance 1 800 559-7928	1	6.41
Total Current Charges		168.96

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 683-1822	
1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 683-1822	23.92
Charges for 956 664-2037	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 664-2037	22.15
Charges for 956 664-2392	
5. Monthly Charges	1.30
6. Basic Local Service - Business	20.85
Total Charges for 956 664-2392	22.15
Charges for 956 664-2697	
7. Monthly Charges	1.56
8. Basic Local Service - Business	22.36
Total Charges for 956 664-2697	23.92
Charges for 956 683-8429	
9. Monthly Charges	1.30
10. Basic Local Service - Business	22.36
Total Charges for 956 683-8429	23.66
Total Monthly Service	**115.80**

Surcharges and Other Fees	
11. Federal Subscriber Line Charge	27.45
12. 911 Fee	2.80
13. Federal Universal Service Fee	4.75
14. Municipal right-of-way Fee	11.75
Total Surcharges and Other Fees	**46.75**

Taxes	
15. Federal	.00
16. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 162.55

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

at&t

HIDALGO CITY WIC PROGRA
STE 8
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

News You Can Use

NOTICE OF SETTLEMENT
If your postal mailed bill envelope contains a yellow Class Action Settlement Notice, or if your e-bill contains an insert entitled "Third-Party Billing Class Action - Notice & Forms", that means that AT&T's records indicate that in the past you were charged for Third Party Charges that are the subject of a Class Action Settlement. You should read the Notice carefully to find out about obtaining a settlement payment if you did not authorize the charges. If you have any questions about the Settlement, go to www.ATTthirdpartybillingsettlement.com, email info@ATTthirdpartybillingsettlement.com, or call 1.866.242.0603.

Terms and Conditions

CARRIER QUESTIONS
You may contact the Public Utility Commission of Texas, Office of Customer Protection, P.O. Box 13326, Austin, TX 78711-3326, 1-512-936-7120 or toll-free in Texas at 1-888-782-8477 if you believe the local exchange provider or the interexchange carrier on your bill are not correct or if there are unauthorized charges on your bill. Hearing and speech impaired customers with text telephones (TTY) may call 1-512-936-7136. When corresponding by mail, include your complaint and copies of the phone bills. Please contact AT&T Texas to switch your service back to the carrier of your choice.

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- Visit us on the web at att.com/terms

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 702-3334 003 9
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.15
Total Applied to 512 A37-6040	**$29.15**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	29.15

1 800 559-7928

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 499-7928

Repair Services:
1 800 286-8313

Total Current Charges 29.15

Plans and Services

Monthly Service - May 13 thru Jun 12	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**
Surcharges and Other Fees	
3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**
Taxes	
6. Federal	.00
7. State and Local	.00
Total Taxes	**.00**
Total Plans and Services	**29.15**

News You Can Use

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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

CITY OF HIDALGO
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 702-7097 002 9
Billing Date May 13, 2013

Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	29.15
Total Applied to 512 A37-6040	**$29.15**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	29.15

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 29.15

Plans and Services

Monthly Service - May 13 thru Jun 12

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
Total Surcharges and Other Fees	**7.00**

Taxes

6. Federal	.00
7. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 29.15

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp.
or a company that resells their services as your primary local toll carrier and AT&T Corp. or a company that resells their services as
your primary long distance carrier. Please contact us if this does not agree with your records.

IMPORTANT NOTICE
INFORMATIONAL BULLETIN REGARDING THIRD-PARTY BILLING
AT&T allows third-party billing for traditional telecommunications providers (such as long-distance, operator services and directory assistance), and AT&T's own affiliates and marketing allies. AT&T takes immediate action to help customers who contact us and report that they may have been billed for unauthorized third-party charges. To dispute a charge, we encourage customers to first deal directly with the third party that originated the charge, whose name and toll-free telephone number are printed on the same bill page as the charge in question. Often, the problem can be resolved with a single telephone call. All customers who call us to report cramming complaints will be issued credits and will not be required to pay AT&T for the disputed charges. (Credits generally appear on customers' bills within one or two months.)

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

HIDALGO COUNTY
WIC PROG-PHARR
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 782-6061 426 7
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	34.57
Total Applied to 512 A37-6040	**$34.57**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services 1 800 770-2260	1	31.02
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
AT&T Long Distance 1 800 559-7928	1	3.55
Total Current Charges		34.57

Plans and Services

Monthly Service - May 13 thru Jun 12

1. Basic Local Service - Business	.00
2. Basic Local Service - Business	20.85
3. Touchtone	1.30
Total Monthly Service	**22.15**

Surcharges and Other Fees

4. Federal Subscriber Line Charge	5.49
5. 911 Fee	.56
6. Federal Universal Service Fee	.95
7. Municipal right-of-way Fee	1.87
Total Surcharges and Other Fees	**8.87**

Taxes

8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 31.02

AT&T Long Distance

Important Information

Message Regarding Terms & Conditions:
To view your Terms & Conditions for AT&T Long Distance, access www.att.com/servicepublications or call AT&T at the toll free number on your bill.

Invoice Summary
(as of May 03, 2013)

Current Charges	3.00
Service Charges	.00
Credits and Adjustments	.00
Call Charges	.33
Surcharges and Other Fees	.22
Taxes	
Total Invoice Summary	**3.55**

News You Can Use Summary

- LONG DIST. PROVIDERS
- NOTICE OF SETTLEMENT
- IMPORTANT NOTICE

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO COUNTY
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 787-0994 263 4
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	127.62
Total Applied to 512 A37-6040	**$127.62**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	127.62
1 800 559-7928		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 499-7928		
Repair Services: 1 800 286-8313		
Total Current Charges		127.62

News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 787-0994	
1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 787-0994	23.92
Charges for 956 787-1023	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 787-1023	22.15
Charges for 956 787-4190	
5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 787-4190	23.92
Charges for 956 787-4704	
7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 787-4704	22.15
Total Monthly Service	**92.14**

Surcharges and Other Fees

9. Federal Subscriber Line Charge	21.96
10. 911 Fee	2.24
11. Federal Universal Service Fee	3.80
12. Municipal right-of-way Fee	7.48
Total Surcharges and Other Fees	**35.48**

Taxes

13. Federal	.00
14. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 127.62

News You Can Use

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp.
or a company that resells their services as your primary local toll carrier and
AT&T Corp. or a company that resells their services as
your primary long distance carrier. Please contact us if this does not agree with your records.

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

CNTY OF HIDALGO
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539

Account Number 956 972-0554 475 1
Billing Date May 13, 2013
Web Site att.com

Monthly Statement

Bill-At-A-Glance

Previous Bill	.00
Payment	.00
Adjustments	.00
Balance	.00
Current Charges	131.31
Total Applied to 512 A37-6040	**$131.31**

Do Not Pay

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	131.31
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		131.31

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 972-0554

1. Monthly Charges	1.56
2. Basic Local Service - Business	22.36
Total Charges for 956 972-0554	23.92

Charges for 956 972-0432

3. Monthly Charges	1.56
4. Basic Local Service - Business	22.36
Total Charges for 956 972-0432	23.92

Charges for 956 972-0474

5. Monthly Charges	1.56
6. Basic Local Service - Business	22.36
Total Charges for 956 972-0474	23.92

Charges for 956 972-0547

7. Monthly Charges	1.30
8. Basic Local Service - Business	20.85
Total Charges for 956 972-0547	22.15
Total Monthly Service	**93.91**

Surcharges and Other Fees

9. Federal Subscriber Line Charge	21.96
10. 911 Fee	2.24
11. Federal Universal Service Fee	3.80
12. Municipal right-of-way Fee	9.40
Total Surcharges and Other Fees	**37.40**

Taxes

13. Federal	.00
14. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 131.31

News You Can Use

LONG DIST. PROVIDERS
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News You Can Use Summary

- LONG DIST. PROVIDERS
- IMPORTANT NOTICE
- NOTICE OF SETTLEMENT

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

HIDALGO COUNTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 702-7740 500 3
Billing Date May 13, 2013
Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	116.74
Payment Received 4-29	58.48CR
Adjustments	.00
Past Due - Please Pay Immediately	58.26
Current Charges	58.30
Total Amount Due	**$116.56**
Current Charges Due in Full by	Jun 6, 2013

Billing Summary

Billing Questions? Visit **att.com/billing**

	Page	
Plans and Services	1	58.30

1 800 770-2260

Payment Arrangements:
1 800 924-1743

Service Changes:
1 800 321-2000

Repair Services:
1 800 286-8313

Total Current Charges 58.30

Plans and Services

Monthly Service - May 13 thru Jun 12

Charges for 956 702-7740	
1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Charges for 956 702-7740	22.15
Charges for 956 702-7863	
3. Monthly Charges	1.30
4. Basic Local Service - Business	20.85
Total Charges for 956 702-7863	22.15
Total Monthly Service	**44.30**

Surcharges and Other Fees	
5. Federal Subscriber Line Charge	10.98
6. 911 Fee	1.12
7. Federal Universal Service Fee	1.90
Total Surcharges and Other Fees	**14.00**

Taxes	.00
8. Federal	.00
9. State and Local	.00
Total Taxes	**.00**

Total Plans and Services 58.30

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $114.32 . Also, neglecting payment for other charges, such as long distance, voice mail, Inline®, wireless, and Internet may result in those

7886.20.873.182407 1 AV 0.360 hn

HIDALGO COUNTY OF
WIC PROGRAM
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

V 328626

FOOD/SERVICES RECEIVED BY: 5-22-13

INVOICE RECEIVED BY: Genie Hernandez

INVOICE NO. 5-13-13 / 6-12-13 ACCT NO. 9567027740 / 500-3

P.O. NO. _____

ACCT. NO. 3-1292-441.00.350.001-3-531

AMOUNT DUE: $ 58.30 5-30-13

APPROVED BY: Norma L Lozano

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Account Number 956 519-8551 604 2
Billing Date May 23, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	124.96
Payment Received 4-29	62.53CR
Adjustments	.00
Past Due - Please Pay Immediately	62.43
Current Charges	31.20
Total Amount Due	**$93.63**
Current Charges Due in Full by	Jun 17, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	31.20
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		**31.20**

Plans and Services

Monthly Service - May 23 thru Jun 22

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	2.05
Total Surcharges and Other Fees	**9.05**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services **31.20**

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $91.93 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Corp.
or a company that resells their services as your primary local toll carrier and

2156.9.376.81098 1 AT 0.384 hn

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539 - 9406

Page 1 of 2
Account Number 956 519-7161 604 6
Billing Date May 23, 2013

Web Site att.com

at&t

Monthly Statement

Bill-At-A-Glance

Previous Bill	124.96
Payment Received 4-29	62.53CR
Adjustments	.00
Past Due - Please Pay Immediately	62.43
Current Charges	31.20
Total Amount Due	**$93.63**
Current Charges Due in Full by	Jun 17, 2013

Billing Summary

Billing Questions? Visit **att.com/billing** **Page**

Plans and Services	1	31.20
1 800 770-2260		
Payment Arrangements: 1 800 924-1743		
Service Changes: 1 800 321-2000		
Repair Services: 1 800 286-8313		
Total Current Charges		**31.20**

Plans and Services

Monthly Service - May 23 thru Jun 22

1. Monthly Charges	1.30
2. Basic Local Service - Business	20.85
Total Monthly Service	**22.15**

Surcharges and Other Fees

3. Federal Subscriber Line Charge	5.49
4. 911 Fee	.56
5. Federal Universal Service Fee	.95
6. Municipal right-of-way Fee	2.05
Total Surcharges and Other Fees	**9.05**

Taxes

7. Federal	.00
8. State and Local	.00
Total Taxes	**.00**

Total Plans and Services **31.20**

News You Can Use

PREVENT DISCONNECT
Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges such as your telephone line, and fees and surcharges MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are $91.93 . Also, neglecting payment for other charges, such as long distance, voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

LONG DIST. PROVIDERS
Our records indicate that you have selected AT&T Long Distance or a company that resells their services as your primary local toll carrier and

2156.9.376.81113 1 AT 0.384 hn

COUNTY OF HIDALGO
ALTON CITY WIC
3105 W STATE HIGHWAY 107
EDINBURG TX 78539-9406

AI-39105 **WIC 17. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Norma Longoria **Submitted By:** Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

Requesting approval for Kismeth Leal to apply and participate if selected in the Texas WIC Dietetic Internship for the period of January 2014 through August 2015.

BACKGROUND

DSHS Agency for Nutritionist Agreement

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:**

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

BUDGETARY IMPACT:

If selected, employee will continue to be paid his/her regular salary during hours spent in internship.

Attachments

Agency Agreement

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 04:48 PM
Obdett Calzada	Obdett Calzada	06/14/2013 03:50 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Margarita Gonzalez Started On: 06/05/2013 03:00 PM

Final Approval Date: 06/14/2013

Agency Agreement for Nutritionist to Participate in DSHS Dietetic Internship

____Hidalgo County Health & Human Services WIC Program_, and its umbrella agency,
(Name of WIC Local Agency or DSHS Region/Section)

_____Hidalgo County_____, hereby grant permission for
(Name of Umbrella Agency)

_Kismeth Leal_____ to participate in the Texas WIC Dietetic
(Name of Applicant)

Internship for the period of January 2014 through August 2015.

If selected to be a Texas WIC dietetic intern, ___Kismeth Leal_____ will:
(Name of Applicant)

___X_ continue to be paid his/her regular salary during hours spent in internship, OR

_____ take leave without pay during hours spent in internship.

If the above-named applicant is selected as an intern in the Texas WIC Dietetic Internship,

_____Hidalgo County WIC Program_____ hereby agrees to have
(Name of Umbrella Agency)

the employee/intern sign a *Letter of Agreement* with the Agency regarding employee obligation to work for the agency for a minimum of 24-months full-time, or the equivalent part-time, after the completion of the dietetic internship. The *Letter of Agreement* will stipulate a financial payback should the employee resign prior to completion of the obligation.

Norma L. Lugo — 6-3-13

Signature of WIC Local Agency Director or DSHS Unit Manager — **Date**

_____ — _____

Signature of Umbrella Agency CEO, DSHS Regional Director, or DSHS Section Director — **Date**

AI-39017 **Urban County 18. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Candace Armenta **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Consideration and request of approval of a Budget and Program Amendment for Hidalgo County Precinct No.3's Years 16, 20, 21, & 22 (2003, 2007, 2008, & 2009) work plans. The proposed amendment will reallocate funds in the total amount of $122,130.00 from the Water/Sewer Improvements activity into the existing Street Improvements activity.

BACKGROUND

A Public Hearing was held on Tuesday, May 21, 2013 at 9:30 a.m. and the citizen participation requirements have been met. See attached detailed amendment.

The proposed Precinct No. 3 Years 16, 20, 21, & 22 (2003, 2007, 2008, & 2009) amendment will:

Decrease the water/sewer improvements activity in the total amount of $122,130.00:

Year	Line Item	Decrease
16 (2003)	Water/Sewer Improvements	($ 2,084.10)
20 (2007)	Water/Sewer Improvements	($ 3,226.70)
21 (2008)	Water/Sewer Improvements	($ 81,287.67)
22 (2009)	Water/Sewer Improvements	($ 35,531.53)
	Total	**$122,130.00**

Increase the street improvements activity in the total amount of $122,130.00:

Year	Line Item	Increase
16 (2003)	Street Improvements	+$ 2,084.10
20 (2007)	Street Improvements	+$ 3,226.70
21 (2008)	Street Improvements	+$ 81,287.67
22 (2009)	Street Improvements	+$ 35,531.53
	Total	**$122,130.00**

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	05/30/2013 04:20 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Mary Flores Started On: 05/30/2013 03:05 PM

Final Approval Date: 06/14/2013

COUNTY COMMISSIONER PRECINCT 3
County of Hidalgo

Joe M. Flores
County Commissioner Pct. No. 3

May 16, 2013

Ms. Diana Serna, Director
Urban County Program
c/o Candace Armenta, Program Coordinator
3304 W. Alberta Rd.
Edinburg, Texas 78539

Dear Ms. Serna,

Please allow this letter as a request for a Budget and Program Amendment to Precinct #3 Urban County Program funding Year 16, 20,21, and 22 (2003, 2007, 2008, and 2009). The requested amendment will decrease the Water/Sewer Improvements and increase the Street Improvements line item.

Should you need additional information or have any questions, please call my office at 585-4509.

Sincerely,

Joe M. Flores,
County Commissioner Precinct #3

Office: (956) 585-4509 • Fax: (956) 205-7009
724 N. Breyfogle • Mission, Texas 78574

Public Hearing Notice
Hidalgo County Precinct No. 3
Urban County Program
Budget & Program Amendment

In compliance with the Community Development Block Grant (CDBG) requirements, Precinct No. 3 will conduct a public hearing to solicit input from interested parties on the Precinct's proposed Budget and Program Amendment to it's Urban County Program, Years 16, 20, 21, & 22 (2003, 2007, 2008, & 2009).

The Public Hearing will be held on **Tuesday, May 21st, 2013 at 9:30 am** at the Hidalgo County Commissioner's Court located at 415 W. University Dr., Edinburg, TX 78539. The following is the proposed Budget & Program Amendment for your consideration:

EXISTING BUDGET	UCP YR 16 (2003) ACTIVITIES	PROPOSED BUDGET
$ 2,084.10	Water/Sewer Improvements (-$2,084.10)	$ 0
$ 597,846.50	Street Improvements (+$2,084.10)	$ 599,930.60
$ 599,930.60	TOTAL	$ 599,930.60

Construction of the Wastewater Treatment Plant in the City of Peñitas did not utilize CDBG funds. The proposed amendment will **decrease** the water/sewer improvements activity in the amount of $2,084.10 and **increase** funding to the street improvements activity in the amount of $2,084.10 for the continuation of re-construction and new construction of environmentally cleared streets in the Precinct No.3 area.

EXISTING BUDGET	UCP YR 20 (2007) ACTIVITIES	PROPOSED BUDGET
$ 7,665.60	Water/Sewer Improvements (-$3,226.70)	$ 4,438.90
$ 496,703.88	Street Improvements (+$3,226.70)	$ 499,930.58
$ 504,369.48	TOTAL	$ 504,369.48

Construction of the Wastewater Treatment Plant in the City of Peñitas did not utilize CDBG funds. The proposed amendment will **decrease** the water/sewer improvements activity in the amount of $3,226.70 and **increase** funding to the street improvements activity in the amount of $2,084.10 for the continuation of re-construction and new construction of environmentally cleared streets in the Precinct No.3 area.

EXISTING BUDGET	UCP YR 21 (2008) ACTIVITIES	PROPOSED BUDGET
$ 81,287.67	Water/Sewer Improvements (-$81,287.67)	$ 0
$1,301,157.96	Street Improvements (+$81,287.67)	$1,382,445.63
$1,382,445.63	TOTAL	$1,382,445.63

Construction of the Wastewater Treatment Plant in the City of Peñitas did not utilize CDBG funds. The proposed amendment will **decrease** the water/sewer improvements activity in the amount of $81,287.67 and **increase** funding to the street improvements activity in the amount of $2,084.10 for the continuation of re-construction and new construction of environmentally cleared streets in the Precinct No.3 area.

EXISTING BUDGET	UCP YR 22 (2009) ACTIVITIES	PROPOSED BUDGET
$ 51,995.53	Water/Sewer Improvements (-$35,531.53)	$ 16,464.00
$1,028,629.91	Street Improvements (+$35,531.53)	$1,064,161.44
$1,080,625.44	TOTAL	$1,080,625.44

Construction of the Wastewater Treatment Plant in the City of Peñitas did not utilize CDBG funds ($15,531.53). The approved amendment for the purchase and installation of fire hydrants in Sullivan City, Sam Fordyce and Havana in Precinct No.3 area, approved in September 2009 was never utilized ($20,000.00). The proposed amendment will **decrease** the water/sewer improvements activity in the amount of $35,531.53 and **increase** funding to the street improvements activity in the amount of $35,531.53 for the continuation of re-construction and new construction of environmentally cleared streets in the Precinct No.3 area.

The proposed amendment will reallocate funds in the grand total amount of $122,130.00 from the Water/Sewer Improvements activity into the existing Street Improvements activity.

Accommodations for individuals with handicaps shall be provided upon request.
Las presentaciones se haran en español para aquellas personas que asi lo desen.

For more information, please come by our office or call (956) 843-2286.
Written comments can be forwarded to:
Commissioner Joe M. Flores, 724 North Breyfogle, P.O. Box 607, Mission, TX 78572

AI-39058 **Urban County 18. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Irene Montoya **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

The Urban County Program is requesting the award of bids and approval of contract for the demolition and reconstruction of the following:

1. (1) Unit in the City of Mercedes and (1) unit in the City of Granjeno in the amount of $99,360.00 to G & G Contractors.

BACKGROUND

The applicants were approved to receive assistance under the Owner-Occupied Housing Rehabilitation Program by the County Commissioners' Court on July 17, 2012 and October 1, 2012. Bids were received and opened at the Hidalgo County Purchasing Department on Wednesday, December 5, 2012.

Attachments

Bid Tabulation
Insurance
Construction LoanAgreement
Plans
Construction Loan agreement
Uresti plans

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/04/2013 09:43 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Mary Flores Started On: 06/03/2013 02:47 PM

Final Approval Date: 06/14/2013

HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET

DEPT NAME: COUNTY OF HIDALGO URBAN COUNTY PROGRAM

Bid Opening Date: December 05, 2012 Bid Opening Time: 9:30 am

Description of Bid: Demolition and Reconstruction of One (1) Unit in the City of Granjeno, One (1) Unit in the City of Mercedes, One (1) Unit in the City of Weslaco, One (1) in the County Side Area

Grant #: M-11-UC-48-0501-ET-02

QUALITY INVESTMENTS				
	UNITS	TOTAL BID AMOUNT	ADDENDUM #1 ACKNOWLEDGED	BID BOND/CASHIER'S CHECK INCLUDED
1	V. MATA	$59,899.00	YES	BB INCLUDED
2	G. T. URESTI	$47,399.00	YES	BB INCLUDED
3	F. MIRELES	$53,899.00	YES	BB INCLUDED
4	P. RODRIGUEZ	$49,899.00	YES	BB INCLUDED

G & G CONTRACTORS				
	UNITS	TOTAL BID AMOUNT	ADDENDUM #1 ACKNOWLEDGED	BID BOND/CASHIER'S CHECK INCLUDED
1	V. MATA	$54,680.00	YES	BB INCLUDED
2	G. T. URESTI	$44,680.00	YES	BB INCLUDED
3	F. MIRELES	$53,680.00	YES	BB INCLUDED
4	P. RODRIGUEZ	$43,680.00	YES	BB INCLUDED

*TYPED AS READ AT BID OPENING, AMOUNTS NOT VERIFIED/CALCULATED

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 5/24/2013

PRODUCER
EDDIE VILLARREAL INSURANCE AGENCY
506 W UNIVERSITY DR
EDINBURG, TX 78539
956-381-0951 * ASK FOR VIOLA ALLEN

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

INSURED
RENE GARZA JR
DBA G & G CONTRACTORS
5125 S HWY 281 STE 3
EDINBURG, TX 78539
956-929-1567

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: ESSEX INSURANCE COMPANY	
INSURER B: TEXAS COUNTY MUTUAL	
INSURER C: TEXAS MUTUAL INS CO	
INSURER D:	
INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	3DL0679	03/14/13	03/14/14	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [X] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	604891354	03/14/13	03/14/14	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	SBP-0001221990	03/15/13	03/15/14	WC STATU-TORY LIMITS [X] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

HIDALGO COUNTY URBAN COUNTY PROGRAM
3304 W. ALBERTA PROGRAM
EDINBURG, TEXAS 78539

irene.montoya@ucp.co.hidalgo.tx.us

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Viola Allen

©ACORD CORPORATION 1988

CONSTRUCTION LOAN AGREEMENT

[illegible]

[illegible] ("[illegible]"), [illegible] June 18, 2013, [illegible] [illegible] [illegible]

[illegible]:

$44,680.00 [illegible] June 18, 2013 [illegible] June 18, 2013, [illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

[illegible]: [illegible]

[illegible]:

[illegible] June 18, 2013 [illegible]

[illegible]: $44,680.00

[illegible], [illegible] [illegible]:

1. [illegible].

(a) [illegible] [illegible], [illegible] 53, [illegible], [illegible] 1 (a) [illegible], [illegible] [illegible].

(b) [illegible] ("[illegible]"), [illegible] [illegible]. [illegible]: (i) [illegible]; (ii) [illegible], [illegible]; (iii) [illegible]; [illegible] (iv) [illegible].

(c) [illegible].

(d) [illegible] [illegible] 40% [illegible] ("[illegible]") [illegible] 50% [illegible] 3 [illegible]. [illegible] 50% [illegible] ("[illegible]") [illegible] 4 [illegible].

(e) [illegible] 90% [illegible] 4 ([illegible]) [illegible].

(f) [illegible], [illegible] 53, [illegible],

(b) [illegible]

2. [illegible]

3. [illegible]:

(a) [illegible];

(b) [illegible] 53, [illegible];

(c) [illegible] 162, [illegible];

(d) [illegible];

(e) [illegible];

(b) [illegible]

(c) [illegible]

(d) [illegible] 416, [illegible]; and

(e) [illegible]

4. [illegible]. [illegible] (5) [illegible] 3 [illegible]:

(a) [illegible] 53, [illegible] (b) [illegible]; (c) [illegible]; and (d) [illegible];

(a) [illegible]: (1) [illegible]; and (2) [illegible]; and

(b) [illegible].

5. [illegible]: (a) [illegible]; (b) [illegible]; (c) [illegible]; and (d) [illegible];

4

6. .

7. .

( )

( )

( )

( )

( )

( )

[redacted]

(j) [redacted]

(k) [redacted]

(l) [redacted]

(m) [redacted]

(n) [redacted]

(o) [redacted]

(p) [redacted]

(q) [redacted]

(r) [redacted]

(s) [redacted]

(t) [redacted]

[redacted]

(l) [illegible]

8. [illegible]. THE AUTHORITY HEREIN CONFERRED ON LENDER AND ANY ACTION TAKEN BY LENDER IN MAKING INSPECTIONS OF THE PROPERTY, PROCURING SWORN STATEMENTS AND WAIVERS OF LIENS, APPROVING CONTRACTS AND SUBCONTRACTS AND APPROVING PLANS AND SPECIFICATIONS WILL BE TAKEN BY LENDER FOR ITS OWN PROTECTION ONLY, AND LENDER SHALL NOT BE DEEMED TO HAVE ASSUMED ANY RESPONSIBILITY TO BORROWER OR ANY OTHER PERSON WITH RESPECT TO ANY SUCH ACTION HEREIN AUTHORIZED OR TAKEN BY LENDER OR WITH RESPECT TO THE PROPER CONSTRUCTION OF THE IMPROVEMENTS, PERFORMANCE OF CONTRACTS OR SUBCONTRACTS BY ANY CONTRACTORS OR SUBCONTRACTORS, OR PREVENTION OF CLAIMS FOR MECHANIC'S LIEN.

9. [illegible]

10. [illegible] BORROWER AND CONTRACTOR REPRESENT AND WARRANT TO LENDER THAT, TO THE BEST OF THEIR KNOWLEDGE, NO EMPLOYEE, AGENT, CONSULTANT, OFFICER, OR ELECTED OR APPOINTED OFFICIAL OF LENDER WHO EXERCISES OR HAS EXERCISED ANY FUNCTIONS OR RESPONSIBILITIES WITH RESPECT TO THE ACTIVITIES ASSISTED WITH THE LENDER'S OWNER-OCCUPIED REHABILITATION LOAN PROGRAM OR WHO ARE IN A POSITION TO PARTICIPATE IN A DECISION MAKING PROCESS OR GAIN INSIDE INFORMATION WITH REGARD TO THESE ACTIVITIES, DURING THEIR TENURE OR WITHIN ONE YEAR THEREAFTER, HAS A FINANCIAL INTEREST OR BENEFIT IN THE LOAN RELATED TO THIS AGREEMENT, OR THE PROCEEDS THEREUNDER, EITHER FOR THEMSELVES

OR THOSE WITH WHOM THEY HAVE FAMILY OR BUSINESS TIES.

11. [illegible]

12. [illegible]

LENDER'S SIGNATURE:

COUNTY OF HIDALGO

By: Diana R. Serna
Its: Director

BORROWER'S SIGNATURE:

Geronima T. Uresti

CONTRACTOR'S SIGNATURE:

Rene Garza
G& G Contractors

(Contractor's Affidavit of Payment of Debts and Claims)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Before me, the undersigned authority, on this day personally appeared Geronima T. Uresti known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was executed for the purposes and consideration therein expressed, on June 18, 2013.

_____
Notary Public, State of Texas

(Contractor's Affidavit of Payment of Debts and Claims)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Before me, the undersigned authority, on this day personally appeared Rene Garza G & G Contractors known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was executed for the purposes and consideration therein expressed, on June 18, 2013.

_____
Notary Public, State of Texas

(Contractor's Affidavit of Payment of Debts and Claims)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Before me, the undersigned authority, on this day personally appeared Diana Serna known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was executed for the purposes and consideration therein expressed, on _____, 2013.

_____
Notary Public, State of Texas

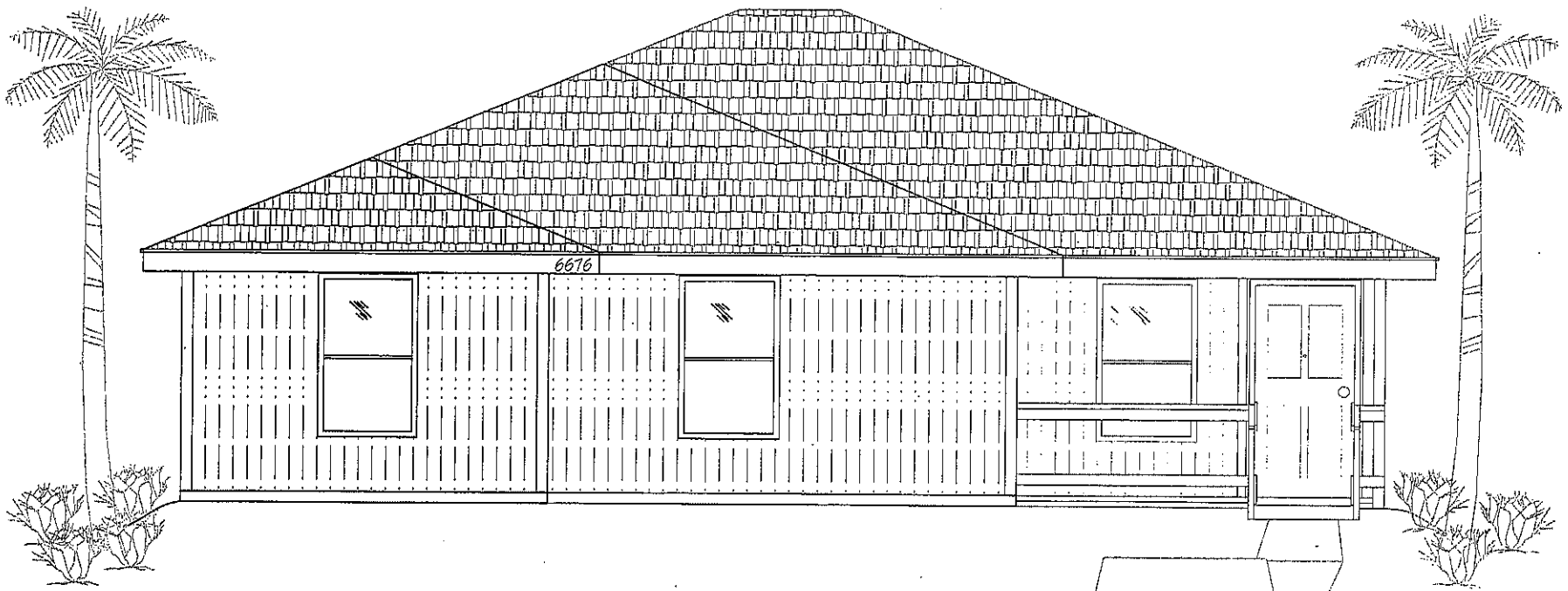
Lot 14 Block 2, Garden Park Subdivision, an addition to the City of Mercedes, Hidalgo County Texas.

[redacted]

[illegible]

[illegible]: NONE

MATA RESIDENCE



VIRGINIA MATA
6676 CAMINO REAL - GRANJENO
(956) 432-2937

URBAN COUNTY PROGRAM
1916 TESORO BLVD.
(956) 787-8127

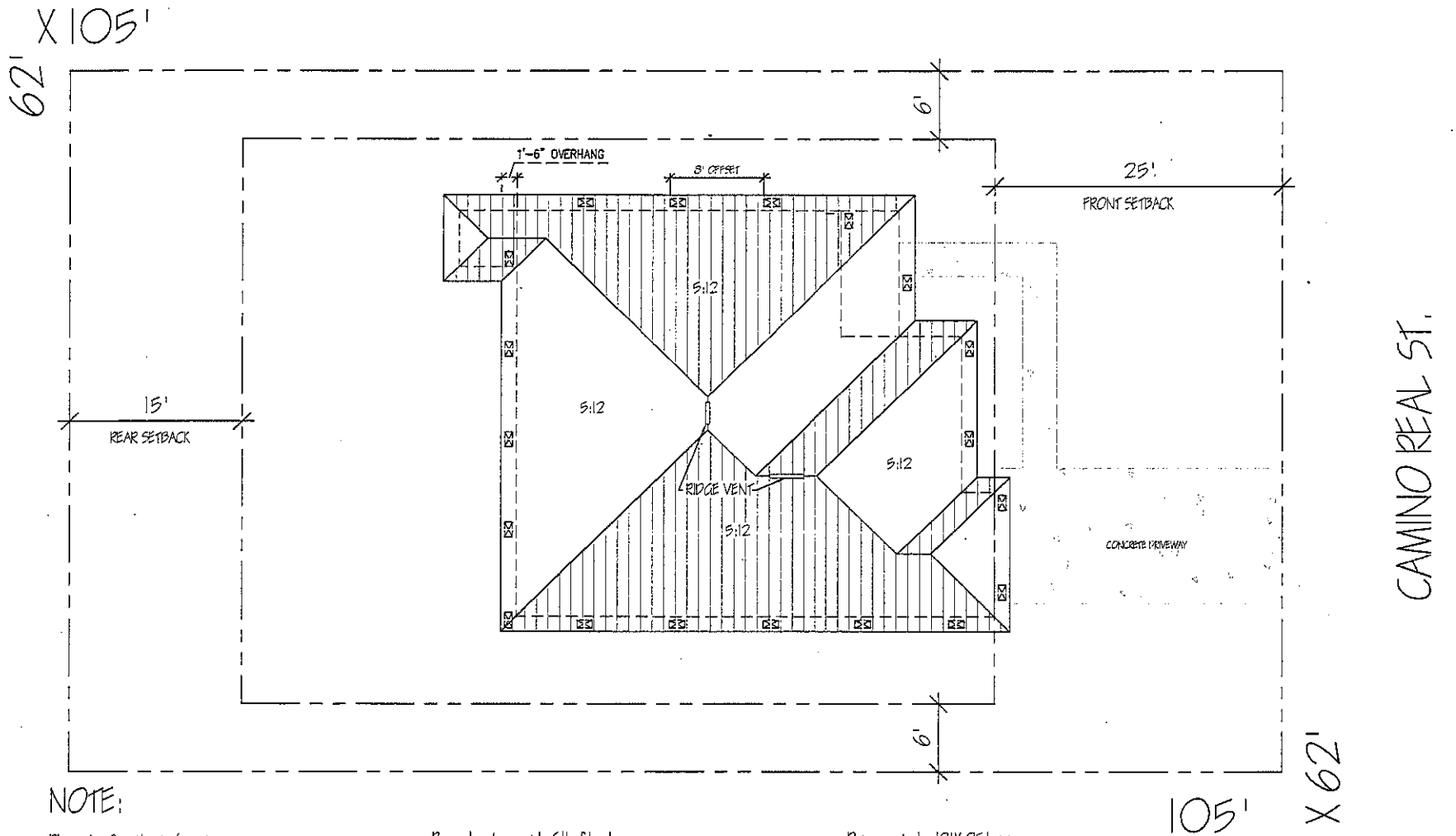
URBAN COUNTY PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

VIRGINIA MATA
6676 EL CAMINO REAL ST. - GRANJENO

LIVING AREA
1316 SQ. FT.

1 OF 7

PORCION 58 GRANJENO, 0.278 AC.



NOTE:

Please verify with city/ county on setbacks and for any requirements requarding sidewalk, landscaping and any other obligations as per city regulations/ ordinances. HOWEVER, any house that is made for handicap accessibility WILL ALWAYS, require driveway with connecting sidewalk to ramp.

Remember to provide 6'' of landscape dirt around house with sufficient grass seed up to 10' of perimeter.
Install both a ramp, steps and railings as per owners request of location.
In addition, remember to replace septic tank if needed and is more than 10 yrs old.
House to be built on original location.

Driveway to be 12'X 25' minimum, remain distance is to street if any is to be of asphalt, caliche or concrete.

1 PLOT ELEVATION

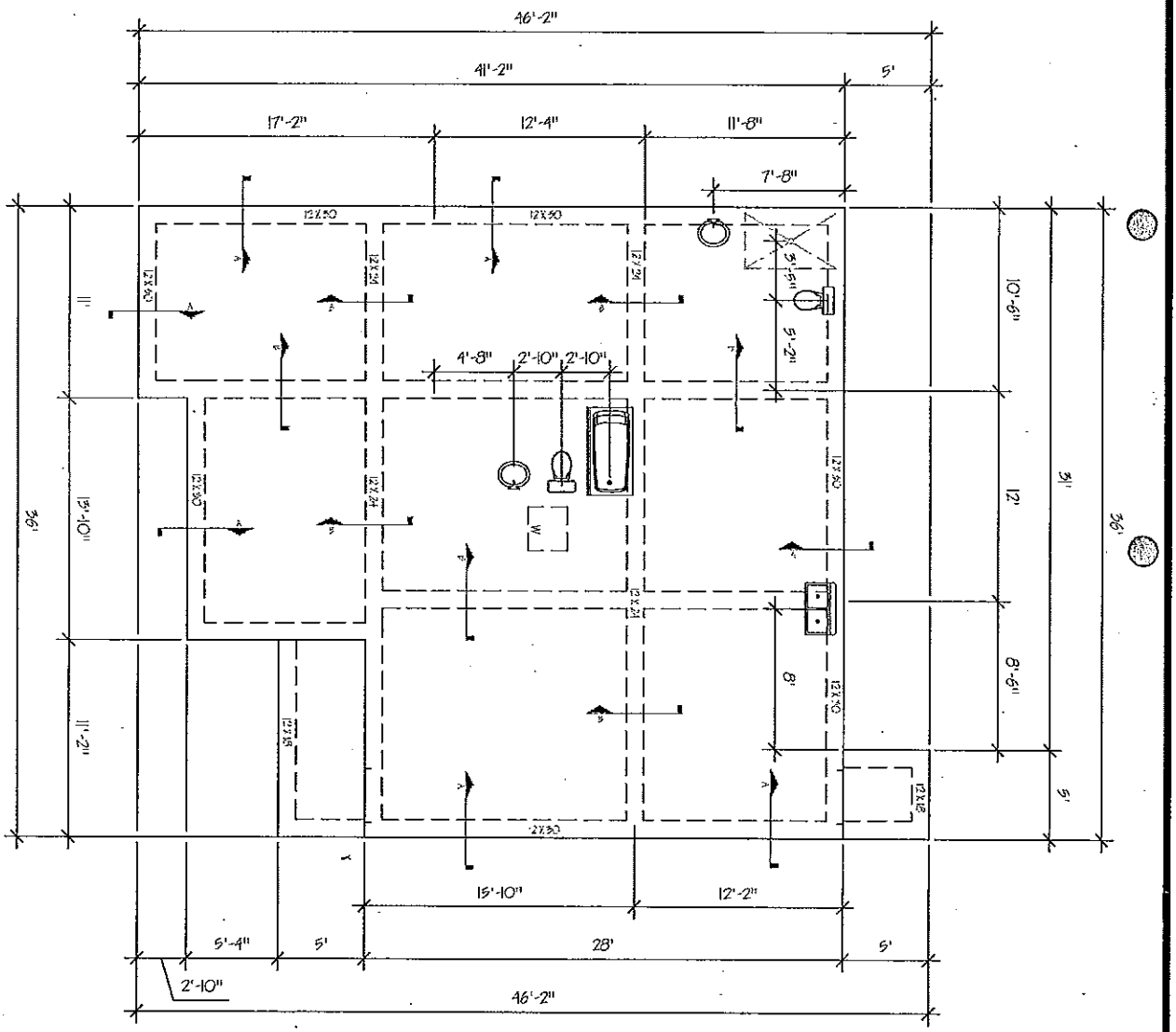
SCALE: 1/4" = 1'

URBAN COUNTY PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

LIVING AREA
1576 SQ. FT.

VIRGINIA MATA
6616 EL CAMINO REAL ST. - GRANJENO

2 OF 7



GENERAL NOTES

-4" THICK SLAB ON GRADE W/ #3 BARS @ 16" O.C. EACH WAY AT MID-DEPTH OF SLAB OVER APPROVED COMPACTED FILL

-EXTERIOR BEAMS TO BE 12"X30" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

-INTERIOR BEAMS TO BE 12"X24" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

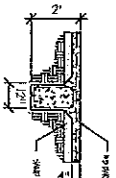
-CORNER BARS AT ALL CORNERS & INTERSECTIONS 2"X2" - #5

APPLY 6X6 #6 WIRE MESH AT SIDEWALKS AND DRIVEWAYS.

-INSTALL ACVOR BOLTS AT PERIMETER AT 4' O.C.

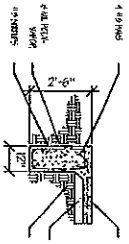
-USE ONLY COMPACTED SELECTED FILL. PIER FINISH FLOOR TO BE 18" FROM TOP OF CURB UNLESS OTHERWISE NOTED.

B-INTERIOR BEAM



-INTERIOR BEAMS TO BE 12"X24" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

A-EXTERIOR BEAM



-EXTERIOR BEAMS TO BE 12"X30" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

1 FOUNDATION PLAN

SCALE: N.T.S.

URBAN COUNTY PROGRAM

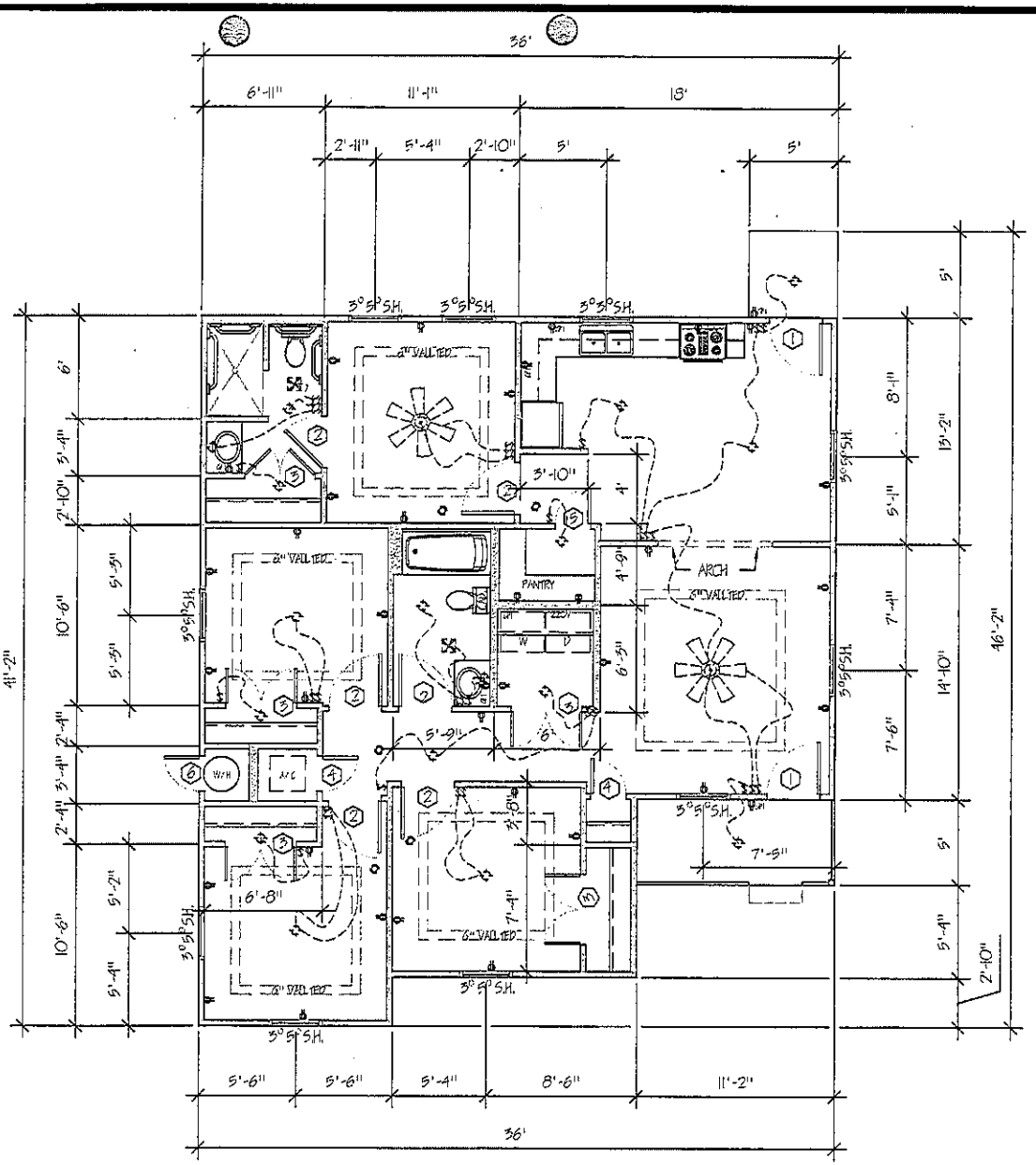
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

3 OF 7

VIRGINIA MATA

6676 EL CAMINO REAL ST. - GRANJEINO

LIVING AREA
1376 SQ. FT.



SQUARE FOOTAGE

LIVING AREA	1296
PORCH/PATIO	80
TOTAL SQ FT.	1376

ELECTRICAL LEGEND

WH WATER HEATER	EXHAUST FAN
DUPLEX ELECTRICAL RECEPT.	LIGHT FIXTURE
220V ELECTRICAL RECEPTACLE	$ LIGHT SWITCH
GFI GROUND FAULT	T THERMOSTAT
SMOKE DETECTOR	

DOOR SCEDULE

DR#	TASK	SZ X 6 8	TYPE	LOCKS
1	INSTALL NEW UNIT W/ DUAL PEEP HOLES	3'0"	METAL W/ LOW PROFILE THRESH.	LEVER TYPE ENTRY LOCK W/ DEADBOLT.
2	INSTALL NEW UNIT	3'0"	HOLLOW CORE	LEVER TYPE PRIVACY
3	INSTALL NEW UNIT	(2) 2'0"	HOLLOW CORE	PASSAGE
4	INSTALL NEW UNIT	2'0"	HOLLOW CORE	PASSAGE
5	INSTALL NEW UNIT	2'0"	HOLLOW CORE	PASSAGE
6	INSTALL NEW UNIT	2'0"	HOLLOW METAL	LOCK W/ DEADBOLT

GENERAL NOTES

-5:12 SLOPE WITH 16" OVERHANG
-SUPPLY RIDGE/ SOFFIT VENTS WHERE NEEDED
-INSTALL PORCH RAILING WHERE FINISH GRADE IS LOWER THAN 1' FROM PORCH FLOOR.
-INSTALL PORCH STEPS WHERE FINISH GRADE IS LOWER THAN 6" FROM PORCH FLOOR.
-INSTALL PHONE JACKS & CABLE CONNECTIONS IN ALL BEDROOMS & LIVING ROOM. KITCHEN PHONE AS PER OWNERS REQUEST.
-INSTALL CONNECTIONS FOR A NATURAL GAS/ PROPANE/ OR ELECTRICAL STOVE Electric Stove

EXTERIOR COLOR CHOICES TO BE OR MATCH:

_____ _____
wall trim

INTERIOR COLOR CHOICES TO BE OR MATCH:

_____ _____
wall trim

I HAVE READ AND FULLY AGREE WITH THE WRITE-UP AND PLANS AS PRESENTED TO ME THIS 16 DAY OF 11 2011

X Virginia Mata

1 FLOOR PLAN

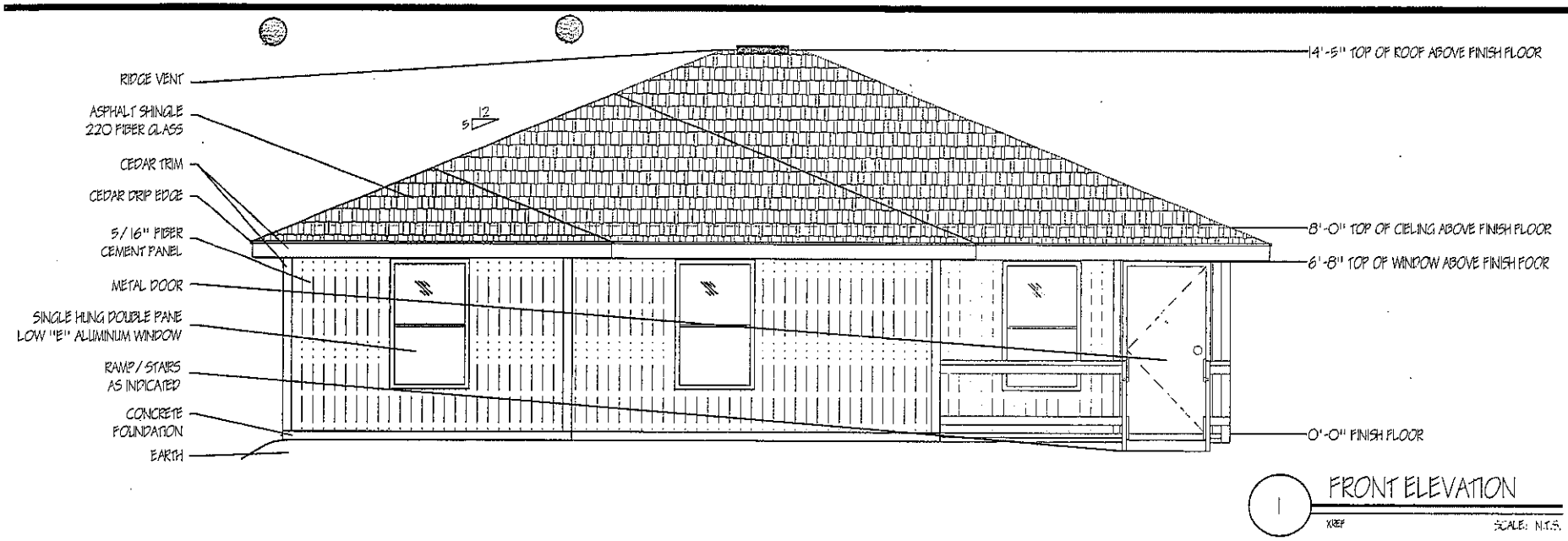
SCALE: N.T.S.

URBAN COUNTY PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

LIVING AREA
1376 SQ. FT.

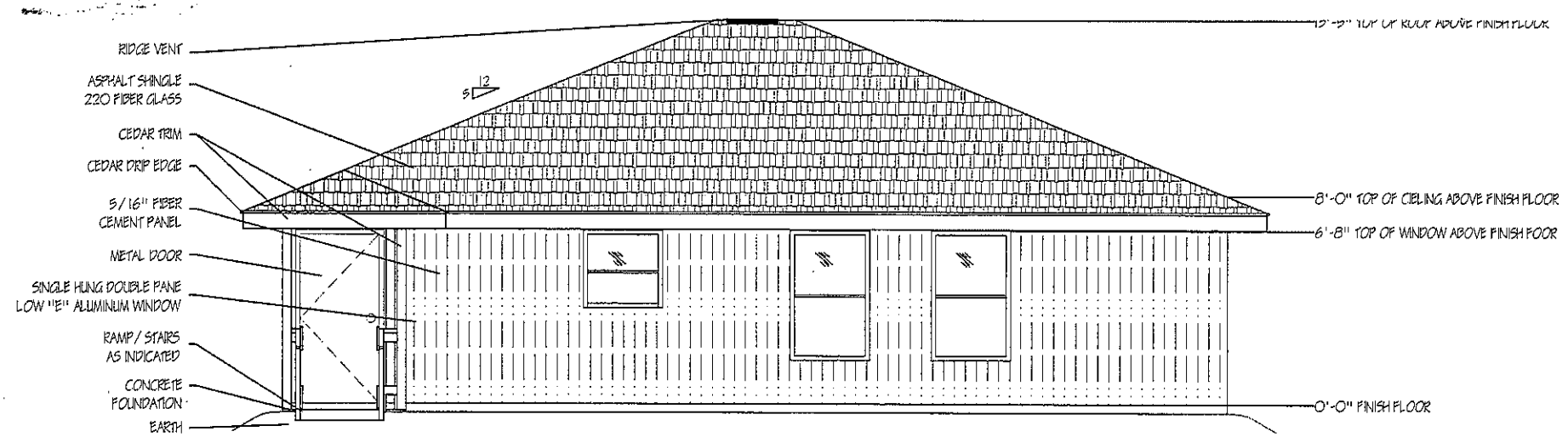
VIRGINIA MATA
6676 EL CAMINO REAL ST. - GRANJENO

4 OF 7



1 FRONT ELEVATION

XREF SCALE: N.T.S.



2 REAR ELEVATION

XREF SCALE: N.T.S.

URBAN COUNTY PROGRAM

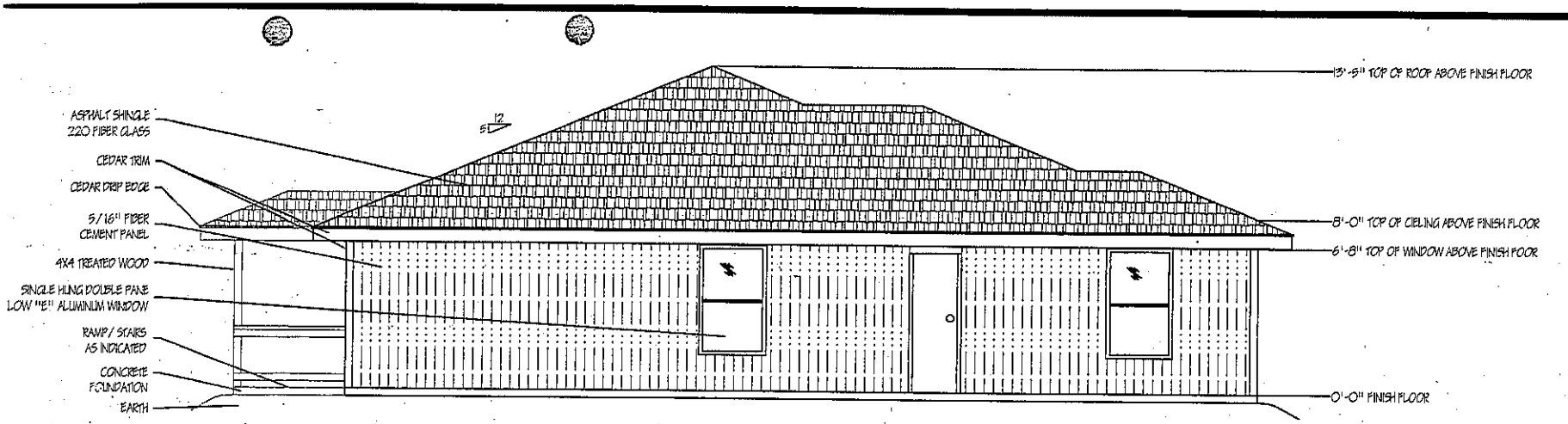
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

LIVING AREA
1376 SQ. FT.

VIRGINIA MAYA

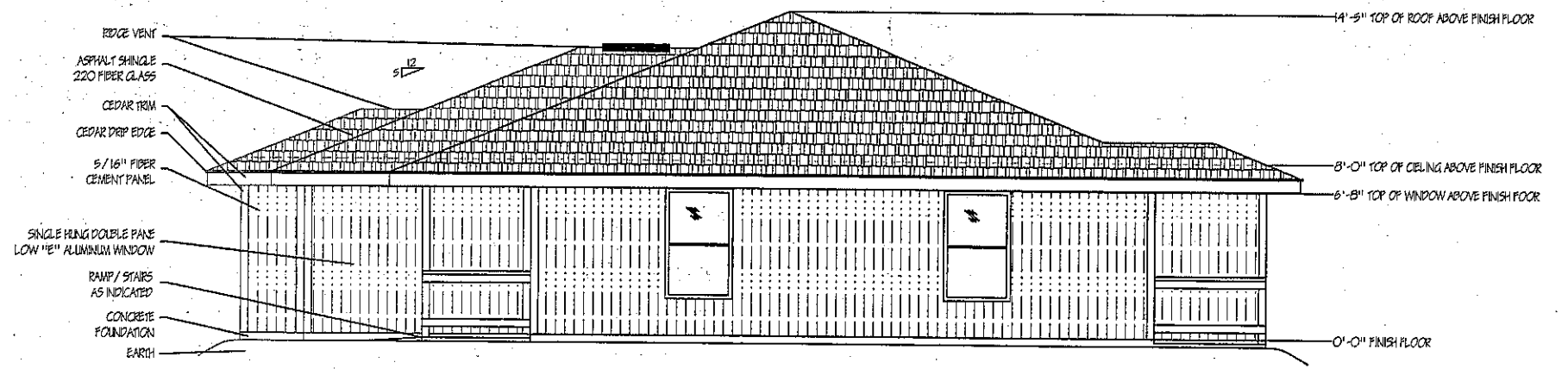
6676 EL CAMINO REAL ST. - GRANLEINO

5 OF 7



1 RIGHT ELEVATION

XREF SCALE: N.T.S.



2 LEFT ELEVATION

XREF SCALE: N.T.S.

URBAN COUNTY PROGRAM

OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

LIVING AREA
1576 SQ. FT.

VIRGINIA MATA
6676 EL CAMINO REAL ST. - CARLEINO

6 OF 7

SPECIFICATIONS

ALL *SPECIFICATION* SHALL ASSUME THE USE OF *CONTRACTOR'S MINIMUM GENERAL SPECIFICATIONS MANUAL*

OWNER (S) VIRGINIA MATA CASE NO.: G30-01-11 DATE: 11-5-12 ADDRESS: 6676 CAMINO REAL ST.- GRANJENO PHONE: 956-432-2937 BY: ERIC TREVINO

1. FOUNDATION WORK:

BUILD A NEW CONCRETE FOUNDATION TO COMPLY WITH PLANS, SPECS, CITY AND / COUNTY REQUIREMENTS. PROJECTS TO BE 18" ABOVE CENTER LINE OF STREET OR 18" ABOVE NATURAL GROUND, WHICHEVER IS GREATER. INCLUDE CONCRETE SLAB FOR A/C UNIT. CONCRETE DRIVE-WAY THAT MEASURES 12'X25', MUST CONNECT TO STREET.

2. PLUMBING GENERAL: (SEE SPECS)

ALL PLUMBING ROUGH SHALL BE AS FOLLOWS:

- WATER SUPPLY TO HOUSE SHALL HAVE A ¾" CUTOFF VALVE BEFORE ENTRY TO HOUSE.
- INTERIOR WATER SUPPLY LINES FOR HOUSE SHALL BE ALL NEW PEX OF APPROPRIATE DIAMETER
- NEW PEX PIPES AND FITTINGS:
  - OF 1" MINIMUM DIAMETER FOR ALL EXTERIOR WATER SUPPLY LINES BELOW GROUND.
  - OF APROPRIATE DIAMETER FOR DWV (DRAIN, WASTE, AND VENTS).
- SEWER CONNECTION SHALL HAVE (1) PLASTIC PVC SEWER CLEAN OUT.

ALL PLUMBING FINISH SHALL BE AS FOLLOWS:

- RELATED PLUMBING ITEMS:
  - (2) EXTERIOR HOSE BRASS BIB FAUCETS:
  - ½" CUTOFF VALVES WITH ESCUTCHEONS FOR ALL FIXTURES.

FIXTURES:

- PLUMBING SEALANT FOR ALL DRAINS, AND SINK PERIMETERS
- ALL OTHER RELATED PLUMBING (SEE SPECS)

FIXTURES: (SEE SPECS)

- KITCHEN SINK/ FAUCETS/RELATED PLUMBING.
- CABINET SINK WITH FORMICA COUNTERTOP/ FAUCETS
- SHOWER/TUB WITH RELATED PLUMBING & FIXTURES
- TOILET OF MATCHING COLOR
- MEDICINE CABINETS/TOWEL RACKS/ T.P. DISPENCER/ TOOTHBRUSH, SOAP HOLDER, & SHOWER ROD (SEE SPECS)
- WATER HEATER INSTALLED AS-PER SPECS. (GAS OR ELECTRIC AS PER OWNER REQUEST)

OTHER RELATED ITEMS

- RANGE CONNECTIONS AS PER OWNERS REQUST.(SEE SECTION 23.)
- 4" DRYER EXAUST VENT.
- IN WALL WASHING MACHINE BOX, WITH BRASS FAUCETS & RELATED PLUMBING.
  HOOK UP ALL DRAINAGE LINES TO CITY SEWER SYSTEM IF AVAILABLE. SEE CITY FOR INFORMATION.TEST SEPTIC SYSTEM IF EXISTING FOR INTEGRITY AND REPLACE IF NECESSARY AND MORE THAN 10 YEARS OF AGE

3. INTERIOR/EXTERIOR WALLS & CEILINGS:

ALL INTERIOR AND EXTERIOR WALL FRAMING:

- 2"x4" (#2 OR BETTER) FOR USE IN: SOLE PLATES (TREATED LUMBER)
  - DOUBLE TOP PLATES
  - 92 5/8" PRE-CUT STUDS @ 16" O.C.
  - WINDOW SILLS
  - CEILING JOIST CHAIN BLOCKING @ 48" O.C.
  - INSTALL BOOT TIES IN EVERY CORNER OF THE HOUSE ALONG WITH METAL ANCHORS ON BOTH BOTTOM AND TOP PLATES OF HOME
- 2"x6" (#2 OR BETTER) FOR USE IN:
  - WINDOW & DOOR HEADERS WITH 1"/2" SPACER.
  - CEILING JOIST @ 24" O.C., FOR CLEARANCES LARGER THAN 12' CEILING JOIST SHALL BE @ 16" O.C.
  - (2) 2X12 WHERE NEEDED.

ALL EXTERIOR CEILING COVERINGS:
3/8" CD EXTERIOR PLYWOOD FOR PORCH CIELINGS.
ALL INTERIOR WALL & CEILING COVERINGS.
½" SHEETROCK FINISHED AS PER SPECS.
½ " DAMP RESISTANT SHEETROCK FOR BATH AREAS.
ALL INTERIOR CEILINGS & WALLS TO HAVE ORANGE PEEL TEXTURE.
ALL EXTERTIOR TRIMMINGS SHOULD CONSIST OF CEDAR WOOD.

4. ROOF: (SLOPE=5/12)

ROOF SHALL HAVE:

- A HIP/GABLE STYLE ROOF WITH 16" OVERHANGS.
- A HIP/GABLE STYLE FRONT PORCH AS PER PLANS.
- PORCH COLUMNS MUST BE FASTENED TO CONCRETE.
- AN ADEQUATE COMBINATION OF RIDGE & SOFFIT VENTS WITH AIR CHUTES.
- ADEQUATE RAIN GUTTERS WITH DOWN SPOUTS FOR THE ROOF AREA THAT MAY AFFECT OWNERS.
- SHINGLES TO BE OF LIGHT COLOR (no black shingles)

5. PORCH & CANOPY FLOORS:

THE HOUSE SHALL HAVE PORCH FLOORS AS FOLLOWS:
A FRONT PORCH FLOOR.
A SIDE/BACK PORCH FLOOR.
PROVIDE RAMP & (2)-HANDRAILS TO EACH FRONT AND/OR SIDE PORCH STEPS IF FINISH GRADE IS MORE THAN 6" ABOVE ORIGINAL GROUND LEVEL OF PROPERTY.

6. INSULATION:

INSULATE:

- ALL LIVING AREA CEILINGS WITH BLOWN IN INSULATION TO AN **R-49 FACTOR.**
- INFILTRATION FOAM SHALL BE USED AROUND ALL WINDOWS, WIRES, PLUMBING, ELECTRICAL, 2X4 BOTTOM PLATES, AND ALL PENETRATED AREAS.
- ALL PERIMETER WALLS WITH **R-15 F.G. BATT.**
- ALL EXTERIOR PIPES EXPOSED TO WEATHER.

7. INTERIOR FINISH:

ALL TRIM SHALL BE INSTALLED AS PER SPECS.
ALL PAINT SHALL BE APPLIED AS PER SPECS (2-COATS) AND SHOULD BE COMPARABLE IN QUALITY TO SHERWIN WILLIAMS PAINT. ALLOW A VARIETY OF DIFFERENT COLORS FOR CLIENT TO CHOOSE FROM. (2 COLOR CHOICE MIN).

8. EXTERIOR FINISH:

PAINT ENTIRE HOUSE AS PER SPECS WITH PAINT COMPARABLE IN QUALITY TO SHERWIN WILLIAMS. PRIMER TO BE OIL BASED & PAINT MUST BE EQUIVALENT TO A-100. (2 COLOR CHOICE MIN).

9. SIDING:

THE SIDING SHALL BE 5/16" FIBER CEMENT WITH ALL CEDAR TRIM TO ENTIRE HOUSE.

10. WINDOWS:

- SHALL BE NEW LOW "E" DOUBLE PANE INSULATED ALUMINUM WINDOWS, SIZE AS PER PLAN.

11. CABINETS GENERAL:

- BUILD AND/OR INSTALL NEW KITCHEN CABINETS TO INCLUDE:
- A RANGE CABINET.
- A KTCHEN FORMICA COUNTER TOP OF MATCHING COLOR.
- BUILD AND / OR INSTALL A NEW VANITY CABINET FOR EACH BATHROOM WITH FORMICA TO MATCH LAVATORY, SINK,TOILET AND WALLS. ALL CABINETRY PIECES SHOULD BE NEW AND COMPLETE AND BUILT TO PROFESSIONAL STANDARDS.

12. FLOOR, SUBFLOOR, & FINISH FLOORING:

APPLY VCT FLOOR TILE TO ALL LIVING AREA HOUSE FLOORS.
SECOND FLOOR TO BE BUILT WITH 2 X 12 FLOOR JOISTS @ 16" O.C.

13. ELECTRICAL GENERAL

ALL ELECRICAL INSTALLATIONS & WORK AS PER ELECTRICAL CODE WITH THE FOLLOWING CONDITIONS:

- PROVIDE RANGE OUTLET AS PER OWNER'S REQUEST.
- PROVIDE APPROPRIATE WASHER & DRYER CONNECTION.
- (2) 52" CEILING FANS (CEILING HUGGER STYLE) **COMPARABLE IN QUALITY** TO THE "HUNTER" BRAND, THE CONTACTOR SHALL ALLOW $120.00 FOR MATERIAL & LABOR, LOCATON AS PER OWNER REQUEST. INSTALL GFCI OUTLETS IN BATHROOMS, KITCHEN, AND EXTERIOR WALLS.
- EACH ELECTRICAL PANEL OR BREAKER BOX, LIGT SWITCH, OR THERMOSTAT NO HIGHER THAN 48" ABOVE FLOOR.
- EACH ELECTRICAL OUTLET TO BE PLACED 15" ABOVE THE FLOOR
- ALL RECEPTICALS PLACED WITHIN 6' FROM KITCHEN OR BATHROOM SINKS MUST BE GFCI
- ALL ELECTRIAL PLATES ARE TO BE CAULKED

14. RANGE HOOD:

INSTALL A RANGE TO FIT OWNER'S RANGE SIZE (30" OR 36").

15. BATHROOM ACCESSORIES:

ALL ACCESSORIES & MEDICINE CABINET AS PER SPECS.
(CURTAIN ROD, TOILET PAPER,TOOTHBRUSH & SOAP HOLDER)

16. HEATING & A/C:

PROVIDE & INSTALL A 16 SEER CENTRAL AIR CONDITIONING COMPARABLE IN QUALITY TO A CARRIER BRAND UNIT FOR THE ENTIRE HOUSE. INSTALL DIGITAL THERMOSTAT. PLANS MUST BE REVIEWED BY A LICENSED A/C TECHNICIAN TO DETERMINE PROPER INSTALLATION OF VENTS, DUCTS, AND REQUIRED 2' X 2' A/C CHASE.

17. SMOKE DETECTORS:

INSTALL A SMOKE DETECTOR INSIDE EACH SLEEPING ROOM, OUTSIDE SLEEPING ROOMS, ALL WIRED IN SERIES.

18. GENERAL NOTES.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR:

- YOUR BID TO INCLUDE ANY COST RELATED TO REQUIREMENTS FROM CITY. CHANGE ORDERS FOR THIS PARTICULAR PURPOSE WILL NOT BE ACCEPTED OR PROCESSED TO CORRECT THE ABOVE MENTIONED.
- YOUR BID TO INCLUDE ANY COST RELATED TO RES-CHECK & ENERGY COMPLIANCE REQUIREMENTS.
- THE DEMOLISH AND DISPOSAL EXISTING STRUCTURE.
- THE COMPLIANCE OF ALL THE REQUIRED BUILDING ELEVATIONS.
- PROVIDE 6" OF LANDSCAPE DIRT AROUND THE HOUSE ALONG WITH SUFFICIENT GRASS SEEDS UP TO 10' OF PERIMETER.
- PROVIDING THE APPROPRIATE ELECTRICAL AND /OR GAS CONNECTIONS FOR RANGE AS PER APPICANT'S REQUEST AND ACCORDING TO APPLICABLE PLUMBING/ELECTRICAL CODE.
- PROVIDE PHONE JACKS & CABLE CONNECTIONS IN EACH BDRM & LIVING ROOM. KITCHEN PHONE IF REQUESTED.
- PROVIDE TERMITE PRE-TREATMENT TO ENTIRE HOUSE.
- OBTAINING, DISPLAYING, AND SUBMITTING ALL PROPER PERMTIS & INSPECTIONS.
- ALL CONTRACTORS WILL BE RESPONSIBLE FOR ANY ADDITIONAL PLANS, SPECIFICATIONS AND/OR DETAILS THAT ARE REQUIRED BY CITIES OR COUNTY AT THE TIME OF ATTAINING PERMITS.
- ALL THE GENERAL INFORMATION CONTAINED WITHIN **SECTION 23 GENERAL NOTES** OF THE CONTRACTOR'S GENERAL SPECIFICATIONS MANUAL.
- PROVIDE AND INSTALL PROJECTS SIGNS AT EACH CONSTRUCTION SITE
- CONTRACTOR IS RESPONSIBLE FOR SUPPLYING PORT A POTTY THROUGHOUT CONSTRUCTION PROCESS *(demo to final inspection)*
- SHOWER ENTRANCES TO BE 36" WIDE
- ALL UCP HOMES MUST COMPLY WITH TEXAS GOVERNMENT CODE §2306.514

THE HOMEOWNER SHALL BE RESPONSIBLE FOR

- REMOVE AND DISPOSE OF ALL DEBRIS ON SITE BEFORE THE BEGINNING OFCONSTRUCTION, INCLUDING BUT NOT LIMITED TO TIRES, ABANDONEDVEHICLES, OLD LUMBER, ETC.
- MAKING NECESSARY DEPOSITS FOR ANY UTILITIES TO BE CONNECTED TO THE NEW DWELLING.

I HAVE READ AND FULLY AGREE WITH THE WRITE-UP AND PLANS AS PRESENTED TO ME.

Virginia Mata

NAME OF APPLICANT

CONSTRUCTION LOAN AGREEMENT

This Construction Loan Agreement ("Agreement"), dated as of June 18, 2013, is made and executed between Virginia C. Mata ("Borrower") and [illegible] ("Lender") on the following terms and conditions. Borrower has requested that Lender make a construction loan to Borrower, and Lender has agreed to make the loan, subject to the terms and conditions of this Agreement. Borrower has applied to Lender for a construction loan in the amount of [illegible] (the "Loan"), which Borrower intends to use to pay for the construction of certain improvements on the Property described below. Borrower has represented to Lender that Borrower has entered into a contract with a licensed general contractor for the construction of the Improvements, and Lender has agreed to make the Loan to Borrower on the terms and conditions set forth in this Agreement.

Borrower: Virginia C. Mata

Borrower's Address: 6676 Camino Real
Mission, TX 78572

Lender: [illegible]

Lender's Address:

[illegible]
[illegible]
3304 [illegible],
[illegible], [illegible] 78539

General Contractor: Rene Garza, G & G Contractors

General Contractor's Address: 5125 S. 281, Ste 3, Edinburg, TX 78539

[illegible]:

$54,680.00 [illegible] June 18, 2013 [illegible] June 18, 2013, [illegible]

[illegible]:

[illegible]

[illegible]:

[illegible]

[illegible]: [illegible]

[illegible]:

[illegible] June 18, 2013 [illegible]

[illegible]: $54,680.00

[illegible], [illegible] [illegible]:

1. [illegible].

(a) [illegible] [illegible], [illegible] 53, [illegible], [illegible] 1 (a) [illegible], [illegible] [illegible].

(b) [illegible] ("[illegible]"), [illegible] [illegible]. [illegible]: (i) [illegible]; (ii) [illegible], [illegible]; (iii) [illegible]; [illegible] (iv) [illegible].

(c) [illegible].

(d) [illegible] [illegible] 40% [illegible] ("[illegible]") [illegible] 50% [illegible] 3 [illegible]. [illegible] 50% [illegible] ("[illegible]") [illegible] 4 [illegible].

(e) [illegible] 90% [illegible] 4 ([illegible]) [illegible].

(f) [illegible], [illegible] 53, [illegible],

(b) [illegible]

2. [illegible]

3. [illegible]:

(a) [illegible];

(b) [illegible] 53, [illegible];

(c) [illegible] 162, [illegible];

(d) [illegible];

(e) [illegible];

(b) [illegible]

(c) [illegible]

(d) [illegible] 416, [illegible];

(e) [illegible]

4. [illegible]. [illegible] 5) [illegible] 3 [illegible]:

(a) [illegible] 53, [illegible], [illegible] (b) [illegible]; (c) [illegible]; [illegible] (d) [illegible];

(b) [illegible]: (a) [illegible]; [illegible] (b) [illegible];

(c) [illegible]

5. [illegible]: (a) [illegible]; (b) [illegible]; (c) [illegible]; [illegible] (d) [illegible];

4

6. .

7. .

( )

( )

( )

( )

( )

( )

[redacted]

(j) [redacted]

(k) [redacted]

(l) [redacted]

(m) [redacted]

(n) [redacted]

(o) [redacted]

(p) [redacted]

(q) [redacted]

(r) [redacted]

(s) [redacted]

(t) [redacted]

[redacted]

(l) [illegible]

8. [illegible]. THE AUTHORITY HEREIN CONFERRED ON LENDER AND ANY ACTION TAKEN BY LENDER IN MAKING INSPECTIONS OF THE PROPERTY, PROCURING SWORN STATEMENTS AND WAIVERS OF LIENS, APPROVING CONTRACTS AND SUBCONTRACTS AND APPROVING PLANS AND SPECIFICATIONS WILL BE TAKEN BY LENDER FOR ITS OWN PROTECTION ONLY, AND LENDER SHALL NOT BE DEEMED TO HAVE ASSUMED ANY RESPONSIBILITY TO BORROWER OR ANY OTHER PERSON WITH RESPECT TO ANY SUCH ACTION HEREIN AUTHORIZED OR TAKEN BY LENDER OR WITH RESPECT TO THE PROPER CONSTRUCTION OF THE IMPROVEMENTS, PERFORMANCE OF CONTRACTS OR SUBCONTRACTS BY ANY CONTRACTORS OR SUBCONTRACTORS, OR PREVENTION OF CLAIMS FOR MECHANIC'S LIEN.

9. [illegible]

10. [illegible] BORROWER AND CONTRACTOR REPRESENT AND WARRANT TO LENDER THAT, TO THE BEST OF THEIR KNOWLEDGE, NO EMPLOYEE, AGENT, CONSULTANT, OFFICER, OR ELECTED OR APPOINTED OFFICIAL OF LENDER WHO EXERCISES OR HAS EXERCISED ANY FUNCTIONS OR RESPONSIBILITIES WITH RESPECT TO THE ACTIVITIES ASSISTED WITH THE LENDER'S OWNER-OCCUPIED REHABILITATION LOAN PROGRAM OR WHO ARE IN A POSITION TO PARTICIPATE IN A DECISION MAKING PROCESS OR GAIN INSIDE INFORMATION WITH REGARD TO THESE ACTIVITIES, DURING THEIR TENURE OR WITHIN ONE YEAR THEREAFTER, HAS A FINANCIAL INTEREST OR BENEFIT IN THE LOAN RELATED TO THIS AGREEMENT, OR THE PROCEEDS THEREUNDER, EITHER FOR THEMSELVES

OR THOSE WITH WHOM THEY HAVE FAMILY OR BUSINESS TIES.

11. [illegible] (10) [illegible] (10) [illegible]

12. [illegible]

LENDER'S SIGNATURE:

COUNTY OF HIDALGO

By: Diana R. Serna
Its: Director

BORROWER'S SIGNATURE:

Virginia Mata

CONTRACTOR'S SIGNATURE:

Rene Garza
G& G Contractors

[illegible] 10/2004

(Acknowledgment for Individual Principal)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on Virginia Mata in the capacity indicated, on June 18, 2013.

Notary Public, State of Texas

(Acknowledgment for Corporate Principal)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on Rene Garza of G & G Contractors on June 18, 2013.

Notary Public, State of Texas

(Acknowledgment for Partnership Principal)

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on Diana Serna on _____, 2013.

Notary Public, State of Texas

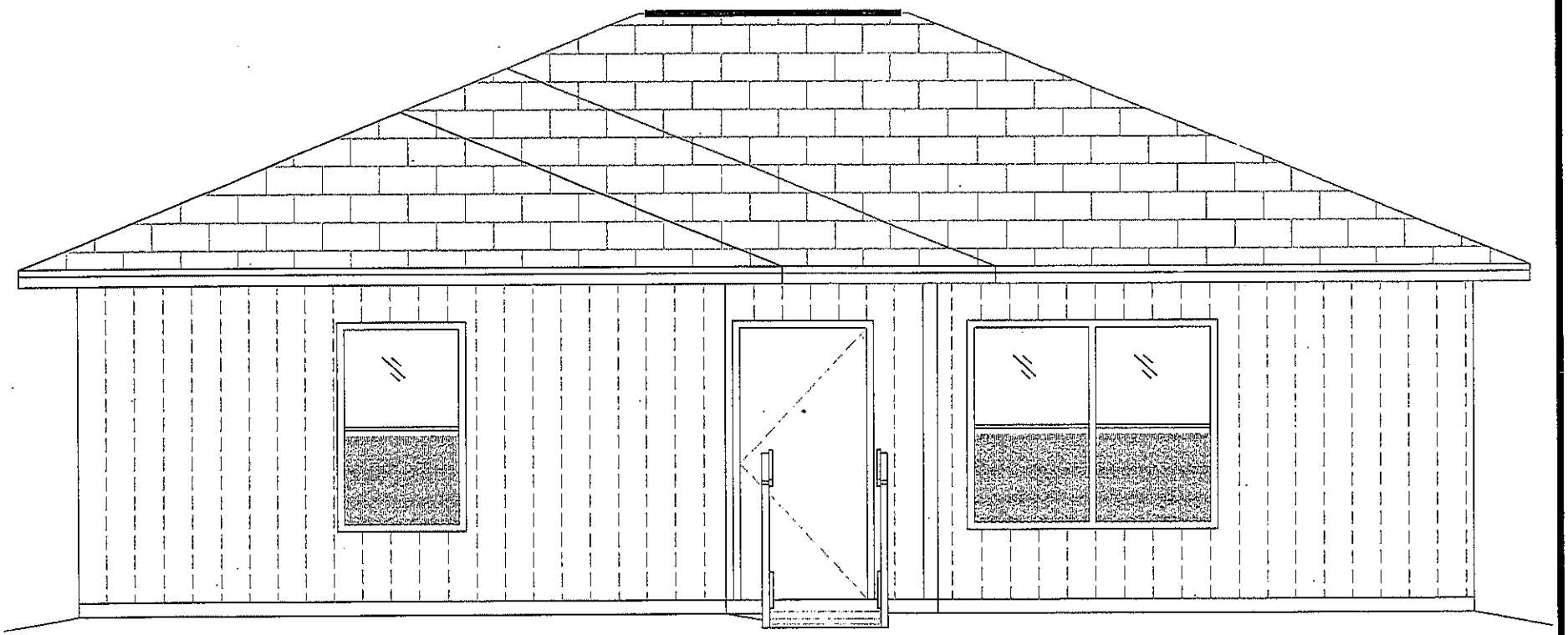
The East one-half (E ½) of the South one-half (S ½) of that certain (0.60) acre more of less being also described as (0.15) acre, and measuring some 62 feet East and West and 105 Feet North and South; being in and out of a part of Porciones 58, 59 & 60 Lying between Granjeno Banco #44 and the Northerly branch of the Military Road as shown on Amended Map of John H. Shary Subdivision, Hidalgo County Texas.

[illegible] "[illegible]"
[illegible] [illegible] [illegible] [

[illegible]

[illegible]: NONE

URESTI RESIDENCE



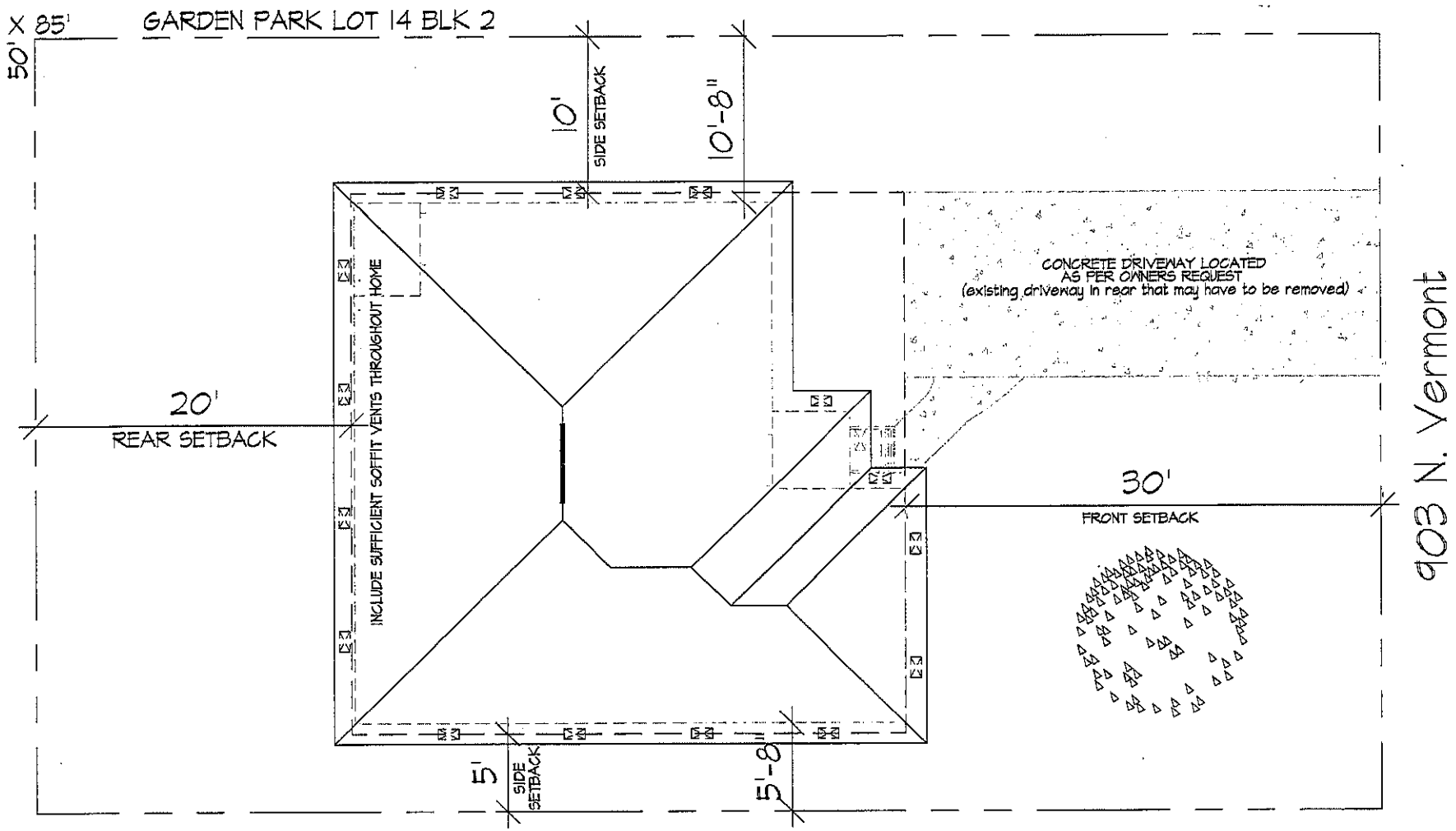
GERONIMA URESTI
903 N. VERMONT-MERCEDES
956-313-4322

URBAN COUNTY PROGRAM
1916 TESORO BLVD.
(956) 787-8127

URBAN COUNTY PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

GERONIMA T. URESTI
903 N. VERMONT - MERCEDES

TOTAL AREA
1040 SQ. FT.



NOTE:

Please verify with city/county on setbacks and for any requirements regarding sidewalk, driveway, landscaping, and any other obligations as per city regulations/ordinances.

HOWEVER, any house that is made for handicap accessibility WILL ALWAYS require driveway with connecting sidewalk to ramp.

Remember to provide 6" of landscape dirt around house with sufficient grass seed up to 10' of perimeter.
In addition, remember to replace septic tank if needed and is more than 10 yrs old.

* Please note that landscaping may have to be removed for driveway.

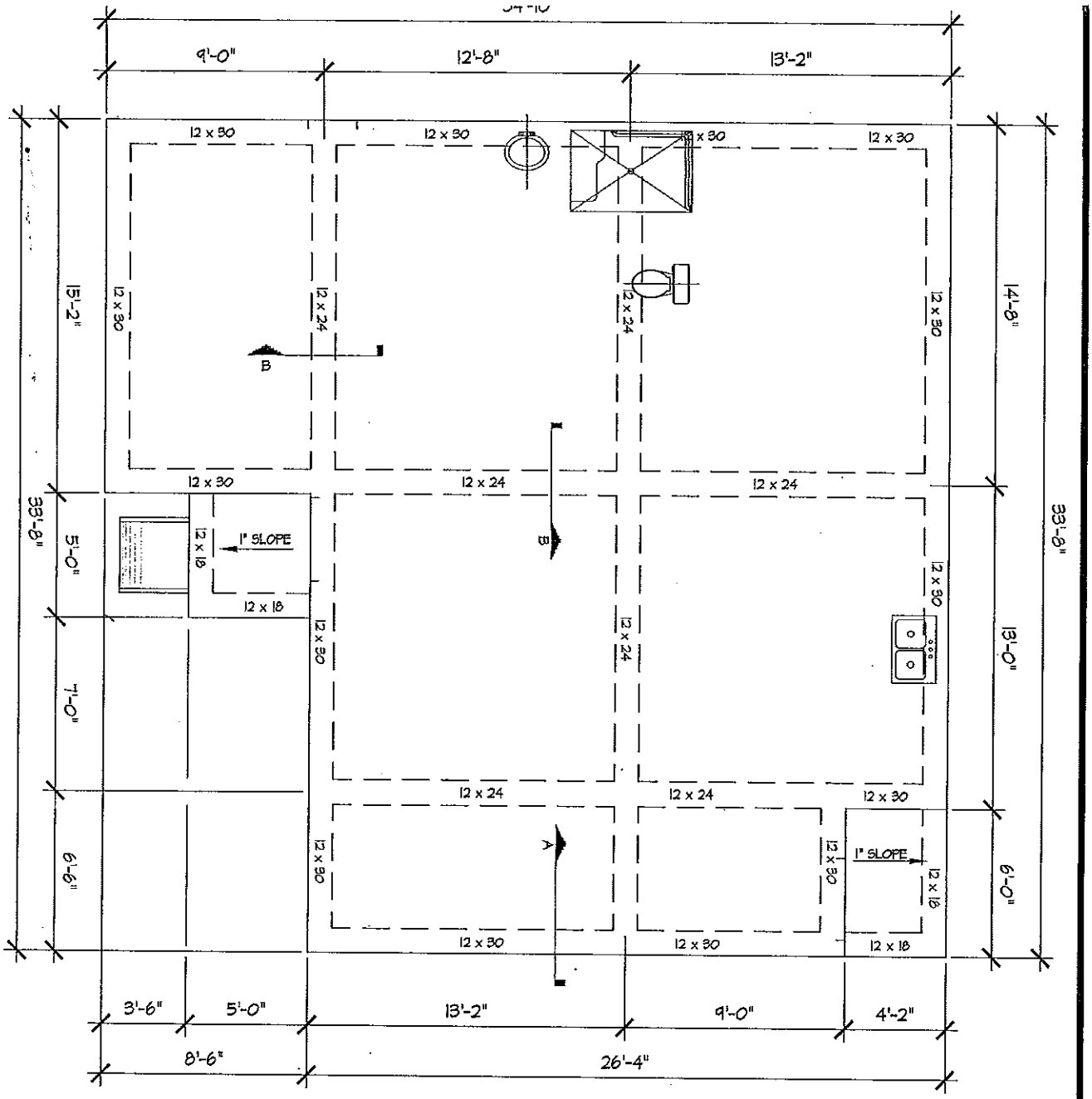
1 ROOF/ PLOT PLAN

XREF SCALE: 1" = 1'-0"

URBAN COUNTY PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

GERONIMA T. URESTI
903 N. VERMONT - MERCEDES

LIVING AREA
1040 SQ. FT.



GENERAL NOTES

-4" THICK SLAB ON GRADE W/ #3 BARS @ 16" O.C. EACH WAY AT MID-DEPTH OF SLAB OVER 6 MIL VISQUEEN OVER APPROVED COMPACTED FILL

-EXTERIOR BEAMS TO BE 12"X30" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

-INTERIOR BEAMS TO BE 12"X24" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.

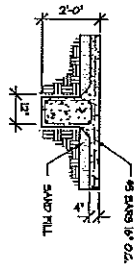
-CORNER BARS: AT ALL CORNERS & INTERSECTIONS 2'X2' - #5 APPLY 6X6 #6 WIRE MESH AT SIDEWALKS AND DRIVEWAYS.

-INSTALL ACHOR BOLTS AT PERIMETER AT 4' O.C.

-USE ONLY COMPACTED SELECTED FILL DIRT. FINISH FLOOR TO BE 18" FROM TOP OF CURB, UNLESS OTHERWISE NOTED.

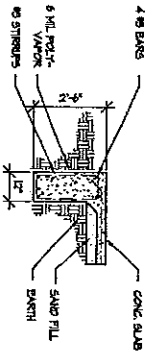
B-INTERIOR BEAM

-INTERIOR BEAMS TO BE 12"X24" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.



A-EXTERIOR BEAM

-EXTERIOR BEAMS TO BE 12"X30" WITH 4 #5 BARS CONT. TOP & BOTTOM WITH #3 STIRRUPS AT 24" O.C. AND A MIN. OF 6" IN DEPTH TO UNDISTURBED SOIL.



URBAN COUNTY PROGRAM

OWNER OCCUPIED HOUSING REHABILITATION PROGRAM.

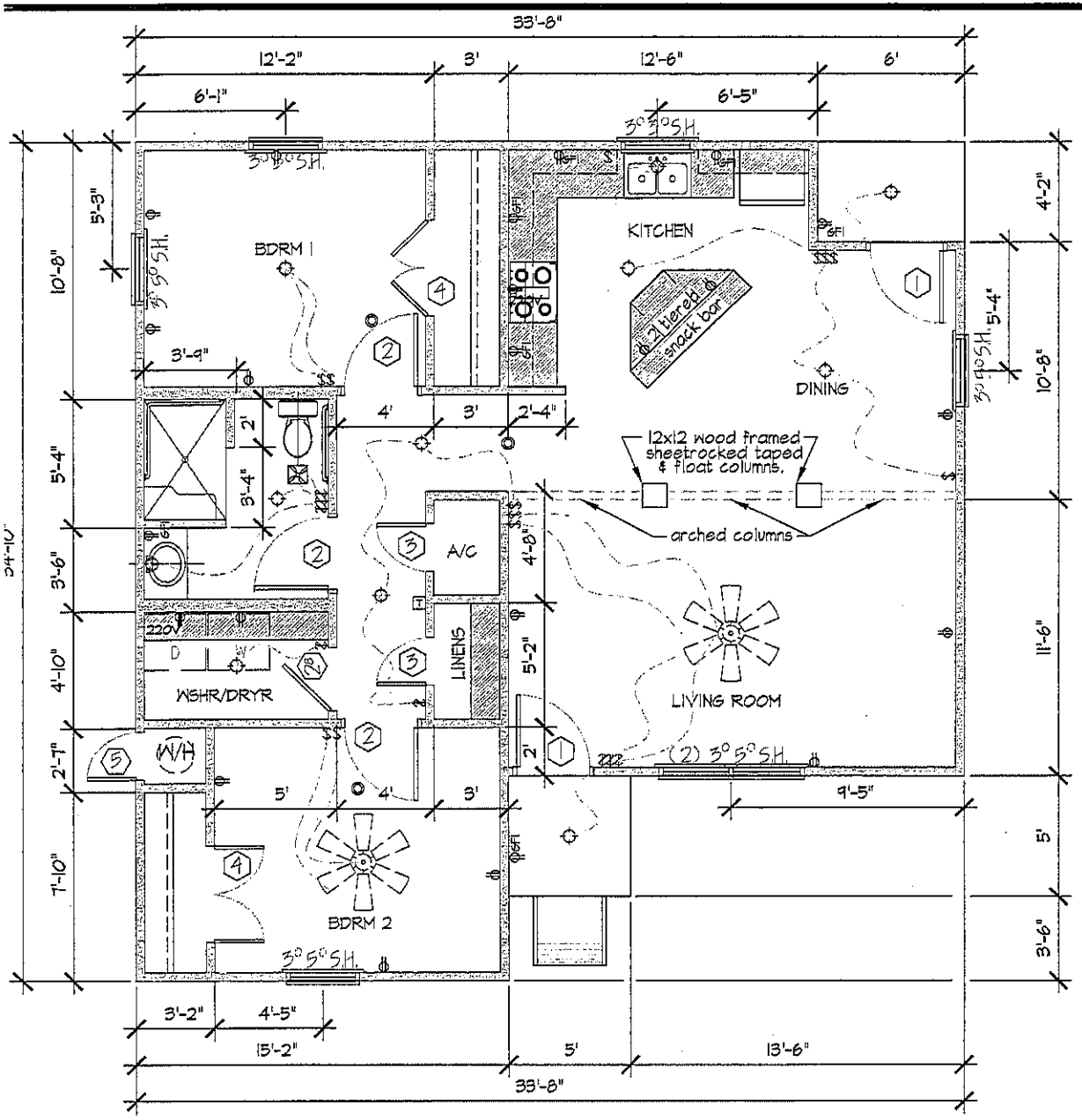
3 OF 6

GERONIMA T. URESTI

903 N. VERMONT - MERCEDES

TOTAL AREA

1040 SQ. FT.



FLOORPLAN

SQUARE FOOTAGE

LIVING AREA	994
PORCH/ PATIO	46
TOTAL SQ. FT.	1040

ELECTRICAL LEGEND

WH	WATER HEATER		LIGHT FIXTURE
	DUPLEX ELECTRICAL RECEPT.	$	LIGHT SWITCH
220V	220V DUPLEX ELECTRICAL RECEPTACLE	T	THERMOSTAT
GFI	GROUND FAULT CIRCUIT INTERRUPTER		SMOKE DETECTOR

DOOR SCEDULE

DR#	TASK	SZ X 68	TYPE	LOCKS
1	INSTALL NEW UNIT W/ DUAL PEEP HOLES	3°	METAL W/ LOW PROFILE THRSHLD.	LEVER TYPE ENTRY LOCK W/ DEADBOLT.
2	INSTALL NEW UNIT	3°	HOLLOW CORE	LEVER TYPE PRIVACY
3	INSTALL NEW UNIT	$ 2°	HOLLOW CORE	PASSAGE
4	INSTALL NEW UNIT	(2) 2°	HOLLOW CORE	PASSAGE
5	INSTALL NEW UNIT	2°	HOLLOW METAL	LOCK W/ DEADLOCK

GENERAL NOTES

-5/12 SLOPE WITH 16" OVERHANG

-SUPPLY RIDGE/SOFFIT VENTS WHERE NEEDED

-INSTALL PORCH RAILING WHERE FINISH GRADE IS LOWER THAN 1" FROM PORCH FLOOR.

-INSTALL PORCH STEPS WHERE FINISH GRADE IS LOWER THAN 6" FROM PORCH FLOOR.

-CLIENT IS REQUESTING CONNECTIOS FOR A (GAS)/ ELECTRIC/ PROPANE STOVE.

-INSTALL A MIN. OF TWO PHONE JACKS & CABLE CONNECTIONS AS PER OWNERS REQUEST.

EXTERIOR COLOR CHOICES TO BE OR MATCH:

_____ wall _____ trim

INTERIOR COLOR CHOICES TO BE OR MATCH:

_____ wall _____ trim

I HAVE READ AND FULLY AGREE WITH THE WRITE-UP AND PLANS AS PRESENTED TO ME THIS _____ DAY OF _____ 2012

Geronima T Uresti

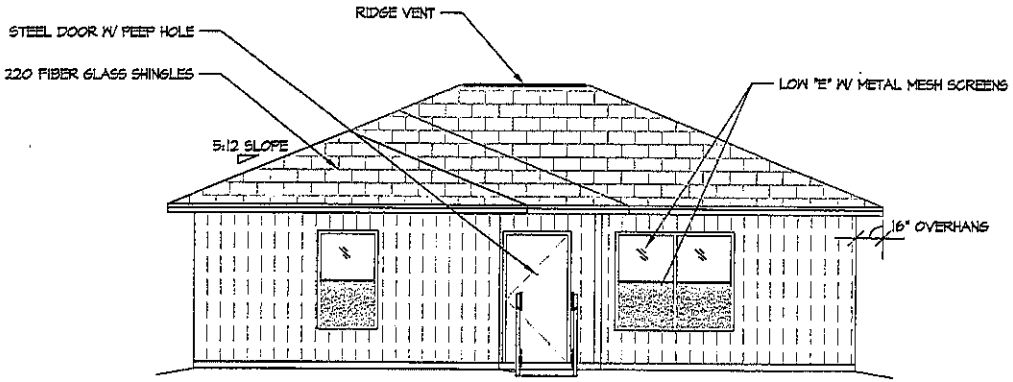
URBAN COUNTY PROGRAM

OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

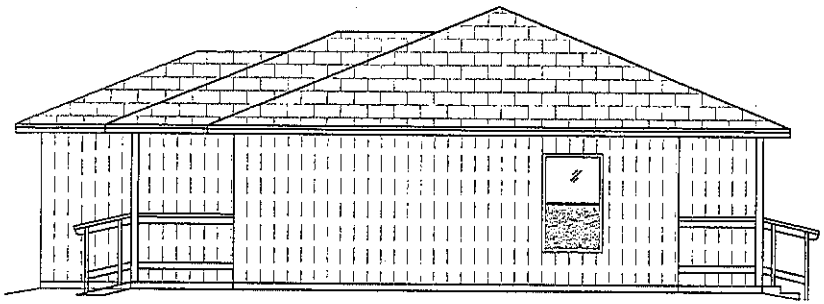
GERONIMA T. URESTI

903 N. VERMONT - MERCEDES, TX

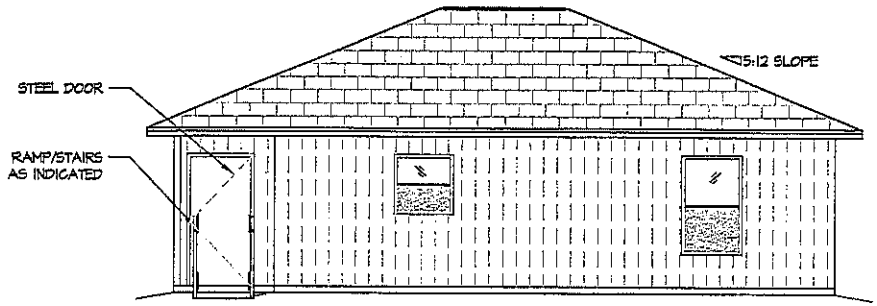
TOTAL AREA 1040 SQ. FT.



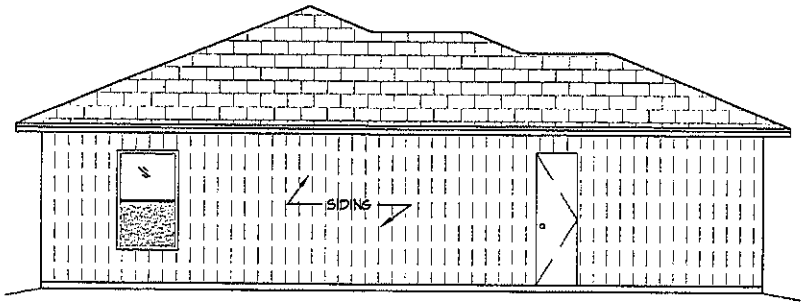
FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION



LEFT ELEVATION

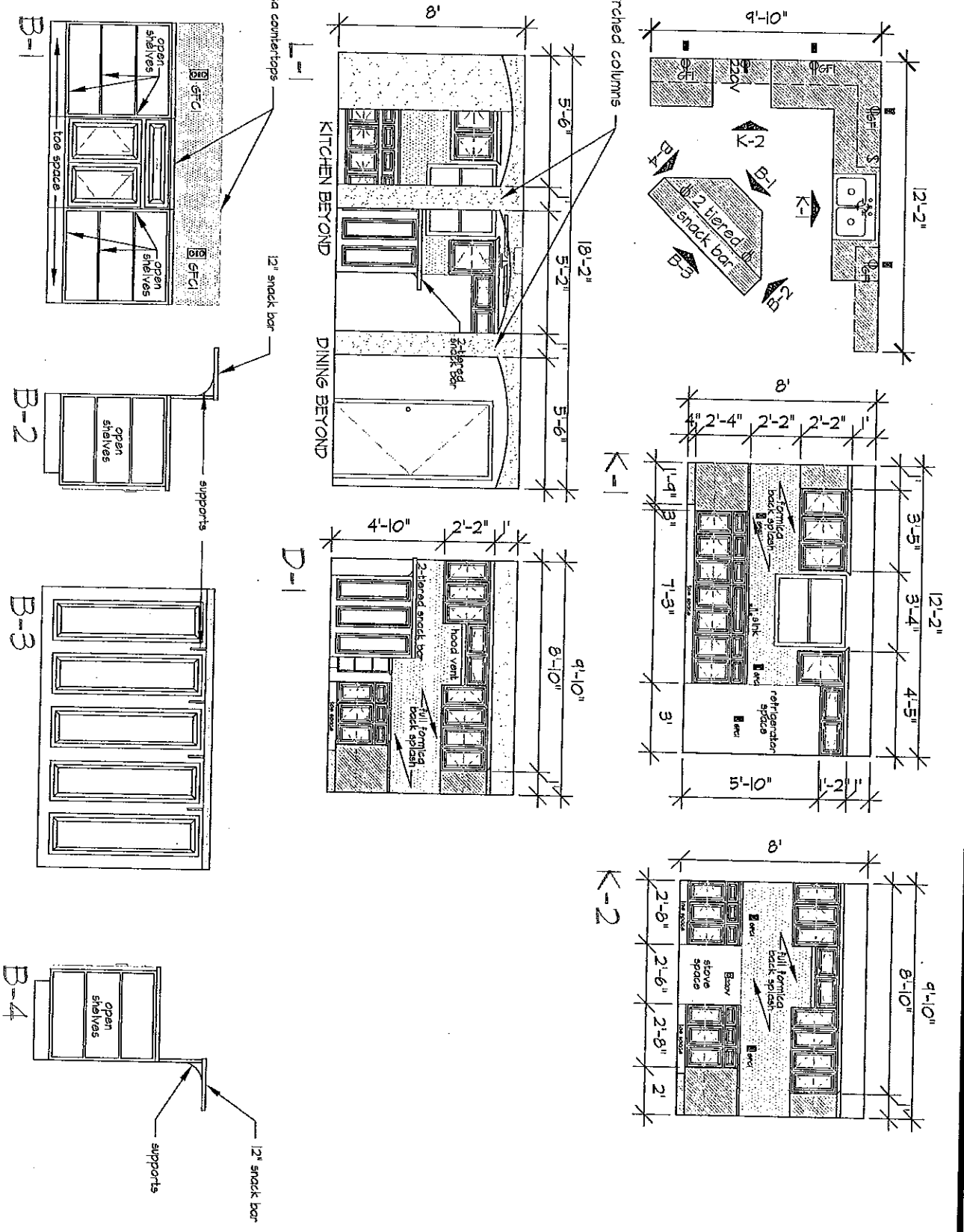
URBAN COUNTY PROGRAM

OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

GERONIMA T. URESTI

903 N. VERMONT – MERCEDES

TOTAL AREA
1040 SQ. FT.



URBAN COUNTY PROGRAM

OWNER OCCUPIED HOUSING REHABILITATION PROGRAM

6 OF 6

GERONIMA T. URESTI

903 N. VERMONT - MERCEDES

TOTAL AREA
1040 SQ. FT.

SPECIFICATIONS

ALL *SPECIFICATIONS* SHALL ASSUME THE USE OF *CONTRACTOR'S MINIMUM GENERAL SPECIFICATIONS MANUAL*

OWNER (S) GERONIMA URESTI CASE NO.: ME-50-11-01 DATE: 11-7-12 ADDRESS: 903 N. VERMONT-MERCEDES PHONE: 956-313-4322 BY: Mo Guerra

1. FOUNDATION WORK:

BUILD A NEW CONCRETE FOUNDATION TO COMPLY WITH PLANS, SPECS, CITY AND / COUNTY REQUIREMENTS. CW PROJECTS TO BE 18" ABOVE CENTER LINE OF STREET OR 18" ABOVE NATURAL GROUND, WHICHEVER IS GREATER. PROVIDE CONCRETE SLAB FOR A/C UNIT & 12 X 25' CONC. DRIVEWAY THAT MUST HAVE ACCESS TO STREET.

2. PLUMBING GENERAL: (SEE SPECS)

ALL PLUMBING ROUGH SHALL BE AS FOLLOWS:

- WATER SUPPLY TO HOUSE SHALL HAVE A ¾" CUTOFF VALVE BEFORE ENTRY TO HOUSE.
- INTERIOR WATER SUPPLY LINES FOR HOUSE SHALL BE ALL NEW PEX OF APPROPRIATE DIAMETER
- NEW PEX PIPES AND FITTINGS:
  - OF 1" MINIMUM DIAMETER FOR ALL EXTERIOR WATER SUPPLY LINES BELOW GROUND.
  - OF APROPRIATE DIAMETER FOR DWV (DRAIN, WASTE, AND VENTS).
- SEWER CONNECTION SHALL HAVE (1) PLASTIC PVC SEWER CLEAN OUT.

ALL PLUMBING FINISH SHALL BE AS FOLLOWS:

- RELATED PLUMBING ITEMS:
  - (2) EXTERIOR HOSE BRASS BIB FAUCETS:
  - ½" CUTOFF VALVES WITH ESCUTCHEONS FOR ALL FIXTURES.

FIXTURES:

- PLUMBING SEALANT FOR ALL DRAINS, AND SINK PERIMETERS
- ALL OTHER RELATED PLUMBING (SEE SPECS)

FIXTURES: (SEE SPECS)

- KITCHEN SINK W/ RELATED PLUMBING & FAUCETS
- VANITY SINK WITH RELATED PLUMBING & FAUCETS
- TOILET OF MATCHING COLOR
- ONE PIECE FIBER GLASS HANDICAP ACCESSIBLE SHOWER WITH FAUCETS, GRAB BARS & REMOVABLE SHOWER HEAD
- FIBER GLASS TUB/SHOWER FOR 2ND BATHROOMS UNLESS OTHERWISE NOTED.
- MEDICINE CABINETS/TOWEL RACKS/ T.P. DISPENCER/ TOOTHBRUSH & SOAP HOLDER, & SHOWER ROD (SEE SPECS)
- WATER HEATER INSTALLED AS-PER SPECS. (GAS OR ELECTRIC AS PER OWNER REQUEST)

OTHER RELATED ITEMS

- RANGE CONNECTIONS AS PER OWNERS REQUST.(SEE SECTION 23.)
- 4" DRYER EXAUST VENT.
- IN WALL WASHING MACHINE BOX, WITH BRASS FAUCETS & RELATED PLUMBING.

HOOK UP ALL DRAINAGE LINES TO CITY SEWER SYSTEM IF AVAILABLE. SEE CITY FOR INFORMATION.TEST SEPTIC SYSTEM IF EXISTING FOR INTEGRITY AND REPLACE IF NECESSARY AND MORE THAN 10 YEARS OF AGE

3. INTERIOR/EXTERIOR WALLS & CEILINGS:

ALL INTERIOR AND EXTERIOR WALL FRAMING:

- 2"x4" (#2 OR BETTER) FOR USE IN: SOLE PLATES (TREATED LUMBER)
  - DOUBLE TOP PLATES
  - 92 5/8" PRE-CUT STUDS @ 16" O.C.
  - WINDOW SILLS
  - CEILING JOIST CHAIN BLOCKING @ 48" O.C.
- 2"x6" (#2 OR BETTER) FOR USE IN:
  - WINDOW & DOOR HEADERS WITH 1"/2" SPACER.
  - CEILING JOIST @ 24" O.C., **FOR CLEARANCES LARGER THAN 12' CEILING JOIST SHALL BE @ 16" O.C.**
  - **INSTALL BOOT TIES IN EVERY CORNER** OF THE HOUSE ALONG WITH METAL ANCHORS ON BOTH BOTTOM AND TOP PLATES OF HOME

ALL EXTERIOR CEILING COVERINGS:

- 3/8" CD EXTERIOR PLYWOOD FOR PORCH CEILINGS.

ALL INTERIOR WALL & CEILING COVERINGS.

- ½" SHEETROCK FINISHED AS PER SPECS.
- ½ "DAMP RESISTANT SHEETROCK FOR BATH AREAS.

ALL INTERIOR CEILINGS SHALL HAVE ORANGE PEEL TEXTURE. ALL INTERIOR WALL SURFACESS SHALL HAVE ORANGE PEEL TEXTURE.

ALL EXTERTIOR TRIMMINGS SHOULD CONSIST OF CEDAR WOOD.

4. ROOF:(SLOPE=5/12)

ROOF SHALL HAVE:

- A HIP/GABLE STYLE ROOF WITH 16" OVERHANGS.
- A HIP/GABLE STYLE FRONT PORCH AS PER PLANS.
- PORCH COLUMNS MUST BE FASTENED TO CONCRETE.
- AN ADEQUATE COMBINATION OF RIDGE & SOFFIT VENTS WITH AIR CHUTES.
- ADEQUATE RAIN GUTTERS WITH DOWN SPOUTS FOR THE ROOF AREA THAT MAY AFFECT OWNERS.
- SHINGLES TO BE OF LIGHT COLOR (no black shingles)

5. PORCH & CANOPY FLOORS:

THE HOUSE SHALL HAVE PORCH FLOORS AS FOLLOWS:

- A FRONT PORCH FLOOR.
- A SIDE/BACK PORCH FLOOR.

PROVIDE RAMP & (2)-HANDRAILS TO EACH FRONT AND/OR SIDE PORCH STEPS

6. INSULATION:

INSULATE:

- ALL LIVING AREA CEILINGS WITH BLOWN IN INSULATION TO AN **R-49 FACTOR.** (need a combined R-30 & R-19 to meet requirement)
- **INFILTRATION FOAM** SHALL BE USED AROUND ALL WINDOWS, WIRES, PLUMBING, ELECTRICAL, 2X4 BOTTOM PLATES, AND ALL PENETRATED AREAS.
- ALL PERIMETER WALLS WITH **R-15 F.G. BATT.**
- ALL EXTERIOR PIPES EXPOSED TO WEATHER.

7. INTERIOR FINISH:

ALL TRIM SHALL BE INSTALLED AS PER SPECS.

*ALL PAINT SHALL BE APPLIED AS PER SPECS (2-COATS) WITH PAINT **COMPARABLE IN QUALITY TO SHERWIN WILLIAMS.** ALLOW A VARIETY OF DIFFERENT COLORS FOR CLIENT TO CHOOSE FROM. (2 COLOR CHOICE MIN).*

8. EXTERIOR FINISH:

*PAINT ENTIRE HOUSE AS PER SPECS WITH PAINT **COMPARABLE IN QUALITY TO SHERWIN WILLIAMS. PRIMER TO BE OIL BASED & PAINT MUST BE EQUIVALENT TO A-100.** (2 COLOR CHOICE MIN).*

9. SIDING:

*THE SIDING SHALL BE 5/16" FIBER CEMENT WITH **ALL CEDAR TRIM TO ENTIRE HOUSE.***

10. WINDOWS:

SHALL BE NEW LOW "E" DOUBLE PANE INSULATED ALUMINUM WINDOWS, SIZE AS PER PLAN.

11. CABINETS GENERAL:

BUILD AND/OR INSTALL NEW KITCHEN CABINETS TO INCLUDE:

- A RANGE CABINET.
- A KTCHEN/ BATHROOM **FORMICA COUNTER TOP** OF MATCHING COLOR.

BUILD AND / OR INSTALL A NEW VANITY CABINET FOR BATHROOM WITH FORMICA TO MATCH LAVATORY, SINK, AND WALLS. ALL CABINETRY PIECES SHOULD BE NEW AND COMPLETE AND BUILT TO PROFESSIONAL STANDARDS.

12. FLOOR, SUBFLOOR, & FINISH FLOORING:

APPLY VCT FLOOR TILE TO ALL LIVING AREA HOUSE FLOORS.

13. ELECTRICAL GENERAL

ALL ELECTRICAL INSTALLATIONS & WORK AS PER ELECTRICAL CODE WITH THE FOLLOWING CONDITIONS:

- PROVIDE RANGE OUTLET AS PER OWNER'S REQUEST.
- PROVIDE APPROPRIATE WASHER & DRYER CONNECTION.
- (2) 52" CEILING FANS (CEILING HUGGER STYLE) **COMPARABLE IN QUALITY** TO THE "HUNTER" BRAND, THE CONTACTOR SHALL ALLOW $120.00 FOR MATERIAL & LABOR, LOCATON AS PER OWNER REQUEST.
- INSTALL GFCI OUTLETS IN BATHROOMS, KITCHEN, AND EXTERIOR WALLS.
- EACH ELECTRICAL PANEL OR BREAKERBOX, LIGHT SWITCH, & THERMOSTAT NO HIGHER THAN 48" ABOVE FLOOR
- EACH ELECTRICAL PLUG TO BE 15" ABOVE THE FLOOR
- ANY OUTLETS WITHIN 6' FROM KITCHEN OR BATHROOM SINKS MUST BE GFCI

14. RANGE HOOD:

INSTALL A RANGE TO FIT OWNER'S RANGE SIZE (30" OR 36").

15. BATHROOM ACCESSORIES:

ALL ACCESSORIES & BUILT IN MEDICINE CABINETS AS PER SPECS.INCLUDE CURTAIN ROD & PLASTIC THRESHOLD TO HELP PREVENT ESCAPING WATER FROM SHOWER. INSTALL SINK AND CABINET ABOVE TOILET WHEN INDICATED. (ALSO INCLUDE TOILET PAPER, TOOTHBRUSH, AND SOAP HOLDER.)

16. ACCESS FOR PHYSICAL DISABILITIES:

INSTALL ONE CONC. RAMP AS PER OWNERS REQUEST THAT CONNECTS WITH 12 X 20-25 DRIVEWAY AND STEPS WITH HANDRAILS

BATHROOM SHOULD ACCOMMODATE GRAB BARS WHERE INDICATED IN PLANS

17. HEATING & A/C:

*PROVIDE & INSTALL A 14 **SEER CENTRAL AIR CONDITIONING COMPARABLE IN QUALITY** TO A CARRIER BRAND UNIT FOR THE ENTIRE HOUSE. INCLUDE DIGITAL THERMOSTAT.*

18. SMOKE DETECTORS:

INSTALL A SMOKE DETECTOR INSIDE EACH SLEEPING ROOM, OUTSIDE SLEEPING ROOMS, ALL WIRED IN SERIES.

19. GENERAL NOTES.

CONTRACTOR IS RESPONSIBLE FOR:

- YOUR BID TO INCLUDE ANY COST RELATED TO REQUIREMENTS FROM CITY. CHANGE ORDERS FOR THIS PARTICULAR PURPOSE WILL NOT BE ACCEPTED OR PROCESSED TO CORRECT THE ABOVE MENTIONED.
- YOUR BID TO INCLUDE ANY COST RELATED TO RES-CHECK & ENERGY COMPLIANCE REQUIREMENTS.
- THE DEMOLISH AND DISPOSAL EXISTING STRUCTURE.
- THE COMPLIANCE OF ALL THE REQUIRED BUILDING ELEVATIONS.
- PROVIDE 6" OF LANDSCAPE DIRT AROUND THE HOUSE ALONG WITH SUFFICIENT GRASS SEEDS UP TO 10' OF PERIMETER.
- PROVIDING THE APPROPRIATE ELECTRICAL AND /OR GAS CONNECTIONS FOR RANGE AS PER APPICANT'S REQUEST AND ACCORDING TO APPLICABLE PLUMBING/ELECTRICAL CODE.
- PROVIDE PHONE JACKS & CABLE CONNECTIONS IN EVERY BDRM & LIVING SPACE. KITCHEN PHONE IF REQUESTED.
- PROVIDE TERMITE PRE-TREATMENT TO ENTIRE HOUSE.
- OBTAINING, DISPLAYING, AND SUBMITTING ALL PROPER PERMTIS & INSPECTIONS.
- ALL CONTRACTORS WILL BE RESPONSIBLE FOR ANY ADDITIONAL PLANS, SPECIFICATIONS AND/OR DETAILS THAT ARE REQUIRED BY CITIES OR COUNTY AT THE TIME OF ATTAINING PERMITS.
- MINIMUM 12x20-25 CONC. DRIVEWAY WITH CONNECTING SIDEWALK TO RAMP FOR HANDICAP APPLICANTS.
- ALL THE GENERAL INFORMATION CONTAINED WITHIN **SECTION 23. GENERAL NOTES** OF THE CONTRACTOR'S GENERAL SPECIFICATIONS MANUAL.
- PROVIDE AND INSTALL PROJECTS SIGNS AT EACH CONSTRUCTION SITE
- CONTRACTOR IS RESPONSIBLE FOR SUPPLYING PORT A POTTY THROUGHOUT CONSTRUCTION PROCESS *(demo to final inspection)*
- SHOWER ENTRANCES TO BE 36" WIDE
- ALL UCP HOMES MUST COMPLY WITH TEXAS GOVERNMENT CODE: §2306.514

THE HOMEOWNER SHALL BE RESPONSIBLE FOR

- REMOVE AND DISPOSE OF ALL DEBRIS ON SITE BEFORE THE BEGINNING OFCONSTRUCTION, INCLUDING BUT NOT LIMITED TO TIRES, ABANDONEDVEHICLES, OLD LUMBER, ETC.
- MAKING NECESSARY DEPOSITS FOR ANY UTILITIES TO BE CONNECTED TO THE NEW DWELLING.

I HAVE READ AND FULLY AGREE WITH THE WRITE-UP AND PLANS AS PRESENTED TO ME.

NAME OF APPLICANT

X Geronima Uresti

AI-39115 **Urban County 18. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Brandy Salinas **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program is requesting approval of a best and final negotiated contract for Professional Appraisal Services with Leonel Garza Jr. and Associates in the amount of $2,000.00 each for an estimated total of 8 parcels utilizing Texas General Land Office (GLO) Round 2.2 funds for the Alberta Drain Project in Precinct No.4.

BACKGROUND

: Leonel Garza Jr. and Associates was the highest ranked firm by Commissioner's Court on May 28, 2013. Contract approval in the amount of $2,000.00 each for an estimated total of 8 parcels is being requested for Professional Appraisal Services and legal counsel has approved the form contract as of 04/19/2013. Please note that the number of parcels within this project may and are contingent upon any further changes related to the acquisition associated with this project. See attached contract, letter of best and final offer, scope of services, and certificate of liability insurance.

Engineering Firm: Leonel Garza Jr. and Associates
Contract Amount: $ 16,000.00 ($2,000 x estimated 8 parcels)

Funds Available: $336,750.00

Attachments

Draft
Exhibit A
Exhibit B

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 04:52 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Mary Flores Started On: 06/05/2013 03:41 PM

Final Approval Date: 06/14/2013

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is made effective the **18th** day of **June, 2013**, by and between Hidalgo County, Texas acting by and through **Urban County Program** ("hereinafter called the "Party") and **Leonel Garza Jr. and Associates** (hereinafter called the "Appraiser").

W I T N E S S E T H:

WHEREAS, the Party requires appraisal services for: The Fair Market Value Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property located within **Hidalgo County Precinct No. 4 for the Alberta Drain Project**; and

WHEREAS, the Party has received GLO funds from the Texas General Land Office to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the County of Hidalgo solicited Request for Qualifications (RFQ) for the development and establishment of a yearly pool for "Professional Appraisal Services", and

WHEREAS, from which "Professional Appraiser" has been selected from the "Pool" of pre-qualified Appraisers from response to the Request for Qualifications (RFQ), and

WHEREAS, the Party has determined that the services of "Professional Appraiser" are sometimes necessary to carry out the required appraisal activities; and

WHEREAS, pursuant to Texas Government Code Section 2254.002, "The Professional Services Procurement Act," Government Code, the Party requested proposals from professional right-of-way appraiser to assist the County by providing appraisal services; and

WHEREAS, the Party has selected the Appraiser to provide the review appraisal services

within Hidalgo County Precinct No. 4, in accordance to Exhibit “A”, Request for Qualifications (RFQ) Procurement Packet and through its procured approved pool of Appraisers.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, County and Appraiser do mutually agree as follows:

1. Scope of Services. Appraiser agrees to provide to the Party **The Fair Market Value Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property located** within **Hidalgo County Precinct No. 4 . In the event the Appraiser does not provide the fair market value appraisal prior to the date specified on the purchase order, the Purchase Order will become NULL and VOID. If such Purchase Order becomes NULL and VOID and a fair market value appraisal is secured from another firm, Appraiser will be responsible for any additional charges or expenses incurred by Hidalgo County.**

Further, in the event that it is demonstrated by Appraiser that Hidalgo County has caused or delayed thus preventing the Appraiser from meeting the specified agreed upon deadline to provide the fair market value appraisal ordered, Appraiser must advise in written notice to the Purchasing Department to authorize and to secure additional time to comply.

2. Non-Exclusive Services of Appraiser. Party reserves the right to request these services from other sources other than the Appraiser and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Contract is for a period of one (1) year, effective **June 18, 2013,** and will expire **June 17, 2014** or unless sooner terminated as provided herein. The Appraiser will not begin work or incur costs until authorized in writing by the County for each “Purchase Order”.

4. Compensation. As consideration for rendering the Services provided for in this Contract, the Party agrees to pay the Appraiser the amounts specified in Exhibit "B" attached hereto

payable against written invoice submitted by Appraiser. The Appraiser is authorized to submit periodic requests for payment within thirty days after completion of each purchase order. The request for payment shall be made using forms acceptable to the Party and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, the Party shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Appraiser 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. All payments to Appraiser shall be mailed to the address shown in numbered paragraph 21, hereof.

5. Progress. Upon acceptance of a purchase order, the Appraiser shall undertake and complete the authorized work. The Party or the Appraiser can request conferences to be provided at the Appraiser's office, the office of the Party or at other agreed upon locations.

6. Inspection of Work. The Party has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Appraiser, or a subcontractor, the Appraiser shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7. Amendments. If it becomes necessary at any time during the contract period to change the scope of work, the contract period, the maximum amount payable, the complexity, or the character of this contract, an amendment must be prepared and executed within the contract period. The Party retains the right to reject any such amendment proposed by the Appraiser unless the Party finds the proposed amendment necessary to complete the work authorized herein. Any such amendments be made in writing agreed to by all parties hereto and duly executed before the end of

the contract period as specified.

If the Party finds it necessary to require changes in completed work because of errors made by the Appraiser, the Party shall require the Appraiser to correct the work at no cost to the Party and without amendment to the contract. If the changes are made at the request of the Party and are not due to errors of the Appraiser, the Party will reimburse the Appraiser for the additional work at the same rate of pay established in Exhibit "B", "Basis for Payment". If payment for the additional work will cause the maximum amount payable to be exceeded, an amendment shall be executed in accordance with the terms of this provision.

8. Reporting. The Appraiser shall promptly advise the Party in writing of events which have a significant impact upon the contract, including:

1. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County or, if Federal funds are involved, Federal assistance needed to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

9. Ownership of Documents. Upon completion or termination of this contract, all documents prepared by the Appraiser or furnished to the Appraiser by the Party shall be delivered to and become the property of the Party. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to the Party without restriction or limitation on their further use. The Appraiser may, at its own expense, have copies made of the documents or any other data furnished the Party under this contract.

10. Independent Contractor. Appraiser must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the services provided by Appraiser under this Contract. Notwithstanding the foregoing sentence, Appraiser represents and maintains that it is an independent contractor and is not an employee of Hidalgo County, Texas, or any agency thereof, and represents and warrants that it

does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Appraiser agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

11. Voluntary Termination. The Party may terminate this Contract at any time for any reason or no reason at all upon the giving of thirty (30) days prior written notice to the other party.

12. Insurance. Appraiser agrees to provide liability insurance covering its activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, ' 100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish department a certificate of insurance, Exhibit "C", issued by the insurer that such insurance is in full force and effect.

13. No Assignment. Except as otherwise herein provided, Appraiser, may not assign the obligations or rights under this contract to any person without the prior written consent of the Party.

14. Conflict. 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.

15. No Waiver. No waiver by the Party 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. Entire Agreement. 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 representations 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 the Party and Appraiser, and not otherwise.

17. Venue. 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. Hold Harmless. In the event Appraiser should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Appraiser shall hold harmless and indemnify County from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from the Appraisers intentional actions or negligence. This indemnification clause shall survive this Contract and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary.

19. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated or arbitrated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement of this Contract, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

20. Notices. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to Party: Hidalgo County Urban County Program
Attention: Diana R. Serna
3304 West Alberta Road

Edinburg, Texas 78539

If to Appraiser: Leonel Garza Jr. and Associates
1419 Dove Avenue, Suite 1
McAllen, Texas 78504
Office (956) 687-7295

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

21. Execution of Documents. 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.

. **22. Binding Contract.** 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.

23. Gender. 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 be appropriate

24. Authority. The execution and performance of this Contract by the Party and Appraiser have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of the Party and Appraiser in accordance with its terms.

25. 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 the Party under this Agreement, the Party may terminate this Agreement upon ninety (90) days written notice to Company. The Party 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 County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

WITNESS WHEREOF, the **Appraiser** and the **Party** have caused this **Agreement for Professional Services** to be effective as of the _____day of _____, 2013.

BY:_____
Leonel Garza III, State Certified Real Estate Appraiser

Firm Name:	**Leonel Garza Jr. and Associates**
Address:	**1419 Dove Avenue, Suite 1**
City/ST/ZIP:	**McAllen, Texas 78504**
FED ID #/SS #:	**74-2948770**

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the ___ day of_____, 20 , by _____of and on behalf of _____ _____,
(title)(a corporation)(a partnership)(a sole proprietorship).

(seal)

_____
Notary - Signature

County of Hidalgo Urban County Program:

_____ _____
Witness Diana R. Serna, UCP Director

Revised as to Form:
Atlas, Hall, Rodriguez L.L.P.
By: Stephen L. Crain
On April 19, 2013

ATTACHMENTS:

EXHIBIT A	-Scope of Services to be provided by the Appraiser
EXHIBIT B	-Basis of Payment
EXHIBIT C	-Certificate of Insurance

EXHIBIT “A”
REQUEST FOR QUALIFICATIONS (RFQ)
PROCUREMENT PACKET

EXHIBIT “B”

Basis for Payment

EXHIBIT “C”

Certificate of Insurance

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

November 13, 2012

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Professional Appraisal Services Pool-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2013-004-12-05-SGS

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for your consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated our RFQ packet. Carefully read and review all instructions, requirements, specifications and/or scope of work included in this packet.

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sgs

Enclosures

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

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
(All funding sources, programs and entities)
"Professional Appraisal Services Pool"
RFQ No: 2013-004-12-05-SGS

Item	Description	No. of Pages
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	9
3.	Exhibit A, Requirements	8
4.	Exhibit B, Evaluation Criteria and Evaluation Form	2
5.	Exhibit C, Insurance Requirements,	4
6.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
7.	Exhibit E, Proposer's Affidavit	1
8.	Vendor/Bidder Application and W-9 form	6
09.	Certification Regarding Debarment	1
10.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) 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

November 13, 2012
Date

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS
HIDALGO COUNTY

(All funding sources, programs and entities)

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No.: 2013-004-12-05-SGS

REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Appraisal Services Pool"

RFQ NO: 2013-004-12-05-SGS

Acceptance Due Date: **DECEMBER 05, 2012**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Sandy Suarez, Buyer II
(956) 292-7000 Ext. 4860
sandy.suarez@co.hidalgo.tx.us

1. Sealed qualifications will be received for "HIDALGO COUNTY (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool",** in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents 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 requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. **One (1) original, seven (7) copies** of all request for qualifications (RFQ) and two (2) CDs in PDF Format are required with the respondent's name and 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, **RFQ – 2013-004-12-05-SGS"HIDALGO COUNTY (Including all funding sources, programs, and entities)-"Professional Appraisal Services Pool"**, and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, DECEMBER 05, 2012.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATIONS 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 IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the qualification considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. 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 respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

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, respondents are required to include illustrations, specifications, explanation of warranties, and service data with

their qualification including catalogue numbers and any necessary references.

7. No qualification may be withdrawn within ninety (90) days from the scheduled time to open qualifications.

8. County reserves the right to accept or reject any or all qualifications

9. Any interpretations, amendments, corrections or changes to this qualification 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 Qualification. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. 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.

12. 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 qualification 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.

13. **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, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY** (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool"**
  e) 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
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

Qualification Opening, 9:30 A.M.	December 05, 2012
Award of Contract	_____, 2012
Commence Work or Deliver Products	_____, 2012

16. HIDALGO COUNTY PROPOSED HOLIDAYS

2013 YEAR	
New Year's Eve & Day	12/31/12 and 01/01/13
Martin Luther King Day	01/21/13
President's Day	02/18/13
Good Friday	03/29/13
Easter	04/01/13
Memorial Day	05/27/13
Independence Day	07/04/13
Labor Day	09/02/13
Veteran's Day	11/11/13
Thanks Giving Day	11/28/13 and 11/29/13
Christmas Day	12/24/13 and 12/25/13

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 and 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 respondents 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 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent 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 materialmen 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 qualification 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.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into.

Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

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 respondent 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 78539cHidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.

20. If, during the life of any contract or qualification awarded, the successful respondent'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. Proposals, 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 Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;

- 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 respondent 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 respondent'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 award to a successful respondent 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 (30) 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 respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent 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 respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent 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 respondent'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 or services provided by successful respondent.

27. Successful respondent 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 Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent 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 respondent 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.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualification
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Appraisal Services Pool"
RFQ No: 2013-004-12-05-SGS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
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 respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, 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.

Respondents acknowledge receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Respondent: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

REQUEST FOR QUALIFICATIONS

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ Nº 2013-004-12-05-SGS

The County of Hidalgo will be accepting Statements of Qualifications from Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Real Estate Appraisers will be for **February 09, 2013 and ending February 08, 2014.** The Hidalgo County Purchasing Department will receive **sealed** envelopes containing Statement of Qualifications for the provision of **"PROFESSIONAL APPRAISAL SERVICES POOL-HIDALGO COUNTY"** (including all funding sources, Programs, and Entities)**-Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 05, 2012. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY

A total of one (1) original, seven (7) copies and two (2) CD's in PDF format of the RFQ shall be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of Qualifications responses be sealed, clearly marked and labeled with the Company's name, RFQ Number: 2013-004-12-05-SGS, Project title: "Professional Appraisal Services Pool" and Opening Date and be delivered 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

Hidalgo County requires respondents, when hand delivering statements of Qualifications, to have a Purchasing Department representative time/date stamp and initial the sealed envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (RFQs, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

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

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

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ 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, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Respondents, 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:
Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF QUALIFICATIONS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Respondent must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

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

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS:
Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956) 292-7612 or via e-mail: sandy.suarez@co.hidalgo.tx.us BY NO LATER THAN Monday, November 19, 2012 at 5:00 p.m. Responses will be sent to all applicants by Wednesday, November 21, 2012 at 5:00 p.m. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
In order to be considered, all submittals **must** be signed. **Please sign the original in *blue* ink.**

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

SUBCONTRACTING:
The successful respondent may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specific for more than one (1) year.

DAVIS BACON ACT: (IF APPLICABLE)
All selected and awarded firms are required; if applicable adhere to the Davis-Bacon Act.

SECTION II -RFP REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted RFQ.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondents understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with an Appraisal firm(s) that has had experience in, but not limited to, the following areas:

Scope of Appraisal and/or Review Appraisal Services:

1) Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified general appraiser and any other certified general appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.

2) All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.

3) Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.

4) All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 2009 or most current Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary general certified appraiser.

5) Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person to contact regarding the Request for Qualification.

B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities.

C. List of references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Familiarity with the geographical area.

F. Statement regarding an Affirmative Action Program.

G. Minimum of $1,000,000.00 Professional liability, errors and omissions, insurance.

PERSONNEL AND STAFFING:

The firm 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.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any current licenses and/or certifications as required by the STATE OF TEXAS.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann.2254.001, et seq.

PART III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioner's Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form."
The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1) ***Responsiveness:*** **30 points**
   a) Requested Information
   b) Thoroughness
   c) Understanding of Project
   d) List of references provided
   e) Clarity - Brevity
   f) Degree of Interest

2) ***Firm Capabilities:*** **45 points**

   a) Background
   b) Relevant experience
   c) Experience with similar projects
   d) Knowledge of area
   e) Timeliness of schedule
   f) Quality services previously provided to Hidalgo County

   g) Current workload
   h) Ability to commence various re-quested projects simultaneously
   i) Completion of projects within budgets

3) ***Staffing:*** **25 points**

   a) Qualifications of personnel- The professional team members responsible assigned to assist County projects shall be identified in the organizational chart.
   b) Key personnel
   c) Required discipline skills

REQUEST FOR QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Real Estate Appraiser Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1) Hidalgo County Commissioners' Court, Elected Official and/or the User Department in need of Real Estate Appraiser Services **will nominate** (at the minimum) three (3) firms from Hidalgo County's approved pool of firms, thereafter, will review, score, and evaluate the responses received in Request for Qualifications.

2) A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

EXHIBIT "B"

EVALUATION CRITERIA
"PROFESSIONAL APPRAISAL SERVICES POOL"
RFQ No. 2013-004-12-05-SGS

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. RESPONSIVENESS **(30) POINTS**

A. Requested Information
B. Thoroughness
C. Understanding of Project
D. List of references provided
E. Clarity – Brevity
F. Degree of Interest

2. FIRM CAPABILITIES **(45) POINTS**

A. Background
B. Relevant experience
C. Experience with similar projects
D. Knowledge of area
E. Timeless of schedule
F. Quality services previously provided to Hidalgo County
G. Current workload
H. Ability to commence various re-quested projects simultaneously
I. Completion of projects within budgets

3. STAFFING **(25) POINTS**

A. Qualifications of personnel
B. Key personnel
C. Required discipline skills

GRAND TOTAL **100 Points**

EXHIBIT "B"

EVALUATION CRITERIA

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No. 2013-004-12-05-SGS

Selection Criteria	Points	Score
1. **RESPONSIVENESS** ----- (30 pts)		
➢ Requested information	5	
➢ Thoroughness	5	
➢ Understanding of Project	5	
➢ List of references provided	5	
➢ Clarity-Brevity	5	
➢ Degree if Interest	5	
Comments/Rationale For Points:		**TOTAL**
2. **FIRM CAPABILITIES** ---- (45 pts)		
➢ Background	5	
➢ Relevant experience	5	
➢ Experience with similar projects	5	
➢ Knowledge of area	5	
➢ Timeliness of schedule	5	
➢ Quality services previously provided to Hidalgo County	5	
➢ Current workload	5	
➢ Ability to commence various re-quested projects simultaneously	5	
➢ Completion of projects within budgets	5	
Comments/Rationale For Points:		**TOTAL**
3. **STAFFING**-------- (25 pts)		
➢ Qualification of personnel	10	
➢ Key personnel	10	
➢ Required discipline skills	5	
Comments/Rationale For Points:		**TOTAL**
Total Score		

Project Name: Professional Appraisal Services Pool

Department: _____

Firm/Participant: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

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

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

1. Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars ($500,000.00) arising out of the services provided to County hereunder.

4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

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

INSURERS AFFORDING COVERAGE

INSURED

INSURER A:

INSURER B:

INSURER C

INSURER D:

INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE $ FIRE DAMAGE (Any one fire) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT $ OTHER THAN AUTO ONLY: EA ACC $ AGG $
C	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE $ AGGREGATE $ $ $ $
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY OTHER				WC STATU- ☐ OTHER TORY LIMITS E.L. EACH ACCIDENT $ E.L. DISEASE-EA EMPLOYEE $ E.L. DISEASE-POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER

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

ADDITIONAL INSURED | INSURER LETTER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

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

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

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;

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

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

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

_____ _____
Authorized Representative Date

Notice to Proposer:

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

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

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

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

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

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

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

Exhibit "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

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

_____

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING
FOR "REAL ESTATE APPRAISERS POOL"

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: _____

Subscribed and sworn to before me this _____day of _____, 20__.

_____

Notary Public

My commission expires:_____, 20__

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:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address: **Fax No. ( )**
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify **State Identification No._____ (Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ Date:_____ Other:
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:** **Disadvantaged Business (At Least 51% Ownership)** ☐ Less than 125,000 annual gross receipt ☐ Black American Native American ☐ Less than 250,000 annual gross receipt ☐ Hispanic American Women ☐ Less than 499,000 annual gross receipt ☐ Asian Pacific American Other ☐ More than 500,000 annual gross receipt **Have you been certified as a HUB or an MBE/WBE source?:** ☐ Yes ☐ No **Indicate Certification No.(s):_____ or are Certificate(s) attached?:** ☐ Yes ☐ No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** Yes No
To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): **Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:**

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

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

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

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

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

			–		–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

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

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** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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 payee 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 a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt 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 3 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 for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

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/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

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/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity 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.

The following payees are exempt from backup withholding:

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

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

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, 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-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, 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.ssa.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 Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting 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. Entering "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 item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[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 "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the 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 for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension Ineligibility

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

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____

Print Name:_____

Title:_____

Telephone Number:_____

Date:_____

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

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS
PROFESSIONAL APPRAISALS SERVICES POOL

RFQ No.: 2013-004-12-05-SGS

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response.

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 9 of Legal Notice

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One Original, 7 Copies, and 2 CD's containing a complete copy of Response.

_____ _____

SIGNATURE DATE

EXHIBIT "B"
Basis for Payment

1419 Dove Avenue, Suite 1, McAllen, Texas 78504
Email Address: leonel3@garza-associates.com
Office (956) 687-7295 Fax (956) 687-9236

Leonel Garza Jr. & Associates LLC

Best & Final & Scope of Services For Appraisal Services

To:	Hidalgo County Urban County Program 3304 West Alberta Edinburg, Texas 78539	**From:**	Leonel Garza III, General Certified Appraiser
Fax:	(956) 318-2988	**Pages:**	2 Pages
Phone:	(956) 787-8127	**Date Submitted:**	June 3, 2013
Re:	Alberta Drain Project	**CC:**	Brandy R. Salinas, Program Coordinator 1

Mrs. Salinas:
As per e-mail from Brandy R. Salinas on June 2, 2013, our office is pleased to present our best and final offer proposal for appraising the various properties in connection with Acquisition of Land, Rights of Way, Easements, Condemnations Proceedings for properties located along what is known as the Alberta Drain located within Precinct No. 4, Hidalgo County. The appraisal reports shall be based on the Texas Department of Transportation Form A-6, A-5s & A-5 as required and confirmed during inspection of said tracts. Each report shall follow Senate Bill 18 (SB-18) as required by State Law. The following is an itemization of the Best & Final Cost of Services::

Appraisal Report Cost	**$2,000.00 Per Parcel** (4) Original Appraisal Reports Included
Additional Original Reports	**$ 50.00 Per Original Copy** This cost shall apply for additional original (color) copies required by the client and or other agencies involved in the project.
Updated/Revised Reports	**$ 500.00 Per Parcel** This cost shall apply when a major change to the survey and or correction of the survey and or right-of-way map has been performed after the completion of the appraisal report. These revision cost shall be discussed with the client prior to billing. Minor revisions to a parcel report will be billed on a case by case basis depending on complexity of the revision as determined by Leonel Garza Jr. & Associates LLC.
Condemnation Hearing	**Hourly Rate = $ 150.00 Per Hour *(Plus Expenses)*** Hourly rate shall apply to any and all preparation time required for the condemnation hearing plus expenses.
Appeals Court / Trial	**Hourly Rate = $ 250.00 Per Hour *(Plus Expenses)*** Hourly rate shall apply to any and all preparation time, depositions, and consulting required for an appeal of a Condemnation Hearing to a bench or jury trial.

June 5, 2013

SCOPE OF SERVICES

The scope of the assignment is to appraise the area as fee simple in its present "as is condition" subject to governmental regulation, and in terms of a cash transaction. In addition, the scope is requiring the appraiser to make the extraordinary condition that the subject property is free from contamination of which could affect the overall market value of the subject property as a whole and the part to be acquired. Each property owner shall be sent a letter of intent to inspect the subject property and offer any additional inspections on-site and in the presence of the owner(s) and or owner(s) representative (as requested). In the event access is not granted to enter the subject area, the appraiser is to proceed off-site along existing road right-of-way as indicated by survey. The scope of the assignment requires that comparable market sales within the area be identified and analyzed for comparability and for their reliability in determining the estimated market value of the subject property. The comparables have been collected, confirmed and analyzed with respect to comparability to the subject property. These comparable sales were gathered through various sources which included the Greater McAllen Multiple Listing Service, local Realtors & Brokers, Real Estate Appraisers, and conversations with various owners along the project and other sources available to this firm. Listings along the respective projects shall also be reviewed in order to determine the current market asking price for property along the project.

Each appraisal shall be developed on a TxDOT A-5 or an A-6 and A-5s format as promulgated by the Texas Department of Transportation. Each report as of September 1, 2011 must comply with Texas State Senate Bill 18. Leonel Garza III has undergone the mandatory training thru the Texas Department of Texas Training on *Senate Bill 18 (SB-18)* and has included all changes associated with the new law in each report. Mr. Garza is fully aware of the magnitude of the Bill and the overall reporting and valuation effects of the Bill.

The appraisal report shall indicate the current market value of the subject property as per date of on-site and or off-site inspection without project influence as indicated by scope. The inspection is limited by the permissibility of the subject owner as per date of report. In the event an on-site inspection was not permitted, the appraiser shall continue the inspection off-site along the project. Once the appraisal has been concluded the report shall be delivered to the client, of which four (4) original copies shall be included in each appraisal packet. Once negotiations have begun, the appraiser shall be available to answer any questions or concerns by the property and assist the negotiator as needed. In the event a consensus cannot be made as to the market value, the appraiser shall be prepared to continue and prepare for condemnation proceedings of which will be billed at an additional cost. This service shall continue until all trial and or other court proceedings are concluded in the acquisition of the subject property.

If there are any questions or concerns or if any item needs clarification please call Leonel Garza III at (956) 687-7295 or via email leonel3@garza-associates.com. Please sign and fax or email back once accepted. Thank you for the opportunity.

Leonel Garza III
State Certified Real Estate Appraiser
TX-1328375-General
Leonel Garza Jr. & Associates LLC

Please Sign Here Upon Acceptance

Please Print Name

Date of Acceptance

EXHIBIT "C"
Certificate of Insurance

LEONGAR-02 HEREN1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/17/2013

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

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

PRODUCER
Shepard Insurance Agency
PO Box 4288
McAllen, TX 78502

CONTACT NAME:
PHONE (A/C, No, Ext): (956) 686-3888 FAX (A/C, No): (956) 682-5650
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Sentinel Ins Co, LTD	11000
INSURER B: State Automobile Mutual Ins Co	
INSURER C: Hartford Ins Co of the Midwest	37478
INSURER D: Berkley Assurance Company	
INSURER E:	
INSURER F:	

INSURED
Leonel Garza Jr & Associates LLC
1419 Dove Ave
Suite 1
McAllen, TX 78504

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			65SBATE2179	5/18/2013	5/18/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	X		BAP 2325081 02	5/23/2013	5/23/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ 500,000 $ $ $
A	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			65SBATE2179	5/18/2013	5/18/2014	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		65WBCAE1721 01	1/11/2013	1/11/2014	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Professional Liabili	X		VUMB0034900	5/18/2013	5/18/2014	See Description	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Professional Liab: $1,000,000 ea wrongful Act/$1,000,000 Policy Aggregate
$7,500 Deductible per Claim

Scheduled vehicles: 2006/GMC Sierra/1GTEC14X15Z191568 and 2010 Toyota Thundra/5TFRM5F15AX011366

The General Liability policies includes a blanket automatic additional insrued endorsement (provision) that provides additional insured status to the certificate holder only when there is a wriiten contract between certificate holder that requires it or such status; The Geneal Liability & Business Atuo policy has a 30 day NOC;

CERTIFICATE HOLDER

Hidalgo County
2812 S. Highay Business 281
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AI-39139 **Urban County 18. D.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Monica Leal **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

The City of Edcouch and Urban County Program are requesting authorization to cancel an existing contract with Quintanilla, Headley and Associates, Inc. in the amount of $8,650.00 for the 2011 Water/Sewer Improvements Project. The City recently amended the project description to add a new SCADA system to the Water Treatment Plant, therefore increasing the cost estimate by 65 %. UCP's recommendation is to cancel the contract and re- evaluate for professional engineering services.

BACKGROUND

Quintanilla, Headley and Associates, Inc. will not submit an invoice on this project and has agreed to the cancellation of the contract. A copy of the letter is included.

Attachments

Agenda backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/06/2013 04:22 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Mary Flores Started On: 06/06/2013 01:39 PM

Final Approval Date: 06/14/2013

CITY OF EDCOUCH

Robert S. Schmalzried - Mayor
Eddy Gonzalez - Mayor Pro-temp
Veronica S. Ramirez - Alderwoman PL 1
Noe Garcia Jr. – Alderman PL 2
Ruth Ruiz – Alderwoman PL 3
Daniel Guzman – Alderman PL 4
Juan J. Cedillo - City Manager

May 29, 2013

Monica Leal
UCP Coordinator
3304 W. Alberta
Edinburg, Texas 78539

Re: Minutes - 2011 UCP Water & Sewer Improvements
Termination of Engineering Professional Service Contract
Quintanilla, Headley, and Associates, Inc.

Ms. Leal,

The following is the excerpt of minutes from the City of Edcouch Special Meeting held on Tuesday, May 28, 2013 at 6:00 p.m. at 211 West Southern Street, Edcouch, Texas.

Item E.

Discussion and Possible Action on termination of UCP 2011 Water & Sewer Improvements existing contract agreement for professional engineering services with Quintanilla, Headley and Associates, Inc., and to authorize City Staff to request UC1 forms for evaluation of new request for proposals for the Water Plant Improvements - Phase II.

Project Coordinator, Mr. Pete De La Cruz addressed the Council and advised them that the UCP recommendation was to re-evaluate and request new UC1 forms for the professional engineering services for our 2011 UCP Water & Sewer Improvements Project due to engineering cost estimate being increased by over 65%. He also advised the council that there would no charges by the engineer on the services provided up to this point. See letter attached from the engineer, Quintanilla, Headley, & Associates, Inc.

> Motion was made by Mayor Pro-Tem Mr. Eddy Gonzalez: motion was 2nd by Mrs. Ruth Ruiz to approve the termination of UCP 2011 Water & Sewer Improvements existing contract agreement for professional engineering services with Quintanilla, Headley and Associates, Inc., and authorize City Staff to request Water & Sewer Improvements UC1 forms for evaluation of new request. All approved. Motion Passed.

Please forward this decision for Commissioners Court Approval. If you have any questions or need additional information, please feel free to call Pete De La Cruz at (956) 262-2140.

Thank You,

Juan Cedillo
City Manager

Received
MAY 29 2013
Hidalgo County

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.

Consulting Engineers ★ Land Surveyors
Alfonso Quintanilla, P.E., R.P.L.S. Eulalio Ramirez, P.E.
Engineering Firm Registration No. F-1513
Surveying Firm Registration No. 100411-00
Municipal & County Projects ★ Subdivisions ★ Surveys

May 24, 2013

Mr. Juan Cedillo
City Manager
City of Edcouch
211 Southern
Edcouch, Texas 78538

Re: Urban County Program – Water Treatment Plant Improvements
Account No.5011-20-0310-5000-2000

Dear Mr. Cedillo:

This letter is to inform you that we will not submit an invoice on this project for our services.

We look forward for a future project with the City of Edcouch.

Should you have any questions or require additional information, please feel free to call me at 381-6480.

Respectfully,

Alfonso Quintanilla, P.E., R.P.L.S.
President

CITY OF EDCOUCH

Robert S. Schmalzried - Mayor
Eddy Gonzalez - Mayor Pro-temp
Verónica S. Ramirez - Alderwoman Pl. 1
Noe Garcia Jr. - Alderman Pl. 2
Ruth Ruiz - Alderwoman Pl. 3
Daniel Guzman - Alderman Pl. 4
Juan J. Cedillo - City Manager

May 7, 2013

Monica Leal
UCP Coordinator
3304 W. Alberta
Edinburg, Texas 78539

Re: Letter & Minutes - 2011 UCP Water & Sewer Improvements
Amendment No. 1 to Professional Service Contract

Ms. Leal,

Attached please find the following documents for our 2011Amendment No. 1:

1. Letter to Ms. Serna - Amendment No. 1 to Professional Service Contract.
2. Minutes - Amendment No. 1 to Professional Service Contract.

Please place Amendment Request on the Hidalgo County Commissioner Court as soon as possible. Your attention to this request will be greatly appreciated. If you have any questions or need additional information, please feel free to call me at (956) 262-2140.

Thank You,

Pete De La Cruz
Finance/Grant Administrator

Recommend that request receive be received & that City Authorize Mayor to sign

2013

AI-39126 **Urban County 18. E.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Brandy Salinas **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program is requesting approval of a best and final negotiated contract for the Professional Review Appraisal Services with HLH Appraisal Services in the amount of $450.00 each for an estimated total of 8 parcels utilizing Texas General Land Office (GLO) Round 2.2 funds for the Alberta Drain Project in Precinct No.4.

BACKGROUND

HLH Appraisal Services was the highest ranked firm by Commissioner's Court on May 28, 2013. Contract approval in the amount of $450.00 for an estimated total of 8 parcels is being requested for Professional Review Appraisal Services and legal counsel has approved the form contract as of 04/22/2013. Please note that the number of parcels within this project may vary and are contingent upon any future changes related to the acquisition associated with this project. See attached contract, letter of best and final offer, scope of services, and certificate of liability insurance.

Engineering Firm: HLH Appraisal Services
Contract Amount: $ 3,600.00 ($450.00 x estimated 8 parcels)

Funds Available: $336,750.00

Attachments

Draft
Exhibit A
Exhibit B

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/05/2013 04:49 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Mary Flores Started On: 06/05/2013 04:03 PM

Final Approval Date: 06/14/2013

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is made effective the **18th** day of **June, 2013**, by and between Hidalgo County, Texas acting by and through **Urban County Program** (hereinafter called the "Party") and **HLH Appraisal Services** (hereinafter called the "Review Appraiser").

W I T N E S S E T H:

WHEREAS, the Party requires "Review Appraisal Services" for **Alberta Drain** project located **within Hidalgo County, Precinct No.4** and

WHEREAS, the County of Hidalgo solicited Request for Qualifications (RFQ) for the development and establishment of a yearly pool for "Professional Appraisal Services", and

WHEREAS, from which "Professional Appraiser" has been selected from the "Pool" of pre-qualified Appraisers from response to the Request for Qualifications (RFQ), and

WHEREAS, the Party has determined that the services of "Professional Appraiser" are sometimes necessary to carry out the required appraisal activities; and

WHEREAS, pursuant to Texas Government Code Section 2254.002, "The Professional Services Procurement Act," Government Code, the Party requested proposals from professional right-of-way appraiser to assist the County by providing review of appraisal services; and

WHEREAS, the Party has selected the Appraiser to provide the review appraisal services within Hidalgo County Precinct No. 4, in accordance to Exhibit "A", Request for Qualifications (RFQ) Procurement Packet and through its procured approved pool of Appraisers.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Party and Appraiser do mutually agree as follows:

1. Scope of Services. Appraiser agrees to provide to County ***"Review of Appraisal***

Services for projects located within **Hidalgo County Precinct No. 4.** ***In the event the Appraiser does not provide the "Review of Appraisal Services" prior to the date specified on the purchase order, the Purchase Order will become NULL and VOID. If such Purchase Order becomes NULL and VOID and "Review of Appraisal Services" is secured from another firm, Appraiser will be responsible for any additional charges or expenses incurred by Hidalgo County.***

Further, in the event that it is demonstrated by Appraiser that Hidalgo County has caused or delayed thus preventing the Appraiser from meeting the specified agreed upon deadline to provide the "Review of Appraisal Services" ordered, Appraiser must advise the Purchasing Department in written notice to authorize and to secure additional time to comply.

2. Non-Exclusive Services of Appraiser. Hidalgo County reserves the right to request these services from other sources other than the Appraiser and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Contract for a period of **one (1) year**, effective **June 18, 2013,** and will expire **June 17, 2014** or unless sooner terminated as provided herein. The Appraiser will not begin to work or incur costs until authorized in writing by the Party with each **"Purchase Order".**

4. Compensation. As consideration for rendering the Services provided for in this Contract, the Party agrees to pay the Appraiser the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Appraiser. The Appraiser is authorized to submit periodic requests for payment within thirty days after completion of each purchase order. The request for payment shall be made using forms acceptable to the Party and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, the Party shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Appraiser 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. All payments to Appraiser shall be mailed to the address shown in numbered paragraph 21, hereof.

5. Progress. Upon acceptance of a purchase order, the Appraiser shall undertake and complete the authorized work. The Party or the Appraiser can request conferences to be provided at the Appraisers office, the office of the Party or at other agreed upon locations.

6. Inspection of Work. The Party has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Appraiser, or a subcontractor, the Appraiser shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7. Amendments. If it becomes necessary at any time during the contract period to change the scope of work, the contract period, the maximum amount payable, the complexity, or the character of this contract, an amendment must be prepared and executed within the contract period. The Party retains the right to reject any such amendment proposed by the Appraiser unless the County finds the proposed amendment necessary to complete the work authorized herein. Any such amendments be made in writing agreed to by all parties hereto and duly executed before the end of the contract period as specified.

If the Party finds it necessary to require changes in completed work because of errors made by the Appraiser, the Party shall require the Appraiser to correct the work at no cost to the Party and without amendment to the contract.

8. Reporting. The Appraiser shall promptly advise the Party in writing of events which have a significant impact upon the contract, including:

1. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work

units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County or, if Federal funds are involved, Federal assistance needed to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

9. Ownership of Documents. Upon completion or termination of this contract, all documents prepared by the Appraiser or furnished to the Appraiser by the Party shall be delivered to and become the property of the Party. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to the Party without restriction or limitation on their further use. The Appraiser may, at its own expense, have copies made of the documents or any other data furnished the Party under this contract.

10. Independent Contractor. Appraiser must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the services provided by Appraiser under this Contract. Notwithstanding the foregoing sentence, Appraiser represents and maintains that it is an independent contractor and is not an employee of Hidalgo County, Texas, or any agency thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Appraiser agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

11. Voluntary Termination. The Party may terminate this Contract at any time for any reason or no reason at all upon the giving of thirty (30) days prior written notice to the other party.

12. Insurance. Appraiser agrees to provide liability insurance covering its activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, ' 100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish department a certificate of insurance, Exhibit “C”, issued by the insurer that such insurance is in full force and effect.

13. No Assignment. Except as otherwise herein provided, Appraiser, may not assign the obligations or rights under this contract to any person without the prior written consent of the Party.

14. Conflict. 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.

15. Termination by County. If Appraiser fails to deliver quality service, fails to achieve the defined goals, outcomes, strategies and outputs set by the Party, or if Appraiser fails to comply with any conditions in this Contract, then the Party shall have the right to terminate this Contract upon the giving of ten (10) days prior written notice to Appraiser.

16. No Waiver. No waiver by the Party 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.

17. Entire Agreement. 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 representations 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 the Party and Appraiser, and not otherwise.

18. Venue. 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.

19. Hold Harmless. In the event Appraiser should cause, either directly or indirectly,

damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Appraiser shall hold harmless and indemnify the Party from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from the Appraiser's intentional actions or negligence. This indemnification clause shall survive this Contract and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary.

20. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated or arbitrated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement of this Contract, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

21. Notices. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to Party:	Hidalgo County Urban County Program Attention: Diana R. Serna 3304 West Alberta Road Edinburg, Texas 78539
If to Appraiser:	HLH Appraisal Services 6107 Aberton Forest Drive Houston, Texas 77084 281-799-5652

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites

States mail.

22. Execution of Documents. 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.

. **23. Binding Contract.** 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.

24. Gender. 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 be appropriate

25. Authority. The execution and performance of this Contract by the Party and Appraiser have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of the Party and Appraiser in accordance with its terms.

26. Commitment of Current Revenues. In the event that, during any term hereof, the Party does not appropriate sufficient funds to meet to the obligations of this Contract, the Party may terminate this Contract upon thirty (30) days written notice to the Surveyor**.** The Party agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Contract. The parties intend this provision to be a continuing right to terminate this Contract at the expiration of each budget period of the Party pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1995).

WITNESS WHEREOF, the **Appraiser** and the **Party** have caused this **Agreement for Professional Services** to be effective as of the _____day of _____, 2013.

BY:_____
Harvey L. Heerssen, TX. State Certified General Appraiser

Firm Name:	**Harvey L Heerssen**
Address:	**6107 Aberton Forest Drive**
City/ST/ZIP:	**Houston, TX 77084**
FED ID #/SS #:	**462-66-4872**

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the ___ day of_____, 20 , by _____of and on behalf of _____ _____,
(title)(a corporation)(a partnership)(a sole proprietorship).

(seal)

_____
Notary - Signature

County of Hidalgo Urban County Program:

_____
Witness

_____
Diana R. Serna, UCP Director

Approved as to Form:
Atlas, Hall, Rodriguez L.L.P.
By: Stephen L. Crain
On April 22, 2013

ATTACHMENTS:

EXHIBIT A	-Request for Qualifications (RFQ) Procurement Packet
EXHIBIT B	- Basis of Payment
EXHIBIT C	- Certificate of Insurance

EXHIBIT “A”

REQUEST FOR QUALIFICATIONS (RFQ) PROCUREMENT PACKET

EXHIBIT “B”
BASIS OF PAYMENT

EXHIBIT “C”
CERTIFICATE OF INSURANCE

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

November 13, 2012

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Professional Appraisal Services Pool-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2013-004-12-05-SGS

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for your consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated our RFQ packet. Carefully read and review all instructions, requirements, specifications and/or scope of work included in this packet.

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sgs

Enclosures

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

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
(All funding sources, programs and entities)
"Professional Appraisal Services Pool"
RFQ No: 2013-004-12-05-SGS

Item	Description	No. of Pages
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	9
3.	Exhibit A, Requirements	8
4.	Exhibit B, Evaluation Criteria and Evaluation Form	2
5.	Exhibit C, Insurance Requirements,	4
6.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
7.	Exhibit E, Proposer's Affidavit	1
8.	Vendor/Bidder Application and W-9 form	6
09.	Certification Regarding Debarment	1
10.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) 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

November 13, 2012
Date

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS
HIDALGO COUNTY

(All funding sources, programs and entities)

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No.: 2013-004-12-05-SGS

REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Appraisal Services Pool"

RFQ NO: 2013-004-12-05-SGS

Acceptance Due Date: **DECEMBER 05, 2012**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Sandy Suarez, Buyer II
(956) 292-7000 Ext. 4860
sandy.suarez@co.hidalgo.tx.us

1. Sealed qualifications will be received for "HIDALGO COUNTY (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool",** in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents 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 requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. **One (1) original, seven (7) copies** of all request for qualifications (RFQ) and two (2) CDs in PDF Format are required with the respondent's name and 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, **RFQ – 2013-004-12-05-SGS"HIDALGO COUNTY (Including all funding sources, programs, and entities)-"Professional Appraisal Services Pool"**, and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, DECEMBER 05, 2012.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATIONS 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 IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the qualification considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. 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 respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

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, respondents are required to include illustrations, specifications, explanation of warranties, and service data with

their qualification including catalogue numbers and any necessary references.

7. No qualification may be withdrawn within ninety (90) days from the scheduled time to open qualifications.

8. County reserves the right to accept or reject any or all qualifications

9. Any interpretations, amendments, corrections or changes to this qualification 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 Qualification. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. 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.

12. 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 qualification 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.

13. **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, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY** (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool"**
  e) 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
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

Qualification Opening, 9:30 A.M.	December 05, 2012
Award of Contract	_____, 2012
Commence Work or Deliver Products	_____, 2012

16. HIDALGO COUNTY PROPOSED HOLIDAYS

2013 YEAR	
New Year's Eve & Day	12/31/12 and 01/01/13
Martin Luther King Day	01/21/13
President's Day	02/18/13
Good Friday	03/29/13
Easter	04/01/13
Memorial Day	05/27/13
Independence Day	07/04/13
Labor Day	09/02/13
Veteran's Day	11/11/13
Thanks Giving Day	11/28/13 and 11/29/13
Christmas Day	12/24/13 and 12/25/13

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 and 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 respondents 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 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent 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 materialmen 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 qualification 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.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into.

Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

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 respondent 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 78539cHidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.

20. If, during the life of any contract or qualification awarded, the successful respondent'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. Proposals, 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 Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;

- 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 respondent 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 respondent'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 award to a successful respondent 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 (30) 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 respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent 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 respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent 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 respondent'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 or services provided by successful respondent.

27. Successful respondent 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 Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent 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 respondent 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.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualification
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Appraisal Services Pool"
RFQ No: 2013-004-12-05-SGS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
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 respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, 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.

Respondents acknowledge receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Respondent: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

REQUEST FOR QUALIFICATIONS

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ Nº 2013-004-12-05-SGS

The County of Hidalgo will be accepting Statements of Qualifications from Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Real Estate Appraisers will be for **February 09, 2013 and ending February 08, 2014.** The Hidalgo County Purchasing Department will receive **sealed** envelopes containing Statement of Qualifications for the provision of **"PROFESSIONAL APPRAISAL SERVICES POOL-HIDALGO COUNTY"** (including all funding sources, Programs, and Entities)**-Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 05, 2012. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY

A total of one (1) original, seven (7) copies and two (2) CD's in PDF format of the RFQ shall be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of Qualifications responses be sealed, clearly marked and labeled with the Company's name, RFQ Number: 2013-004-12-05-SGS, Project title: "Professional Appraisal Services Pool" and Opening Date and be delivered 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

Hidalgo County requires respondents, when hand delivering statements of Qualifications, to have a Purchasing Department representative time/date stamp and initial the sealed envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (RFQs, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

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

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

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ 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, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Respondents, 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:
Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF QUALIFICATIONS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Respondent must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

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

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS:
Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956) 292-7612 or via e-mail: sandy.suarez@co.hidalgo.tx.us BY NO LATER THAN Monday, November 19, 2012 at 5:00 p.m. Responses will be sent to all applicants by Wednesday, November 21, 2012 at 5:00 p.m. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
In order to be considered, all submittals **must** be signed. **Please sign the original in *blue* ink.**

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

SUBCONTRACTING:
The successful respondent may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specific for more than one (1) year.

DAVIS BACON ACT: (IF APPLICABLE)
All selected and awarded firms are required; if applicable adhere to the Davis-Bacon Act.

SECTION II -RFP REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted RFQ.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondents understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with an Appraisal firm(s) that has had experience in, but not limited to, the following areas:

Scope of Appraisal and/or Review Appraisal Services:

1) Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified general appraiser and any other certified general appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.

2) All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.

3) Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.

4) All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 2009 or most current Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary general certified appraiser.

5) Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person to contact regarding the Request for Qualification.

B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities.

C. List of references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Familiarity with the geographical area.

F. Statement regarding an Affirmative Action Program.

G. Minimum of $1,000,000.00 Professional liability, errors and omissions, insurance.

PERSONNEL AND STAFFING:

The firm 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.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any current licenses and/or certifications as required by the STATE OF TEXAS.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann.2254.001, et seq.

PART III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioner's Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form."
The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1) ***Responsiveness:*** **30 points**
   a) Requested Information
   b) Thoroughness
   c) Understanding of Project
   d) List of references provided
   e) Clarity - Brevity
   f) Degree of Interest

2) ***Firm Capabilities:*** **45 points**

   a) Background
   b) Relevant experience
   c) Experience with similar projects
   d) Knowledge of area
   e) Timeliness of schedule
   f) Quality services previously provided to Hidalgo County

   g) Current workload
   h) Ability to commence various re-quested projects simultaneously
   i) Completion of projects within budgets

3) ***Staffing:*** **25 points**

   a) Qualifications of personnel- The professional team members responsible assigned to assist County projects shall be identified in the organizational chart.
   b) Key personnel
   c) Required discipline skills

REQUEST FOR QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Real Estate Appraiser Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1) Hidalgo County Commissioners' Court, Elected Official and/or the User Department in need of Real Estate Appraiser Services **will nominate** (at the minimum) three (3) firms from Hidalgo County's approved pool of firms, thereafter, will review, score, and evaluate the responses received in Request for Qualifications.

2) A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

EXHIBIT "B"

EVALUATION CRITERIA
"PROFESSIONAL APPRAISAL SERVICES POOL"
RFQ No. 2013-004-12-05-SGS

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. RESPONSIVENESS **(30) POINTS**

A. Requested Information
B. Thoroughness
C. Understanding of Project
D. List of references provided
E. Clarity – Brevity
F. Degree of Interest

2. FIRM CAPABILITIES **(45) POINTS**

A. Background
B. Relevant experience
C. Experience with similar projects
D. Knowledge of area
E. Timeless of schedule
F. Quality services previously provided to Hidalgo County
G. Current workload
H. Ability to commence various re-quested projects simultaneously
I. Completion of projects within budgets

3. STAFFING **(25) POINTS**

A. Qualifications of personnel
B. Key personnel
C. Required discipline skills

GRAND TOTAL **100 Points**

EXHIBIT "B"

EVALUATION CRITERIA

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No. 2013-004-12-05-SGS

Selection Criteria	Points	Score
1. **RESPONSIVENESS** ----- (30 pts)		
➢ Requested information	5	
➢ Thoroughness	5	
➢ Understanding of Project	5	
➢ List of references provided	5	
➢ Clarity-Brevity	5	
➢ Degree if Interest	5	
Comments/Rationale For Points:		**TOTAL**
2. **FIRM CAPABILITIES** ---- (45 pts)		
➢ Background	5	
➢ Relevant experience	5	
➢ Experience with similar projects	5	
➢ Knowledge of area	5	
➢ Timeliness of schedule	5	
➢ Quality services previously provided to Hidalgo County	5	
➢ Current workload	5	
➢ Ability to commence various re-quested projects simultaneously	5	
➢ Completion of projects within budgets	5	
Comments/Rationale For Points:		**TOTAL**
3. **STAFFING**-------- (25 pts)		
➢ Qualification of personnel	10	
➢ Key personnel	10	
➢ Required discipline skills	5	
Comments/Rationale For Points:		**TOTAL**
Total Score		

Project Name: Professional Appraisal Services Pool

Department: _____

Firm/Participant: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

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

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

1. Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars ($500,000.00) arising out of the services provided to County hereunder.

4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

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

INSURERS AFFORDING COVERAGE

INSURED

INSURER A:

INSURER B:

INSURER C

INSURER D:

INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE $ FIRE DAMAGE (Any one fire) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) $ BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT $ OTHER THAN AUTO ONLY: EA ACC $ AGG $
C	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE $ AGGREGATE $ $ $ $
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY OTHER				WC STATU- ☐ OTHER TORY LIMITS E.L. EACH ACCIDENT $ E.L. DISEASE-EA EMPLOYEE $ E.L. DISEASE-POLICY LIMIT $

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER

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

ADDITIONAL INSURED | INSURER LETTER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

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

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

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;

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

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

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

_____ _____
Authorized Representative Date

Notice to Proposer:

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

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

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

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

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

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

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

Exhibit "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

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

_____

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING
FOR "REAL ESTATE APPRAISERS POOL"

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: _____

Subscribed and sworn to before me this _____day of _____, 20__.

_____

Notary Public

My commission expires:_____, 20__

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:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address: **Fax No. ( )**
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify **State Identification No._____ (Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ Date:_____ Other:
Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:** **Disadvantaged Business (At Least 51% Ownership)** ☐ Less than 125,000 annual gross receipt ☐ Black American Native American ☐ Less than 250,000 annual gross receipt ☐ Hispanic American Women ☐ Less than 499,000 annual gross receipt ☐ Asian Pacific American Other ☐ More than 500,000 annual gross receipt **Have you been certified as a HUB or an MBE/WBE source?:** ☐ Yes ☐ No **Indicate Certification No.(s):_____ or are Certificate(s) attached?:** ☐ Yes ☐ No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** Yes No
To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing): **Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:**

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

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

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

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

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

			–		–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

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

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** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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 payee 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 a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt 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 3 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 for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

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/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

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/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity 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.

The following payees are exempt from backup withholding:

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

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

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, 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-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, 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.ssa.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 Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting 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. Entering "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 item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[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 "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the 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 for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension Ineligibility

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

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____

Print Name:_____

Title:_____

Telephone Number:_____

Date:_____

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

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS
PROFESSIONAL APPRAISALS SERVICES POOL

RFQ No.: 2013-004-12-05-SGS

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response.

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 9 of Legal Notice

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One Original, 7 Copies, and 2 CD's containing a complete copy of Response.

_____ _____

SIGNATURE DATE

EXHIBIT "B"

Basis for Payment

HLH APPRAISAL SERVICES

Specializing in Appraisal Review of Road and Drainage Projects

May 29, 2013

Ms. Brandy R. Salinas
Program Coordinator I
Urban County Program
3304 West Alberta Road
Edinburg, TX. 78539

RE: Letter of Best and Final Offer for "Appraisal Review Services" for Urban County Program GLO Contract No. 12-589-000-6887/DRS 220068, Precinct No. 4, Hidalgo County, Texas. (Alberta Drainage Improvements Project located between Owassa Road and Alberta Road on Tower Road in Edinburg, Texas.)

Dear Ms. Salinas:

This letter is in reference to your request of May 28 2013 requesting my Best and Final Offer, Scope of Services, Proposed Rate/Fee Schedule, W9 Form, Certificate of Debarment and Conflict of Interest Form in connection with the above project in Hidalgo County, Texas.

Exhibit A- The Scope of Work Services for this appraisal review assignment is to prepare appraisal review reports of appraisal reports prepared by the primary appraiser on the above project. More specifically, the scope of work also includes (1) to physically inspect the project and each parcel from the road right of way, (2) to review each appraisal report for USPAP compliance, and (3) to prepare and submit electronically an appraisal review submission for each parcel to the Hidalgo County Right of Way Department.

Exhibit A-My fee schedule for this project is $450.00 for each appraisal review report of each parcel. Additionally, if any updated appraisal reviews are necessary, an update will be accomplished for the reduced fee of $225.00. My commitment is to complete all appraisal review reports and any updated review reports within the time line requested and specified by Hidalgo County. **This is my best and final offer of my Scope of Services and proposed fee schedule for appraisal review services for this project.**

Also, attached are the originals of Form W9, Certificate of Debarment, copies of my current Insurance Certificates, and the current up to date copy of the Conflict of Interest Questionnaire Form. The CIQ Form is the latest that I filed with Hidalgo County for their RFQ dated December 5, 2012. The Form was recorded in the Hidalgo County Clerk's office and a copy of the form and recording data are both attached.

Please advise if any additional information is needed. Thank you.

Sincerely,

HLH: hh
Attachments

Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

EXHIBIT "C"

Certificate of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/11/2013

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

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

PRODUCER	CONTACT NAME: Adam Pisani
The Pisani Agency 8588 Hwy 6 N Houston, TX 77095	PHONE (A/C, No, Ext): 281-855-7115 FAX (A/C, No): 281-855-1097 E-MAIL ADDRESS:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Harvey L. Heerssen DBA HLH Appraisal Services 6107 Aberton Forest Dr Houston, TX 77084	INSURER A: Allstate Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY			TBD			EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY			048963714 BAP	04/16/2013	04/16/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

2010 Ford F-150
1FTEW1C87AFD03660

CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

A. C. Pisani

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HEERHA1 OP ID: JM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/12/2013

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

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

PRODUCER Stanley McDonald Agency IL Inc 2018 State Road P.O. Box 1446 La Crosse, WI 54602-1446 David R. Mc Donald Phone: 608-788-6160 Fax: 608-788-7012	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Mr. Harvey L Heerssen dba HLH Appraisal Services 6107 Aberton Forest Drive Houston, TX 77084	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Hartford Accident & Indemnity — 22357 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR X Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [ ] LOC			41SBMZP3811	04/14/2013	04/14/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

CERTIFICATE HOLDER

Hidalgo County
Purchasing Department
New Administrative Building
2812 S Highway Bus. 281
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/11/2013

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

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

PRODUCER LIA ADMIN. & INSURANCE SERVICES 1600 ANACAPA STREET SANTA BARBARA, CA 93101	CONTACT NAME: DIANNE DERAS KIRKWOOD PHONE (A/C, No, Ext): 805-963-6624 FAX (A/C, No): 805-962-0652 E-MAIL ADDRESS: DIANNE@LIABILITY.COM
INSURED HLH APPRAISAL SERVICES HARVEY L. HEERSSEN 6107 ABERTON FOREST DRIVE HOUSTON, TX 77084 166125	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: LIBERTY SURPLUS INSURANCE — 10725 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	PROFESSIONAL LIABILITY			LSI012626-001	04/14/2013	04/14/2014	$1,000,000 EACH CLAIM $2,000,000 AGGREGATE	

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

REAL ESTATE APPRAISERS PROFESSIONAL LIABILITY

CERTIFICATE HOLDER

HIDALGO COUNTY, PURCHASING DEPARTMENT
NEW ADMINISTRATIVE BUILDING
2812 S. HIGHWAY BUS. 281
EDINBURG, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AI-39168 **Elections Administration 19. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Presentation, Discussion and approval of proposed Vote Center locations for the November 5, 2013 Constitutional Amendment Election.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/10/2013 09:55 AM
Manuel Chapa	Manuel Chapa	06/12/2013 03:06 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Amanda Valdez Started On: 06/07/2013 04:54 PM

Final Approval Date: 06/14/2013

AI-39180 **Precinct #2 20. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Agapito Vargas **Submitted By:** Angela Garcia, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Approval of Interlocal agreement between the City of San Juan and The County of Hidalgo to reconstruct Cesar Chavez Road from Carroll Road to South Business 83.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-122-090-0-841

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

BUDGETARY IMPACT:

Pending AI#39052 on 06/18/13

Attachments

interlocal

email

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/11/2013 04:10 PM
Olga Garza	Olga Garza	06/14/2013 03:14 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Angela Garcia Started On: 06/10/2013 04:44 PM

Final Approval Date: 06/14/2013

STATE OF TEXAS §

COUNTY OF HIDALGO §

INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF SAN JUAN AND THE COUNTY OF HIDALGO, TEXAS

THIS Agreement is made on this the ___ day of _____, 2013, by and between the **CITY OF SAN JUAN, TEXAS**, hereinafter referred to as **"CITY"** and the **COUNTY OF HIDALGO, TEXAS**, hereinafter referred to as **"County"** pursuant to the provisions of the Texas lnterlocal Cooperation Act, as follows:

WITNESSETH:

WHEREAS, City is a home rule municipality located in Hidalgo County, Texas;

WHEREAS, County is a county in the State of Texas;

WHEREAS, City and County each pursuant to its statutory and constitutional authority are responsible for maintenance and improvements of certain public roadways within their respective boundaries;

WHEREAS, City and County desire to reconstruct Cesar Chavez Road from Carroll Road to South Business 83 (the "Road");

WHEREAS, County and City recognize that the first step in making desired improvements to the Road is the acquisition of sufficient right of way and the parties have agreed to cooperate in acquiring such right of way as herein described;

WHEREAS, County has determined that County will receive benefit from the future improvement to the Road; and

WHEREAS, County and City are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Texas Government Code 791.001 et seq., (the "Act") which authorizes local governments to contract with each other to perform governmental functions and services under the terms of the Act and pursuant to the County Road and Bridge Act which authorizes counties to improve roadways within the city limits of City with City's consent.

NOW THEREFORE, City and County, in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. County, through Precinct No. 2, shall assist City in the acquisition of two (2) parcels of

real property required for the reconstruction of the Road by selecting and engaging a surveying firm, providing up-front payment for any title reports and appraisals, and negotiating the acquisition of said parcels.

2. Thirty days after the acquisition of the two (2) parcels, County shall invoice City for the costs associated with the assistance provided in paragraph 1. above and any other related costs.

3. The acquisition cost for said two (2) parcels and any related expenses shall be the sole responsibility of City.

4. Should condemnation proceedings become necessary for acquisition of right-of-way within City's corporate city limits, City's staff will assume all condemnation proceedings and financial responsibility for said proceedings including, but not limited to attorney's fees.

5. The County agrees it is in its best interest to provide such assistance to City as described herein, as such Road serves as a connecting link and integral part of the County road system.

6. City, pursuant to Texas Transportation Code Section 251.012, authorizes County to perform the work and services described herein within its corporate city limits.

7. The parties agree that County will be released of any and all duties imposed by this Agreement, following completion of the work and services described in this Agreement.

8. Each party agrees to conform to its own applicable purchasing laws, regulations, policies, and procedures with respect to the portion of the work and services under this Agreement performed by each party.

9. Conflict of 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 conflict between any provision of their Agreement 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 Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

10. No Waiver. No waiver by any party hereto of any breach of any provision of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

11. Entire Agreement. This Agreement contains the entire contract between the parties hereto and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by

agreement in writing executed by City and County, and not otherwise.

12. TEXAS LAW TO APPLY. THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, AND ALL OBLIGATION OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN HIDALGO COUNTY, TEXAS. THE PARTIES HEREBY CONSENT TO PERSONAL JURISDICTION IN HIDALGO COUNTY, TEXAS.

13. Notice. Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to City:	City of San Juan Attn: Bobby Rodriguez, City Secretary 709 S. Nebraska San Juan, Texas 78589
If to County:	County of Hidalgo, Texas Attn: Ramon Garcia, County Judge 302 W. University Dr. Edinburg, Texas 78539
With Copies to:	Commissioner Precinct 2 Attn: Hector "Tito" Palacios, Commissioner 300 West Hall Acres, Suite G Pharr, Texas 78577

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mall.

14. Additional Documents. 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 Agreement.

15. Successors. This Agreement 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 Agreement.

16. Assignment. This Agreement shall not be assignable.

17. Headings. The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation

of any provision of paragraph hereof.

18. Gender and Number. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

19. Authority to Execute. The execution and performance of this Agreement by Pharr and County have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of Pharr and County in accordance with its terms.

20. Governmental Purpose. Each party hereto is entering into this agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.

21. Commitment of Current Revenues Only. In the event that, during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties hereto agrees, however, to use its best 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 each party hereto pursuant to the provisions of the Texas Local Government Code Section §271.903.

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

CITY OF SAN JUAN

_____
San Juanita Sanchez, Mayor

ATTEST:

_____
City Secretary

COUNTY OF HIDALGO

_____
Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:

Office of Criminal District Attorney
Rene Guerra

By:_____
Michael L. Garza
Assistant District Attorney

STATE OF TEXAS §

COUNTY OF HIDALGO §

APPROVAL OF
INTERLOCAL COOPERATION AGREEMENT PROJECT

In accordance with Texas Government Code Section 791.014, Hidalgo County, Texas, acting by and through the Hidalgo County Commissioners Court, has been advised of a proposed project to reconstruct Cesar Chavez Road from Carroll Road to Business 83 including drainage and other appurtenances (the "Road"); through an lnterlocal Cooperation Agreement to be entered into with the City of San Juan, Texas, and Hidalgo County.

By vote on _____, 2013, the Hidalgo County Commissioners Court has approved the Project identified above.

_____
By: Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, County Clerk

APPROVED AS TO FORM:

Office of Criminal District Attorney

By: _____
Michael L. Garza
Assistant District Attorney

Zimbra **angela.garcia@co.hidalgo.tx.us**

RE: Interlocal Agreement

From : Michael Garza <michael.garza@da.co.hidalgo.tx.us> Fri, Jun 14, 2013 02:12 PM
Subject : RE: Interlocal Agreement 1 attachment
To : 'Angela Garcia' <angela.garcia@co.hidalgo.tx.us>
Cc : 'Agapito Vargas' <agapito.vargas@co.hidalgo.tx.us>
Reply To : michael garza <michael.garza@da.co.hidalgo.tx.us>

Angela,

Attached is the final version of the interlocal, and it is approved as to form. Please be sure to include the version attached above in the agenda item.

Should you have any questions or concerns, please do not hesitate to contact me.

Michael Garza
Assistant Criminal District Attorney
Contracts and Civil Litigation Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 318-2313 ext. 3824
(956) 318-2079 FAX
michael.garza@da.co.hidalgo.tx.us

****
The information contained in this e-mail may be 1.SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE; 2.ATTORNEY WORK PRODUCT; and/or 3.CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of or reliance upon the information contained in this e-mail by or to anyone other than the recipient designated above by the sender is unauthorized and strictly prohibited. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE ADVISE THE SENDER BY REPLY E-MAIL TO michael.garza@da.co.hidalgo.tx.us AND DELETE THE COMMUNICATION.
****

-----Original Message-----
From: Angela Garcia [mailto:angela.garcia@co.hidalgo.tx.us]
Sent: Friday, June 14, 2013 10:28 AM
To: michael garza

Subject: Re: Interlocal Agreement

oops sorry, here is the attachment

Angela Garcia, Adm. Asst. IV
Hidalgo County Comm. Pct. 2
300 W. Hall Acres, Suite G
Pharr, TX 78577
P: 956-787-1891 (ext. 2003)
F: 956-787-4683
angela.garcia@co.hidalgo.tx.us

----- Original Message -----
From: "Angela Garcia" <angela.garcia@co.hidalgo.tx.us>
To: "michael garza" <michael.garza@da.co.hidalgo.tx.us>
Sent: Friday, June 14, 2013 10:26:17 AM
Subject: Interlocal Agreement

Michael,
Good morning, I placed this item on the agenda for the 18th, and i was advised that it needs your approval. Can you please review and advise via email if it is correct. This is my 1st time doing this, so please bare with me.

Thanks,
Angela Garcia, Adm. Asst. IV
Hidalgo County Comm. Pct. 2
300 W. Hall Acres, Suite G
Pharr, TX 78577
P: 956-787-1891 (ext. 2003)
F: 956-787-4683
angela.garcia@co.hidalgo.tx.us

San Juan Parcels and Rd Maintenance - Final - 1.pdf
57 KB

AI-39251 **Precinct #4 21. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Marcos Lopez, Pct. 4 **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval of Interlocal Cooperation Agreement between Hidalgo County and McAllen Independent School District for Parking Lot and Paving Projects

BACKGROUND

Attachments

ICA

exhibit b part 1

exhibit b part 2

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/13/2013 04:19 PM
Olga Garza	Olga Garza	06/14/2013 04:14 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/13/2013 04:00 PM

Final Approval Date: 06/14/2013

STATE OF TEXAS §
COUNTY OF HIDALGO §

INTERLOCAL COOPERATION AGREEMENT
BETWEEN HIDALGO COUNTY AND McALLEN INDEPENDENT SCHOOL DISTRICT

THIS Agreement is made on this the **10th** day of **June, 2013** by and between **HIDALGO COUNTY, TEXAS**, hereinafter referred to as "County" and **McALLEN INDEPENDENT SCHOOL DISTRICT** hereinafter referred to as "District@, pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

W I T N E S S E T H:

WHEREAS, County is a county created in Texas;

WHEREAS, District is an independent school district;

WHEREAS, County desires to assist District in certain parking lot paving projects more particularly described on Exhibit A attached hereto in which both the District and the County would benefit from the outcome of the work (the Work);

NOW, THEREFORE, District and County, in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. District agrees to utilize County materials and equipment to accomplish the Work and County agrees to perform the Work in accordance with the specifications prepared by Dannenbaum Engineering Company-McAllen, LLC a copy of such specifications attached hereto as Exhibit B. County shall invoice District at County's current costs for such equipment and materials for the furtherance of the Work. County's cost for equipment and material are stated on Exhibit C attached hereto. District agrees to reimburse County for material and equipment costs within thirty (30) days of receipt of invoice from County.

2. County shall provide District with County man power at the current hourly rates for individuals required to complete the Work. Hourly rates shall include all benefits and other costs associated with the employment of each individual. Hourly rates for County manpower are stated on Exhibit D attached hereto. District agrees to reimburse County for such County manpower costs within thirty (30) days of receipt of invoice from County.

3. The parties agree that all other costs associated with the Work shall be the responsibility of District in their entirety.

4. **Term.** The term of this Agreement shall be for the time period required to accomplish the Work which shall not exceed 90 days from issuance of Notice to Proceed.

5. Upon a change in cost for manpower, equipment or materials, the County shall notify District within ten (10) working days for any on-going Work.

6. Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other.

7. **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 conflict between any provision of their Agreement 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 Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the times such conflict exists.

8. **No Waiver.** No waiver by any party hereto of any breach of any provision of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

9. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the District and County and not otherwise.

10. **Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligation of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

11. **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written

notice delivered in accordance herewith:

If to District:	McAllen Independent School District Attention: James J. Ponce, Ed. D., Superintendent 2001 N. 23rd St. McAllen, Texas 78501
If to County:	Hidalgo County Attention: Ramon Garcia, County Judge 302 W. University Drive Edinburg, Texas 78540-0758
With copy to:	Hidalgo County Commissioner Pct. 4 Attention: Joseph Palacios, Commissioner 1102 N. Doolittle Road Edinburg, Texas 78539

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

12. **Additional Documents**. 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 Agreement.

13. **Successors**. This Agreement 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 Agreement.

14. **Assignment**. This Agreement shall not be assignable.

15. **Headings**. The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation of any provision of paragraph hereof.

16. **Gender and Number**. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

17. **Authority to Execute**. The execution and performance of this Agreement by the City and the County have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable

obligations of District and County in accordance with its terms.

18. **Governmental Purpose**. Each party hereto is entering into this Agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.

19. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties hereto agrees, however, to use its best 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 each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. Section 271.903.

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

McALLEN INDEPENDENT SCHOOL DISTRICT

By: _____
Debbie Crane Aliseda, Board President

HIDALGO COUNTY

By: _____
Ramon Garcia, County Judge

ATTEST:

_____
By: Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:
ATLAS, HALL & RODRIGUEZ, LLP

By: _____
Stephen L. Crain

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

APPROVAL OF
INTERLOCAL COOPERATION AGREEMENT
PROJECT

In accordance with Texas Government Code §791.014, Hidalgo County, Texas, acting by and through the Hidalgo County Commissioners Court, has been advised of a proposed project. County desires to assist District in certain parking lot paving projects in which both the District and the County would benefit from the outcome of the work (the "Work") through an Interlocal Cooperation Agreement to be entered into with the District and the County of Hidalgo, Texas.

By vote on_____ 2013, the Hidalgo County Commissioners Court has approved the Work identified above.

_____
By: Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, County Clerk

APPROVED AS TO FORM:

ATLAS, HALL & RODRIGUEZ, LLP

By: _____
Stephen L. Crain

EXHIBIT "A"

THE WORK

THE WORK

McAllen Independent School District Parking Lot and Street Improvements Projects

Reynaldo G. Garza Elementary School	$58,155.40
Lamar Academy Parking Lot	$53,167.90
Christa McAuliffe Elementary School Play Area	$44,026.90
Memorial High School Student Parking Lot	$98,169.40
Theodore Roosevelt Elementary School Parking Lot	$64,509.40
Ben Milam Elementary School Parking Lot	$21,383.70
GRAND TOTAL	$339,412.70

EXHIBIT "C"

COUNTY'S COST FOR EQUIPMENT & MATERIAL

COUNTY'S COST FOR EQUIPMENT & MATERIAL

Reynaldo G. Garza Elementary School

Materials	**Quantity**	**Unit**	**Unit Cost**	**Extended Cost**
Hot mix	314	Tons	$58.50	$18,369.00
MS-1	600	Gallons	$3.00	$1,800.00
Equipment				
motor grader	80	Hours	$80.00	$6,400.00
vibratory roller	80	Hours	$28.00	$2,240.00
pneumatic roller	80	Hours	$33.00	$2,640.00
paver	24	Hours	$130.00	$3,120.00
dump truck	80	Hours	$80.00	$6,400.00
water truck	80	Hours	$38.00	$3,040.00
loader	80	Hours	$80.00	$6,400.00
Total				$50,409.00

Lamar Academy Parking Lot

Materials	**Quantity**	**Unit**	**Unit Cost**	**Extended Cost**
Hot mix	239	Tons	$58.50	$13,981.50
MS-1	400	Gallons	$3.00	$1,200.00
Equipment				
motor grader	80	Hours	$80.00	$6,400.00
vibratory roller	80	Hours	$28.00	$2,240.00
pneumatic roller	80	Hours	$33.00	$2,640.00
paver	24	Hours	$130.00	$3,120.00
dump truck	80	Hours	$80.00	$6,400.00
water truck	80	Hours	$38.00	$3,040.00
loader	80	Hours	$80.00	$6,400.00
Total				$45,421.50

Christa McAuliffe Elementary School Play Area

Materials	Quantity	Unit	Unit Cost	Extended Cost
Hot mix	93	Tons	$58.50	$5,440.50
MS-1	200	Gallons	$3.00	$600.00
Equipment				
motor grader	80	Hours	$80.00	$6,400.00
vibratory roller	80	Hours	$28.00	$2,240.00
pneumatic roller	80	Hours	$33.00	$2,640.00
paver	24	Hours	$130.00	$3,120.00
dump truck	80	Hours	$80.00	$6,400.00
water truck	80	Hours	$38.00	$3,040.00
loader	80	Hours	$80.00	$6,400.00
Total				$36,280.50

Memorial High School Student Parking Lot

Materials	Quantity	Unit	Unit Cost	Extended Cost
Hot mix	998	Tons	$58.50	$58,383.00
MS-1	600	Gallons	$3.00	$1,800.00
Equipment				
motor grader	80	Hours	$80.00	$6,400.00
vibratory roller	80	Hours	$28.00	$2,240.00
pneumatic roller	80	Hours	$33.00	$2,640.00
paver	24	Hours	$130.00	$3,120.00
dump truck	80	Hours	$80.00	$6,400.00
water truck	80	Hours	$38.00	$3,040.00
loader	80	Hours	$80.00	$6,400.00
Total				$90,423.00

Theodore Roosevelt Elementary School Parking Lot

Materials	Quantity	Unit	Unit Cost	Extended Cost
Hot mix	438	Tons	$58.50	$25,623.00
MS-1	300	Gallons	$3.00	$900.00
Equipment				
motor grader	80	Hours	$80.00	$6,400.00
vibratory roller	80	Hours	$28.00	$2,240.00
pneumatic roller	80	Hours	$33.00	$2,640.00
paver	24	Hours	$130.00	$3,120.00
dump truck	80	Hours	$80.00	$6,400.00
water truck	80	Hours	$38.00	$3,040.00
loader	80	Hours	$80.00	$6,400.00
Total				$56,763.00

Ben Milam Elementary School Parking Lot

Materials	Quantity	Unit	Unit Cost	Extended Cost
Hot mix	41	Tons	$58.50	$2,398.50
MS-1	200	Gallons	$3.00	$600.00
Equipment				
motor grader	40	Hours	$80.00	$3,200.00
vibratory roller	40	Hours	$28.00	$1,120.00
pneumatic roller	40	Hours	$33.00	$1,320.00
paver	8	Hours	$130.00	$1,040.00
dump truck	40	Hours	$80.00	$3,200.00
water truck	40	Hours	$38.00	$1,520.00
loader	40	Hours	$80.00	$3,200.00
Total				$17,598.50

Grand Total	$296,895.50

EXHIBIT "D"

HOURLY RATES FOR COUNTY
MANPOWER COSTS

HOURLY RATES FOR COUNTY MANPOWER COSTS

Reynaldo G. Garza Elementary School

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	80	Hours	$22.00	$1,760.00
vibratory roller	80	Hours	$12.31	$984.80
pneumatic roller	80	Hours	$12.31	$984.80
paver	24	Hours	$22.00	$528.00
dump truck	80	Hours	$14.67	$1,173.60
water truck	80	Hours	$14.67	$1,173.60
loader	80	Hours	$14.27	$1,141.60
TOTAL				**$7,746.40**

Lamar Academy Parking Lot

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	80	Hours	$22.00	$1,760.00
vibratory roller	80	Hours	$12.31	$984.80
pneumatic roller	80	Hours	$12.31	$984.80
paver	24	Hours	$22.00	$528.00
dump truck	80	Hours	$14.67	$1,173.60
water truck	80	Hours	$14.67	$1,173.60
loader	80	Hours	$14.27	$1,141.60
TOTAL				**$7,746.40**

Christa McAuliffe Elementary School Play Area

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	80	Hours	$22.00	$1,760.00
vibratory roller	80	Hours	$12.31	$984.80
pneumatic roller	80	Hours	$12.31	$984.80
paver	24	Hours	$22.00	$528.00
dump truck	80	Hours	$14.67	$1,173.60
water truck	80	Hours	$14.67	$1,173.60
loader	80	Hours	$14.27	$1,141.60
TOTAL				**$7,746.40**

Memorial High School Student Parking Lot

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	80	Hours	$22.00	$1,760.00
vibratory roller	80	Hours	$12.31	$984.80
pneumatic roller	80	Hours	$12.31	$984.80
paver	24	Hours	$22.00	$528.00
dump truck	80	Hours	$14.67	$1,173.60
water truck	80	Hours	$14.67	$1,173.60
loader	80	Hours	$14.27	$1,141.60
TOTAL				**$7,746.40**

Theodore Roosevelt Elementary School Parking Lot

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	80	Hours	$22.00	$1,760.00
vibratory roller	80	Hours	$12.31	$984.80
pneumatic roller	80	Hours	$12.31	$984.80
paver	24	Hours	$22.00	$528.00
dump truck	80	Hours	$14.67	$1,173.60
water truck	80	Hours	$14.67	$1,173.60
loader	80	Hours	$14.27	$1,141.60
TOTAL				**$7,746.40**

Ben Milam Elementary School Parking Lot

Labor	Quantity	Unit	Unit Cost	Extended Cost
motor grader	40	Hours	$22.00	$880.00
vibratory roller	40	Hours	$12.31	$492.40
pneumatic roller	40	Hours	$12.31	$492.40
paver	8	Hours	$22.00	$176.00
dump truck	40	Hours	$14.67	$586.80
water truck	40	Hours	$14.67	$586.80
loader	40	Hours	$14.27	$570.80
TOTAL				**$3,785.20**

GRAND TOTAL **$42,517.20**

EXHIBIT "B"

TECHNICAL SPECIFICATIONS

DEC NO. 4657-01

TECHNICAL SPECIFICATIONS

FOR THE

PARKING LOT AND STREET IMPROVEMENTS PROJECT

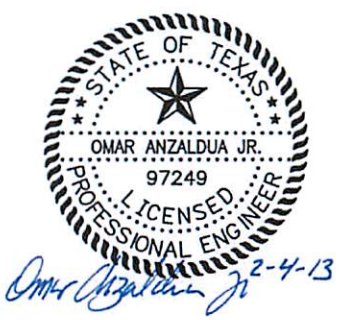
CLIENT:

McAllen Independent School District

February 4, 2013

I.F.B

Dannenbaum Engineering Company – McAllen, LLC
1109 Nolana Loop, Suite 208
McAllen, Texas 78504
(956) 682-3677



Document 00003

TECHNCIAL SPECIFICATIONS
TABLE OF CONTENTS

McAllen – Parking Lot and Driveway Resurfacing
DEC NO. 4657-01

TECHNICAL SPECIFICATIONS

DIVISION 2 - SITE WORK

02221	Removing Existing Pavements and Structures	2
02555	Traffic Control and Regulation	2
02570	Texas Pollutant Discharge Elimination System	1
02571	Storm Water Pollution Prevention Plan	2
02610	Prime Coat	5
02612	HMAC	4
02670	Miling	2
02680	Flat Wheel Rolling	2
02682	Pneumatic Tire Rolling	4
02686	Proof Rolling	2
02743	Tack Coat	3
02751	Concrete Paving	10
02752	Concrete Pavement Joints	4
02753	Concrete Pavement Curing	2
02754	Concrete Driveways	2
02776	Pavement Markings	4
02777	Reflectorized Pavement Markings	4
02778	Surface Preparation for Pavement Markings	4

DIVISION 3 - CONCRETE

03100	Concrete Formwork	10
03151	Joints in Concrete Structures	10
03211	Reinforcing Steel	7
03310	Structural Concrete	19
03315	Concrete for Utility Construction	13
03350	Concrete Finishing	10
03390	Concrete Curing	4

END OF DOCUMENT

Section 02221

REMOVING EXISTING PAVEMENTS AND STRUCTURES

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Removing concrete pavement, asphaltic concrete pavement, and base courses.

B. Removing concrete curbs, concrete curbs and gutters, sidewalks and driveways.

C. Removing pipe culverts and storm sewers.

D. Removing existing inlets and manholes.

E. Removing miscellaneous structures of concrete or masonry.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. No Separate payment will be made for work performed under this Section. Include cost of work performed under this Section in pay items for which this work is a component.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REGULATORY REQUIREMENTS

A. Conform to Section 01 74 19 – Construction Waste Management and Disposal, applicable codes, and local laws for disposal of debris.

B. Coordinate clearing work with utility companies.

1.04 SUBMITTALS

A. Conform to the requirements of Section 01 33 00 – Submittal Procedures.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 PREPARATION

A. Obtain advance approval from Resident Project Representative for dimensions and limits of removal work. Submit preconstruction photographs in accordance with the applicable portions of Section 01 32 33 –Photographic Documentation.

B. Locate and identify buried utilities. Identification shall be by flagging and offset staking.

3.02 PROTECTION

A. Protect the following from damage or displacement:

1. Adjacent public and private property.

2. Trees, plants, and other landscape features designated to remain.

3. Utilities designated to remain.

4. Benchmarks, monuments, and existing structures designated to remain.

3.03 REMOVALS

A. Remove pavement and structures by methods that will not damage underground utilities. Do not use a drop hammer near existing underground utilities.

C. Minimize amount of earth loaded during removal operations.

D. Where existing pavement is to remain, make straight saw cuts in existing pavement to provide clean breaks prior to removal. Do not break concrete pavement or base with drop hammer unless concrete or base has been saw cut to a minimum depth of 2-inches.

E. Where street and driveway saw cut locations coincide or fall within 3-feet of existing construction or expansion joints, break out to existing joints.

F. Remove sidewalks and curbs to nearest existing dummy, expansion, or construction joint.

G. Where existing end of pipe culvert or end of sewer is to remain, install and 8-in-thick masonry plug in pipe end prior to backfill.

3.04 BACKFILL

A. Backfill of removal areas shall be in accordance with requirements of Section 02316 – Excavation and Backfill of Structures.

3.05 DISPOSAL

A. Disposal shall in accordance with requirements of Section 01 74 19 – Construction Waste Management and Disposal.

B. Remove debris, rubbish, and extracted plant material from the site in accordance with requirements of Section 01 74 19 – Construction Waste Management and Disposal.

END OF SECTION

Section 02555

TRAFFIC CONTROL AND REGULATION

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Traffic Control and Regulation

1.02 METHODS OF PAYMENT

A. No separate payment will be made for traffic control and regulation. Include the cost of traffic control and regulation in unit price for work requiring such control.

1.03 REFERENCES

A. Texas Manual of Uniform Traffic Control Devices (TMUTCD)

B. Texas Department of Transportation (TxDOT) permit (if applicable)

C. Railroad company permit(s) (if applicable)

1.04 PERFORMANCE REQUIREMENTS

A. Provide all necessary signs, barricades, marking, lighting, and other equipment and supplies required to comply with the TMUTCD (and TxDOT permit, and/or Railroad Company permit, if applicable)

B. Provide all necessary certified flagmen required to comply with the TMUTCD (and TxDOT permit, if applicable)

PART 2 PRODUCTS

A. Equipment and materials must be furnished, installed and operated by an experienced contractor regularly engaged in traffic control system design, installation and operation.

B. All equipment must be in good repair and operating order.

C. Sufficient standby equipment and materials shall be kept available to ensure continuous operation, where required.

PART 3 EXECUTION

A. Provide labor, material, equipment, techniques and methods required to provide safe traffic control and regulation. Monitor effectiveness of the installed system and its effect on adjacent property.

B. Notify, TxDOT and/or Railroad Company as required by the permit(s) (if applicable).

C. Provide continuous system operation, including nights, weekends and holidays. Arrange for appropriate backup if electrical power is primary energy source for traffic control system.

D. Remove system(s) upon completion of construction or when traffic control is no longer required.

END OF SECTION

Section 02570

TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Section describes the requirements for the documents to be prepared by the Contractor for the Texas Pollutant Discharge Elimination System program for construction storm water. These documents are to be prepared, reviewed, and submitted to the Texas Commission on Environmental Quality (TCEQ) prior to commencing construction operations.

1.02 UNIT PRICES

A. No separate payment will be made for work performed under this Section. Include the cost of work performed under this Section in pay items of which this work is a component.

1.03 REFERENCES

A. Texas Commission on Environmental Quality – TPDES General Permit Number TXR150000 (attached)

B. Texas Department of Transportation – Storm Water Management Guidelines for Construction Activities

PART 2 PRODUCTS – Not Used

PART 3 EXECUTION

3.01 TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM

A. The Contractor shall prepare the necessary forms, Storm Water Pollution Prevention Plan (SWPPP), and comply with the TPDES General Permit Number TXR15000 referenced in item 1.03 A of this specification.

B. Copies of the Notice of Intent (NOI) with instructions, Notice of Termination (NOT) with instructions, and TPDES General Permit TXR150000 are attached for the Contractor's use.

C. The Contractor must pay any required application fees and water quality fees as outlined in the TPDES General Permit TXR150000.

3.02 PRECONSTRUCTION REVIEW AND SUBMITTALS

A. The Contractor shall submit to the Resident Project Representative a copy of the NOI prior to commencing construction.

3.03 CONSTRUCTION REQUIREMENTS

A. The Contractor shall be responsible for preparation of applicable forms, payment of fees, and retaining records as outlined in the TPDES General Permit TXR150000.

END OF SECTION

Section 02571

STORM WATER POLLUTION PREVENTION PLAN

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Section describes the requirements for the documents to be prepared by the Contractor for the Storm Water Pollution Prevention Plan (SWPPP). These documents are to be prepared and reviewed prior to commencing construction operations.

1.02 UNIT PRICES

A. No separate payment will be made for work performed under this Section. Include the cost of work performed under this Section in pay items of which this work is a component.

1.03 REFERENCES

A. Texas Commission on Environmental Quality – TPDES General Permit Number TXR150000

B. Texas Department of Transportation – Storm Water Management Guidelines for Construction Activities

PART 2 P R O D U C T S – Not Used

PART 3 E X E C U T I O N

3.01 STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

A. The Contractor shall prepare the SWPPP in accordance with the TPDES General Permit Number TXR15000 referenced in item 1.03 A of this specification.

B. The Contractor shall prepare the SWPPP using structural and nonstructural control measures included in the Plans and Specifications throughout the construction and post construction periods. These control measures shall not be used as a substitute for the permanent pollution control measures unless otherwise directed by the Resident Project Representative in writing. The control measures may include silt fences, straw bales, stabilized construction exits, or other structural or nonstructural storm water pollution controls. Additional information regarding these controls can be found in the Texas Department of Transportation Manual referenced in item 1.03 B of this specification.

B. The SWPPP shall include at a minimum:

1. A site map showing the areas of soil disturbance, areas not to be disturbed, drainage patterns, approximate slopes anticipated after major grading activities, locations where storm water discharges to surface waters (including wetlands) and/or leaves the project site, locations of structural and nonstructural controls for regulating the discharge of storm water pollutants, locations of waste, borrow, and equipment storage areas, and location where stabilization practices are expected to occur.

2. A description including the nature of the construction activity, a description of the intended sequence of major activities which disturb soils for major portions of the site (grubbing, excavation, grading, utilities and infrastructure installation), estimates of the total area of the site, and the total area of the site that is to be disturbed

3. A description of the control measures that will be implemented as part of the construction activity to control pollutants in storm water discharges, and the general timing during the construction process that these measures will be implemented.

4. A description of construction and waste materials expected to be stored on site with updates as appropriate. The SWPPP shall also include a description of controls to reduce pollutants from these materials including storage practices to minimize exposure of the materials to storm water, and spill prevention and response.

5. A description of pollutant sources from areas other than the construction site over which the Contractor has control for the project (including but not limited to dedicated asphalt plants, dedicated concrete plants, haul roads, and field offices), and the control measures implemented to reduce pollutants.

3.02 PRECONSTRUCTION REVIEW AND SUBMITTALS

A. The Contractor shall review implementation of the SWPPP in a meeting with the Engineer and the Resident Project Representative prior to the start of construction.

B. The Contractor shall submit to the Resident Project Representative for acceptance schedules for accomplishment of the storm water pollution control measures in accordance with the SWPPP. Work on the project shall not begin until the schedules for implementation of the controls and methods of operation have been reviewed and accepted in writing by the Resident Project Representative.

3.03 CONSTRUCTION REQUIREMENTS

A. The Contractor shall be responsible for implementation, maintenance, and inspection of storm water pollution prevention control measures and other practices shown on the SWPPP, the Plan Drawings, or specified elsewhere in this or other Specifications.

B. The contractor shall effectively prevent and control erosion and sedimentation on the site at the earliest practicable time as outlined in the approved schedule and SWPPP. Control measures, where applicable, will be implemented prior to the commencement of each construction operation or immediately after the area has been disturbed.

END OF SECTION

SECTION 02610

PRIME COAT

PART 1 - GENERAL

1.01 GENERAL DESCRIPTION:

A. Prime coat shall consist of the application of asphaltic materials on a newly completed base course and/or other approved area, which shall be applied in accordance with these specifications, as shown on the plans, and as directed by the ENGINEER.

1.02 QUALITY ASSURANCE:

A. Test and Certification of Bituminous Materials.

1. Bituminous materials to be tested in accordance with the requirements of AASHTO M-82 and sampled in conformance with AASHTO T-40.

2. Supply, at the time of delivery of each shipment of asphalt, two certified copies of test reports from the supplying vendor to the ENGINEER.

3. Test reports shall indicate name of vendor, type and grade of asphalt delivered, date and point of delivery, quantity delivered, delivery ticket number, purchase order number, and result of specified tests.

4. The test report shall be signed by an authorized representative of the vendor and certify that the product delivered conforms to the specifications for type and grade indicated.

5. Certified test reports and the testing required in the preparation of such report shall be at no cost to the City.

6. Final acceptance of bituminous materials shall be dependent on the determination by the ENGINEER that the material meets prescribed standards.

PART 2- PRODUCTS

2.01 MEDIUM CURING CUTBACK ASPHALT:

A. Medium-curing liquid asphalt, designated by the letters MC, shall consist of an uncracked petroleum base stock, produced by the processing of asphaltic or semi-asphaltic base crude petroleum, blended with a kerosene-type solvent. The base stock for all MC materials shall be straight run asphalt produced within the penetration range of 100 to 300, and the end point of the kerosene type solvent shall not exceed 525° F. Medium curing liquid cutback asphalt shall be free from water and show no separation.

B. Medium curing cutback asphalt shall consist of materials specified above and shall conform to the requirements set forth in Table 2610-1.

TABLE 2610-1

Specification Designation	AASHTO Test Method	ASTM Test Method	MC 30	MC 70	MC 250	MC 800	MC 3000
Flash Point (Open Cleave) °F, Min.	T 48	D 92	100	100	150	150	150
Viscosity, 140°F, Kinematic, CS	T 201	D 2170	30 - 60	70 - 140	250 - 500	800 - 1600	3000 – 6000
Furol Visocity at:	T 72	D 88					
77° F (Sec.)			75-150				
122° F (Sec.)				60-120			
140° F (Sec.)					125-250		
180° F (Sec.)						100-200	300-600
Distillation Distillate (% of Total Distillate to 680° F)	T 78	D 402					
437° F			0-25	0-20	0-10	0	0
500° F			40-70	25-60	20-55	10-35	0-15
600° F			75-93	75-90	70-85	65-80	50-75
Reside from Distillation to 680° F Volume % by Difference Min.			50	55	67	75	80
Tests on Residue from Distillation	T 49	D 5					
Penetration at 77° F			120 - 250	120 - 250	120 - 250	120 - 250	120 – 250
* Ductility 77° F, cm, Min.	T 51	D 113	100	100	100	100	100
Solubility in CCl_4, % Min.	T 44		99.5	99.5	99.5	99.5	99.5
Water, % Max.	T 55	D 95	0.2	0.2	0.2	0.2	0.2
Reaction to Spot Test	T 102**		0	0	0	0	0

* If penetration of residue is more than 200 and its ductility at 77° F is less than 100, the material will be acceptable if the ductility at 60° F is greater than 100.

** Using 85% Standard Naptha and 15% Xylene.

NOTE: Viscosity tests may be made by either Kinematic or Furol test methods.

C. Unless otherwise noted on the plans or directed by the ENGINEER, cutback asphalt Grade MC-30 shall be used.

2.02 BLOTTER MATERIAL:

A. Supply blotter material consisting of native sand and/or sweepings from base course.

B. Native sand shall be local material obtained from approved sources as approved by the ENGINEER.

PART 3 - EXECUTION

3.01 CONSTRUCTION METHODS:

A. Unless otherwise specified on the plans or required by the ENGINEER, only asphaltic material shall be used. Where required, a combination of asphaltic and blotter material shall be used.

B. Application of Asphaltic Materials Only.

1. Apply prime coat to prepared surface when ambient air temperature is above 40° F and rising and shall not be applied when the ambient air temperature is below 50° F and falling.

2. Apply prime coat to surfaces that have been cleaned by sweeping or other approved methods and where base is thoroughly dry and satisfactory for receiving prime coat.

3. Apply prime coat to cleaned base, at a rate of 0.2 to 0.5 gallons per square yard of surface area, using an approved type of self-propelled pressure distributor so constructed and operated to distribute the material evenly and smoothly.

4. Provide necessary facilities for the determination of temperature of asphaltic material in all heating equipment and distributors; and for determination of rate at which it is applied; and for securing uniformity at the junction of two distributor loads.

5. Keep in clean and good working condition all storage tanks, piping, reports, booster tanks and distributors used in the storage and handling of asphaltic materials.

6. Operate all associated equipment in a manner such that there is no contamination of asphaltic material with foreign material.

7. Calibrate distributor and furnish ENGINEER with an accurate and satisfactory record of such calibrations.

8. Recalibrate distributor, in a manner satisfactory to the ENGINEER, after the beginning of work, should the yield on the asphaltic material applied appear to be in error.

9. No traffic, hauling or placing of subsequent courses shall be permitted over freshly applied prime coat until authorized by the ENGINEER.

10. Apply asphaltic material at a temperature within 15° F of temperature of application selected by the ENGINEER based on temperature viscosity relationship noted in Table 2610-1.

11. Maintain surface until work is Blotter Material.

C. Application of Asphaltic and Blotter Material

1. Haul blotter material in vehicles of uniform capacity and placed on shoulders at a spacing designated by the ENGINEER.

2. After application of asphaltic material as specified above, cover surface with blotter material as directed by the ENGINEER.

3. After application of blotter material, drag surface with approved drag broom, evenly and smoothly distributing the blotter material. Brooming or dragging operation shall continue, as directed by the ENGINEER, until the course has properly cured under traffic.

PART 4 - MEASUREMENT AND PAYMENT

4.01 PRIME COAT:

A. When listed as a separate contract pay item "Prime Coat", asphaltic material for prime coat will be measured for payment at point of delivery on the project in gallons at applied temperature. Payment will be paid at the unit bid price for "Prime Coat".

B. When not listed as a separate contract pay item, prime coat shall be considered as incidental work, and the cost thereof shall be included in such contract pay item(s) as are provided in the proposal contract.

C. Compensation, whether by contract pay item or incidental work will be for furnishing all material, labor, equipment, tools and incidentals required for the work, all in accordance with the plans and these specifications.

4.02 BLOTTER MATERIALS:

A. Blotter material will be considered incidental to asphaltic material for prime coat with no direct payment.

END OF SECTION

SECTION 02612

HOT MIX ASPHALT CONCRETE PAVEMENT

PART 1 - GENERAL

1.01 DESCRIPTION:

A. Hot mix asphalt concrete (HMAC) pavement shall consist of a binder course, a leveling up course, a surface course or a combination of the courses as shown on the plans, or as directed by the ENGINEER.

B. HMAC pavement shall be composed of a compacted mixture of mineral aggregate and asphaltic material, constructed on previously completed and approved subgrade, subbase course, base course, or existing pavement.

C. HMAC pavement shall be in accordance with the specifications herein and in conformity with the lines, grades, quantities and typical sections in the contract and/or as directed by the ENGINEER.

1.02 QUALITY CONTROL:

A. HMAC pavement and its constituent part shall conform to the ASTM, AASHTO and/or TxDOT test methods noted below.

PART 2 - PRODUCTS

2.01 ASPHALTIC MATERIALS:

A. Asphalt cement binders shall be uncracked petroleum asphalt and shall be carefully refined, by steam, vacuum, or solvent, from asphaltic or semi-asphaltic base crude petroleum at a temperature not to exceed 700° F. Asphalt cements shall be free from thermal decomposition products and shall not be blended with any materials which have been subjected to cracking or produced from a crude petroleum source other than that of the original material. The asphalt cement shall not contain residues from non-asphaltic sources. Asphalt cement shall be homogeneous, free from water, and shall not foam when heated to 347° F.

B. Paving asphalt shall be classified by penetration or viscosity and shall conform to the requirements set forth in one of the following tables as designated by the ENGINEER. The CONTRACTOR may supply asphalt meeting the requirements of one of the following tables provided that the CONTRACTOR obtains prior approval of the ENGINEER and with the provision that once approval has been obtained, that the CONTRACTOR will remain with that grade throughout the project.

TABLE 2612-1

Specification Designation	AASHTO Test Method	ASTM Test Method	40 to 50	60 to 70	85 to 100	120 to 150	150 to 200	200 to 250
Flash Point (Open Cup) Min	T48	D92	--	450	450	450	450	350
Penetration of Orig. Sample at 77° F	T49	D5	40 to 50	60 to 70	85 to 100	120 to 150	150 to 200	200 to 250
Thin-Film Oven Loss, Hours at 325°F, % Max	T179	D1754	0.75	0.75	0.75	0.75	1.00	1.00
Test of Residue from Thin-Film Oven Test; % of Orig. Pen., Min.	T49	D5	52	50	50	50	50	50
Ductility at 77° F cm. after los at 325° F, Min.	T51	D113	50	50	100	100	100	100
Solubility in CCl_4 Min.	T44*	None	99.5	99.5	99.5	99.5	99.5	99.5
Reaction to Spot Test	T102**	None	0	0	0	0	0	0

* Procedure No. 1 with CCl_4 substituted for CS_2.

** Using 85% Standard Naphtha Solvent and 15% Xylene.

TABLE 2612-2

TYPE-GRADE	OA-30		OA-175*8		OA-400	
	Min	Max	Min	Max	Min	Max
Penetration at 32° F, 200 g, 60 sec	15	--	--	--	--	--
Penetration at 77° F, 100 g, 5 sec	25	35	150	200	--	--
Penetration at 115° F, 50 g, 5 sec	--	65	--	--	--	--
Ductility at 77° F, 5 cm/min, cms; Original OA	2	--	70	--	--	--
Flash Point COC, °F	450	--	425	--	425	--
Softening Point, R&B, °F	185	--	95	130	--	--
Thin Film Oven Test, 1/8 in. Film 50 g, 5 hrs, 325° F, % Loss by wt.	--	0.4	--	1.4	--	20
Penetration of Residue, at 77° F, 100 g, 5 sec % of Original Pen	--	--	40	--	--	--
Ductility of Residue at 77°F, 5 cm/min, cms	--	--	--	100	--	--
Solubility in Trichloroethylene, %	99	--	99	--	99	--
Spot Test on Original OA	Neg		Neg		Neg	
Float Test at 122° F, sec	--	--	--	--	120	150
Test on 85 to 115 Pen. Residue* Residue by Wt., %	--	--	--	--	75	--
Ductility, 77° F, 5 cm/min: Original Res, cms	--	--	--	--	100	--
Subjected to Thin Film Test, cms	--	--	--	--	100	--

*Determined by Vacuum Distillation (by evaporation if unable to reduce by vacuum).

** For use with Latex Additive only.

TABLE 2612-3

PROPERTIES	AC-1.5		AC-3		AC-5		AC-10		AC-20		AC-40	
	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
Viscosity, 140° F stokes ...	150	50	300	100	500	100	1000	200	2000	400	4000	800
Viscosity, 275° F stokes ...	0.7	--	1.1	--	1.4	--	1.9	--	2.5	--	3.5	--
Penetration, 77° F 100 g, 5 sec	250	--	210	--	135	--	85	--	55	--	35	--
Flash Point, COC, ° F	425	--	425	--	425	--	450	--	450	--	450	--
Solubility in trichloroethylene, percent ...	99	--	99	--	99	--	99	--	99	--	99	--
Test on residues from thin film oven test: Viscosity, 140° F stokes ...	--	450	--	900	1500	--	3000	--	6000	--	--	12000
Ductility, 77° F, 5 cms per min, cms	100	--	100	--	100	--	70	--	50	--	30	--
Spot Test	Negative for all grades											

C. A minimum of two percent, by weight, latex additive (solids basis) shall be added to the OA-175 Asphalt or to AC-5 Asphalt when specified in the contract. The latex additive shall be governed by the following specifications:

The latex is to be an anionic emulsion of butadiene-styrene low-temperature copolymer in water, stabilized with fatty-acid soap so as to have good storage stability, and possessing the following properties:

Monomer ratio, B/S	70/30
Minimum solids content	67%
Solids content per gal.@ 67%	5.3 lbs.
Coagulum on 80-mesh screen	0.01% max.
Type Anti-oxidant	staining
Mooney viscosity of Polymer (M/L 4@212° F)	100 min.
pH of Latex	9.4 - 10.5
Surface tension	28-42 dynes/cm2

The finished latex-asphalt blend shall meet the following requirements:

Viscosity at 140° F, stokes 1500 max.

Ductility at 39.2° F, 1 cm. per min., cm. 100 min.

D. Asphalt content shall be within the limits noted below:

Table 2612-4

HMAC Type	Percent of Mixture by Weight	Percent of Mixture by Volume
"A"	3.5 - 7.0	8.0 - 16.0
"B"	3.5 - 7.0	8.0 - 16.0
"C"	3.5 - 7.0	8.0 - 16.0
"D"	4.0 - 8.0	9.0 - 19.0
"F"	3.5 - 6.5	8.0 - 16.0

E. At the time of delivery of each shipment of asphalt, the vendor supplying the material shall deliver to the purchaser certified copies of the test report which shall indicate the name of the vendor, type and grade of asphalt delivered, date and point of delivery, quantity delivered, delivery ticket number, and results of the above-specified tests. The test report shall be certified and signed by an authorized representative of the vendor that the product delivered conforms to the specifications for the type and grade indicated.

F. Until the certified test reports and samples of the material have been checked by the ENGINEER to determine their conformity with the prescribed requirements, the material to which such report relates and any work in which it may have been incorporated as an integral component will be only tentatively accepted by the City. Final acceptance will be dependent upon the determination of the ENGINEER that the material involved fulfills the requirements prescribed therefor. The certified test reports and the testing required in connection with the reports will be at the expense to the City.

G. Unless otherwise specified in these specifications or in the Supplementary Specifications, the various grades of paving asphalt shall be applied at a temperature range of from 210° F to 325° F, the exact temperature to be determined by the ENGINEER.

H. Paving asphalt shall be heated in such a manner that steam or hot oils will not be introduced directly into the paving asphalt during heating. The CONTRACTOR shall furnish and keep on the site, at all times, an accurate thermometer suitable for determining the temperature of the paving asphalt.

I. HMAC asphalt shall be the grade having the highest penetration, within specified limits, to produce a mix having a maximum stability of the compacted mixtures.

J. Only one (1) grade of asphalt shall be required unless otherwise shown on the plans or as required by the ENGINEER.

2.02 AGGREGATES:

A. HMAC aggregate will be tested in accordance with the following test standards:

AASHTO T-30 Mechanic Testing
AASHTO T-27 Passing No. 200 Sieve
AASHTO T-89 Liquid Limit
AASHTO T-96 Los Angeles Abrasion
AASHTO T-104 Soundness (Magnesium Sulfate)
ASTM C – 131 Resistance to Degradation
ASTM C – 136 Sieve Analysis
ASTM C – 2419 Sand Equivalence Value
TxDOT Tex -106-E Method of Calculating Plasticity Index of Solids
TxDOT Tex-217 – F (I & II) Determination of Deleterious Materials and Decantation Test
TxDOT Tex-203 – F Quality Tests for Mineral Aggregates

B. Aggregates shall have an abrasion of not more than 40 for all courses except the non-skid surface course, which shall have an abrasion of not more than 35.

C. When properly proportioned, HMAC aggregate shall produce a gradation which will conform to the limitations for classification for HMAC type shown below, or as directed by the ENGINEER.

D. Course aggregate to be crushed limestone rock or crushed gravel with hydrated lime or limestone filler. (Crushed gravel shall be per TxDOT Specifications.)

E. Binder aggregate to be composed of 15% crushed limestone screening or as directed by the engineer.

1. Type "A" - Course Graded Base Course

	Percent Aggregate by Weight or Volume
Passing 2" sieve	100
Passing 1-3/4" sieve	95 to 100
Passing 1-3/4" sieve, retained on 7/8"sieve	16 to 42
Passing 7/8" sieve, retained on 3/8" sieve	16 to 42
Passing 3/8" sieve, retained on No. 4 sieve	10 to 26
Passing No. 4 sieve, retained on No. 10 sieve	5 to 21
Total retained on No. 10 sieve	68 to 84
Passing No. 10 sieve, retained on No. 40 sieve	5 to 21
Passing No. 40 sieve, retained on No. 80 sieve	3 to 16
Passing No. 80 sieve, retained on No. 200 sieve	2 to 16
Passing No. 200 sieve	1 to 8

2. Type "B" - Fine Graded or Leveling-Up Course

	Percent Aggregate by Weight or Volume
Passing 1" sieve	100
Passing 7/8" sieve	95 to 100
Passing 7/8" sieve, retained on 3/8" sieve	21 to 53
Passing 3/8" sieve, retained on No. 4 sieve	11 to 42
Passing No. 4 sieve, retained on No. 10 sieve	5 to 26
Total retained on No. 10 sieve	58 to 74
Passing No. 10 sieve, retained on No. 40 sieve	6 to 32

Passing No. 40 sieve, retained on No. 80 sieve.....4 to 21
Passing No. 80 sieve, retained on No. 200 sieve.....3 to 21
Passing No. 200 sieve.....1 to 8

3. Type "C" - Course Graded Surface Course

	Percent Aggregate by Weight or Volume
Passing 7/8" sieve	100
Passing 5/8" sieve	95 to 100
Passing 5/8" sieve, retained on 3/8" sieve	16 to 42
Passing 3/8" sieve, retained on No. 4 sieve	11 to 37
Passing No. 4 sieve, retained on No. 10 sieve	11 to 32
Total retained on No. 10 sieve	54 to 74
Passing No. 10 sieve, retained on No. 40 sieve	6 to 32
Passing No. 40 sieve, retained on No. 80 sieve	4 to 27
Passing No. 80 sieve, retained on No. 200 sieve	3 to 27
Passing No. 200 sieve	1 to 8

4. Type "D" - Fine Graded Surface Course

	Percent Aggregate by Weight or Volume
Passing 1/2" sieve	100
Passing 3/8" sieve	85 to 100
Passing 3/8" sieve, retained on No. 4 sieve	21 to 53
Passing No. 4 sieve, retained on No. 10 sieve	11 to 32
Total retained on No. 10 sieve	54 to 74
Passing No. 10 sieve, retained on No. 40 sieve	6 to 32
Passing No. 40 sieve, retained on No. 80 sieve	4 to 27
Passing No. 80 sieve, retained on No. 200 sieve	3 to 27
Passing No. 200 sieve	1 to 8

5. Type "F" - Fine Graded Surface Course

	Percent Aggregate by Weight or Volume
Passing 3/8" sieve	100
Passing No. 4 sieve	95 to 100
Passing No. 4 sieve, retained on No. 10 sieve	58 to 73
Passing No. 10 sieve, retained on No. 40 sieve	6 to 26
Passing No. 40 sieve, retained on No. 80 sieve	3 to 13
Passing No. 80 sieve, retained on No. 200 sieve	2 to 11
Passing No. 200 sieve	1 to 8

6. RAP (Reclaimed Asphalt Pavement)

1. RAP is salvaged, milled, pulverized, broken, or crushed asphalt pavement. Crush or break RAP so that 100% of the particles pass the 2 in. sieve. The reclamation of the asphalt shall include the application of an asphalt rejuvenation agent.

RAP from either Contractor- or Department-owned sources, including RAP generated during the project, is permitted only when shown on the plans. Department-owned RAP, if allowed for use, will be available at the location shown on the plans. When RAP is used, determine asphalt content and gradation for mixture design purposes. Perform other tests on RAP when shown on the plans.

When RAP is allowed by plan note, use no more than 30% RAP in Type A or B mixtures unless otherwise shown on the plans. For all other mixtures, use no more than 20% RAP unless otherwise shown on the plans.

Do not use RAP contaminated with dirt or other objectionable materials. Do not use the RAP if the decantation value exceeds 5% and the plasticity index is greater than 8. Test the stockpiled RAP for decantation in accordance with the laboratory method given in Tex 406 A, Part I. Determine the plasticity index using Tex 106 E if the decantation value exceeds 5%. The decantation and plasticity index requirements do not apply to RAP samples with asphalt removed by extraction.

Do not intermingle Contractor-owned RAP stockpiles with Department-owned RAP stockpiles. Remove unused Contractor-owned RAP material from the project site upon completion of the project. Return unused Department-owned RAP to the designated stockpile location.

2.03 PRIME COAT:

A. Prime coat, when specified on the plans, or directed by the ENGINEER, shall be in accordance with Section 02610 - Prime Coat, and as specified herein.

B. Prime coat shall be applied to the surfaces of bases at least 12 hours prior to placing the HMAC unless otherwise directed by the ENGINEER.

C. Asphalt prime shall be applied uniformly at the rate in accordance with Section 02610 - Prime Coat.

D. In order to prevent lapping at the junction of two applications, the distributor shall be promptly shut off. A hand spray shall be used to touch up all spots unavoidably missed by the distributor.

E. Immediately prior to application of the asphalt prime, an inspection will be made by the ENGINEER to verify that the base course has been constructed as specified. Also, all loose and foreign material shall be removed by light sweeping. Material so removed shall not be mixed with cover aggregate.

F. The surface to be primed shall be in a smooth and well-compacted condition, true to grade and cross section, and free from ruts and inequalities.

G. The pressure distributor used for applying prime coat material shall be equipped with pneumatic tires and shall be so designed and operated as to distribute the prime material in a uniform spray without atomization, in the amount and between the limits of temperature specified. It shall be equipped with a speed tachometer registering feet per minute and so located as to be visible to the truck driver to enable him to maintain the constant speed required for application at the specified rate.

H. The pressure distributor shall be equipped with a tachometer registering the pump speed, pressure gauge, and a volume gauge. The rates of application shall not vary from the rates specified by the ENGINEER by more than 10%. Suitable means for accuracy indicating at all

times the temperature of the prime material shall be provided. The thermometer well shall be so placed as not to be in contact with a heating tube.

I. The distributor shall be so designed that the normal width of application shall be not less than 6 feet, with provisions for the application of lesser width when necessary. If provided with heating attachments, the distributor shall be so equipped and operated that the prime material shall be circulated or agitated through the entire heating process.

J. The asphalt prime coat should preferably be entirely absorbed by the base course and, therefore, require no sand cover. If, however, it has not been completely absorbed prior to the start of placing the asphalt concrete mixture and in the meantime it is necessary to permit traffic thereon, sufficient sand shall be spread over the surface to blot up the excess liquid asphalt and prevent it from being picked it up by traffic. Also, sand shall be used in areas where traffic may pass over the prime coat. Prior to placing the asphalt concrete, loose or excess sand shall be swept from the base. If a sand cover is specified in the Supplementary Specifications or noted on the plans to cover asphalt prime, it shall be applied within 4 hours after the application of said prime coat, unless otherwise ordered by the ENGINEER.

K. Liquid asphalt shall be prevented from being sprayed upon adjacent pavements, structures, guard rails, guide posts, culvert markers, trees, and shrubbery that are not to be removed; adjacent property and improvements; other facilities or that portion of the traveled way being used by traffic.

L. The CONTRACTOR shall protect the prime coat against all damage and markings, both from foot and vehicle traffic. Barricades shall be placed where necessary to protect the prime coat. If, after the prime coat has been applied to the satisfaction of the ENGINEER and has been accepted, if it is disturbed by negligence on the part of the CONTRACTOR, it shall be restored at his expense to its condition at the time of acceptance. No material shall be placed until the prime coat is in a condition satisfactory to the ENGINEER.

2.04 TACK COAT:

A. If the asphalt concrete pavement is being constructed directly upon an existing hard-surfaced pavement, a tack coat shall be evenly and uniformly applied to the existing pavement prior to the placing of the new asphalt concrete. The surface shall be free of water, all-foreign material, or dust when the tack coat is applied. No area shall be treated in any one day greater than will be covered by the asphalt concrete during the same day. Traffic will not be permitted over tack coating.

B. Tack coat for HMAC shall consist of either rapid curing cut-back asphalt RC-2 diluted by addition of (not to exceed 15 percent by volume) an approved grade of gasoline and/or kerosene; emulsified asphalt, EA-11M diluted with 50 percent water, or a cut-back asphalt made by combining 50 to 70 percent of the asphaltic materials specified for the paving mixture with 30 to 50 percent gasoline and/or kerosene by volume.

C. Tack coat shall conform to the requirements of Section 02620 - Tack Coat, or as specified herein.

D. Application of tack coat shall be 0.10 to 0.15 gallons per square yard, or as directed by the ENGINEER.

E. A similar tack coat shall be applied to the surface of any course if, in the opinion of the ENGINEER, the surface is such that a satisfactory bond cannot be obtained between it and the succeeding course.

F. When required, the contact surfaces of all cold pavement joints, curbs, gutters, manholes, and the like shall be painted with a tack coat immediately before the adjoining asphalt concrete is placed. Asphalt tack coat shall be applied in controlled amounts as shown on the plans or determined by the ENGINEER. Surfaces where a tack coat is required shall be cleaned to the satisfaction of the ENGINEER before the tack coat is applied.

2.05 MINERAL FILLER:

A. Mineral filler, other than hydrated lime, shall consist of a thoroughly dry stone dust, portland cement or other mineral dust approved by the ENGINEER.

B. The mineral filler shall be free from foreign or other deleterious matter.

C. When tested by the method outlined in TxDOT Test Method Tex-200-F (Part 1 or 3), mineral filler shall meet the following gradations by weight:

Passing No. 30 Sieve	95-100%
Passing No. 80 Sieve	75%
Passing No. 200 Sieve	55%

2.06 ANTI-STRIPPING COMPOUND

A. Anti-Stripping compound, as required in the job mix formula, shall be furnished in the amounts calculated therein.

2.07 JOB MIX FORMULA:

A. A job mix formula based on representative samples, including filler if required, shall be determined submitted by the CONTRACTOR for approval of the ENGINEER.

B. The resultant job mix formula shall be within the master range for the specified type of HMAC.

C. The job mix formula for each mixture shall establish a single percentage of aggregate passing each required sieve size and a single percentage of bituminous material to be added to the aggregate and shall provide for 3 to 5% air voids in the resultant design mix. During the mix design process the following factors will be considered: air voids, Marshall stability, durability, water resistance, and asphalt film thickness.

D. After the job mix formula is established, mixtures for the project shall conform to the following tolerances which may fall outside of the specified master range:

	Percent by Weight or Volume as Applicable
Passing 1-3/4" sieve, retained on 7/8" sieve	± 5
Passing 7/8" sieve, retained on 5/8" sieve	± 5
Passing 5/8" sieve, retained on 3/8" sieve	± 5
Passing 3/8" sieve, retained on No.4 sieve	± 5
Passing No.4 sieve, retained on No.10 sieve	± 5
Total retained on No.10 sieve	± 5
Passing No.10 sieve, retained on No.40 sieve	± 3
Passing No.40 sieve, retained on No.80 sieve	± 3
Passing No.80 sieve, retained on No.200 sieve	± 3
Passing No.200 sieve	± 3

Asphaltic Material	± 0.05 by wt or 1.2 by vol.
Mixing Temperature	± 20° F

E. Asphaltic mixture shall be tested in accordance with TxDOT Test Method Tex-200-4 (Part I or Part III) and shall have the following laboratory values:

		Surface Course	Base Course
Density:	Minimum	95%	95%
	Maximum	98%	99%
	Optimum	96.5%	96.5%
Stability (Hveem)			
	Minimum	30%	30%
	Maximum	45%	45%
Stability (Marshall – 75 Blow Briquette)		1500 lbs	1500 lbs.
Voids		3 - 7%	4 - 7%
Voids Filled With Asphalt		75 - 85%	65 - 80%
Sand Equivalent		40	40

2.08 EQUIPMENT:

A. All equipment for the handling of all material, mixing, and placing of HMAC shall be in accordance with the provisions of TxDOT Item 340.

2.09 STOCKPILING, STORAGE, PROPORTIONING AND MIXING:

A. Stockpiling, storage proportioning and mixing operations shall be in accordance with the Provisions of TxDOT Item 340.

PART 3 - EXECUTION

3.01 WEATHER AND TEMPERATURE LIMITATIONS:

A. Asphaltic mixture, when placed with a spreading and finishing machine, or the tack coat shall not be placed when the air temperature is 50° F and falling, but may be placed when the air temperature is 40° F and rising.

B. Asphaltic mixture, when placed with a motor grader, shall not be placed when the air temperature is less than or equal to 60° F and falling, but may be placed when the air temperature is greater than or equal to 50° F and rising.

C. Mat thicknesses of 1 inch or less shall not be placed when the temperature on which the mat is to be laid is below 50° F.

D. No tack coat or asphaltic mixture shall be placed when the humidity, general weather conditions and temperature and moisture condition of the base, in the opinion of the ENGINEER, are unsuitable.

E. If, after being discharged from the mixer and prior to placing, the temperature of the asphaltic mixture is 50° F or more below the temperature established by the ENGINEER, all or any part of the load may be rejected and payment will not be made for the rejected material.

3.02 EQUIPMENT:

A. Hauling Equipment:

1. Trucks used for hauling asphaltic mixtures shall have tight, clean, smooth metal beds that have been thinly coated with a minimal amount of paraffin oil, lime slurry, tine solution or other approved material to prevent mixture adhesion to the bed.

2. The dispatching of hauling equipment shall be arranged so that all material delivered may be placed and all rolling completed during daylight hours, unless otherwise directed by the ENGINEER.

3. All trucks shall be equipped with a cover of canvas, or other suitable material to protect the mixture from weather or on hauls where the temperature of the mixture will fall below specified level. Use of covers will be as directed by the ENGINEER.

B. Rollers:

1. Pneumatic Tire Roller. This roller shall consist of not less than seven pneumatic tire wheels, running on axles in such manner that the rear group of tires shall cover the entire gap between adjacent tires of the forward group; mounted in a rigid frame; and provided with a loading platform or body suitable for ballast loading. The front axle shall be attached to the frame in such manner that the roller may be turned within a minimum circle. The tire shall provide surface contact pressures up to 90 pounds per square inch or more. The roller shall be so constructed as to operate in both a forward and a reverse direction with suitable provisions for moistening the surface of the tires while operating; and shall be approved by the ENGINEER. It shall be operated in accordance with the manufacturer's recommendations.

2. Two Axle Tandem Roller. This roller shall be an acceptable power-driven, steel-wheel, tandem roller weighing not less than eight tons. It must operate in forward and reverse directions; contain provision for moistening the surface of the wheels while in motion; and shall be approved by the ENGINEER. It shall be operated in accordance with the manufacturer's recommendations.

3. Three Wheel Roller. This roller shall be an acceptable power- driven, all steel, three wheel roller weighing not less than 10 tons. It must operate in forward and reverse directions; contain provisions for moistening the surface of the wheel while in motion; and shall be approved by the ENGINEER. It shall be operated in accordance with the manufacturer's recommendations.

4. Vibratory Steel Wheel Roller. If approved for use by the OWNER, this roller shall have a minimum weight of six tons. The compactor shall be equipped with amplitude and

frequency controls and shall be specifically designed to compact the material on which it is used. It shall be operated in accordance with the manufacturer's recommendations.

C. Straight Edges:

1. The CONTRACTOR shall provide an acceptable 16-foot straight-edge for surface testing. Satisfactory templates shall be provided as required by the ENGINEER.

D. Spreading and Finishing Machine:

1. Bituminous pavers shall be self-contained, power-propelled units, provided with an activated screed or a strike-off assembly, heated if necessary, and capable of spreading and finishing courses of bituminous plant mix material in lane widths applicable to the specified typical section and thickness shown on the plans.

2. The paver shall be equipped with a receiving hopper having sufficient capacity for a uniform spreading operation. The hopper shall be equipped with a distribution system to place the mixture uniformly in front of the screed. Design will be such that no part of the truck weight will be supported by the paver.

3. The screed or strike-off assembly shall effectively produce a finished surface of the required evenness and texture without tearing, shoving or gouging the mixture. When laying mixtures, the paver shall be capable of being operated at forward speeds consistent with satisfactory laying of the mixture. The screed shall be adjustable for both height and crown and shall be equipped with a controlled heating device.

4. The bituminous paver shall be equipped with an automatic leveling device controlled from an external guide. The initial pass for each course shall be made using a paver equipped with a 40-foot minimum external reference, except that these requirements will not apply when asphalt concrete is placed adjacent to portland cement concrete pavement. Subsequent passes may utilize the matching device of one foot minimum length riding on the adjacent lay.

3.03 CONSTRUCTION METHODS:

A. Spreading and Finishing:

1. The asphalt concrete mixture shall be laid on the approved surface, spread and struck off to the grade and elevation established. It shall be spread and compacted in layers as shown on the plans or as directed by the ENGINEER. Bituminous pavers shall be used to distribute the mixture either over the entire width or over such partial width as may be practicable.

2. The ENGINEER will determine a minimum placement temperature within a range from 220° F to 300° F which will produce the required density. The established placement temperature, which is measured immediately behind the laydown machine, shall not vary more than 20° F.

3. A conventional paver or suitable equipment approved by the ENGINEER may be used to place asphalt concrete material on shoulders depressed from the traveled lanes in order to establish a uniform typical section. Approval of the equipment used will be based upon the results obtained.

4. The asphalt concrete may be dumped from the hauling vehicles directly into the paving machine or it may be dumped upon the surface being paved and subsequently loaded into the paving machine; however, no asphaltic concrete shall be dumped from the hauling vehicles at a distance greater than 250 feet in front of the paving machine. When asphaltic concrete is dumped first upon the surface being paved, the loading equipment shall be self-supporting and shall not exert any vertical load on the paving machine. Substantially all of the asphaltic concrete dumped shall be picked up and loaded into the paving machine.

5. To achieve, as far as practicable, a continuous operation, the speed of the paving machine shall be coordinated with the production of the plant. Sufficient hauling equipment shall be available to insure continuous operation.

6. The control system shall control the elevation of the screed at each end by controlling the elevation of one end directly and the other indirectly either through controlling the transverse slope or alternately when directed, by controlling the elevation of each end independently, including any screed attachment used for widening, etc. Failure of the control system to function properly shall be cause for the suspension of the asphaltic concrete operations.

7. When dumping directly into the paving machine from trucks, care shall be taken to avoid jarring the machine or moving it out of alignment.

8. All courses of asphaltic concrete shall be placed and finished by means of self-propelled paving machines except under certain conditions or at certain locations where the ENGINEER deems the use of self-propelled, paving machines impracticable.

9. Self-propelled paving machines shall spread the asphaltic concrete without segregation or tearing within the specified tolerances, true to the line, grade, and crown indicated on the plans. Pavers shall be equipped with hoppers and augers which will place the asphaltic concrete evenly in front of adjustable screeds without segregation. Screeds shall include any strike-off device operated by tamping or vibrating action which is effective without tearing, shoving or gouging the asphaltic concrete and which produces a finished surface of an even and uniform texture for the full width being paved. Screeds shall be adjustable as to height and crown and shall be equipped with a controlled heating device for use when required.

10. On areas where irregularities or unavoidable obstacles make the use of mechanical spreading and finishing equipment impracticable, the mixture shall be spread, raked, fluted and compacted with hand tools. For such areas the mixture shall be dumped, spread and screed to give the required compacted thickness.

B. Compaction:

1. Rolling with the 3-wheel and tandem roller shall start longitudinally at the sides and proceed toward the center of the surface course, overlapping on successive trips by at least half the width of the rear wheels.

2. Alternate trips of the roller shall be slightly different in length.

3. Rolling with a pneumatic tired roller shall be as directed by the ENGINEER.

4. Rolling shall continue with no further compression can be obtained and all roller marks are eliminated.

5. The motion of the roller shall be slow enough at all times to avoid displacement of asphaltic materials. If displacement occurs, it shall be corrected immediately by use of rakes and fresh asphaltic mixtures, where required.

6. The roller shall not be allowed to stand on the surface course when it has not been fully compacted and allowed to cool.

7. To prevent adhesion of the surface course to the roller, the wheels shall be kept thoroughly moistened with water; however, excess water shall not be allowed.

8. All precautions shall be taken to prevent dripping of gasoline, oil, grease, or other foreign substances on the surface or base courses during rolling operations or while rollers are standing.

9. With the approval of the ENGINEER, a vibratory steel wheeled roller may be substituted for the 3-wheel roller and tandem roller.

10. Along forms, curbs, headers, walls and other places not accessible to the rollers, the mixture shall be thoroughly compacted with hot hand tampers, smoothing irons, or with mechanical tampers. On depressed areas, a trench roller may be used or cleated compression strips may be used under the roller to transmit compression to the depressed area.

11. Any mixture that becomes loose, broken, mixed with dirt, segregated, or is in any way defective shall be removed and replaced with fresh hot bituminous mixture, which shall be compacted to conform with the surrounding area. Any area showing excess or deficiency of bituminous material shall be corrected immediately as directed by the ENGINEER.

C. In-Place Density:

1. In-place density shall be required for all mixtures except thin irregular depth leveling courses.

2. Each course, after final compaction, shall have a density of not less than 95 percent of the density developed in the laboratory test method outlined in TxDOT Bulletin C-14.

3. Density shall be determined with a portable nuclear test device in conformity with ASTM D-2950.76.

4. Calibration of the portable nuclear device will be established by the ENGINEER from cut pavement samples tested in accordance with AASHTO T-166 (weight, volume method). The density readings of the cut pavement samples determined in accordance with AASHTO T-166 (weight, volume method), and the density readings of the pavement samples determined by the portable nuclear test device in conformity with ASTM D 2950 will be correlated by the ENGINEER.

5. Other methods of determining in-place density may be used as deemed necessary by the ENGINEER.

6. It is intended that acceptance density testing will be done while the bituminous mixture is hot enough to permit further compaction if necessary. If the density of an acceptance section does not meet the specified requirements, the CONTRACTOR shall continue the compaction effort until the optimum density is obtained. Rolling for any compactive effort will not be

allowed when the temperature of the mix is below 175° F unless authorized in writing by the ENGINEER. Rerolling the paved surface after it has initially cooled will not be allowed.

7. If in-place density tests of the mixture produce a value lower than specified and in the opinion of the ENGINEER is not due to a change in the quality of the material, production may proceed with subsequent changes in the mix and/or construction procedures until in-place density equals or exceeds the specified density.

8. In-place density tests will be provided by the ENGINEER unless otherwise specified.

D. Joints:

1. Placing of the asphalt concrete shall be as continuous as possible. Rollers shall not pass over the unprotected end of a freshly laid mixture unless authorized by the ENGINEER.

2. When plant mix bituminous pavement is placed over plant mix bituminous treated base or when plant mixed seal coat is placed over plant mix bituminous pavement, longitudinal joints shall be staggered at least 6 inches with relation to the longitudinal joints of the underlying course.

3. Transverse joints shall have a two foot or 12:1 minimum taper. Longitudinal joints shall have a one foot or 6:1 minimum taper. All transverse tapers shall be cut and squared off prior to commencing new work. Tapered longitudinal joints from previous operations shall be cleaned and tack coated if directed by the ENGINEER. All joints shall be completely bonded. The surface of each course at all joints shall be smooth and shall not show any deviations in excess of 3/16 of an inch when tested with a 10-foot straightedge in any direction.

4. When paving under traffic, the CONTRACTOR shall plan his daily surfacing operations on a schedule which will result in not more than one (1) day's operation of exposed longitudinal joints. The longitudinal joints shall not have a height greater than two (2) inches and shall not be left exposed longer than 24 hours.

E. Surface Tolerance:

1. Upon completion, the pavement shall be true to grade and cross section.
Except at intersections or any changes of grade, when a 16 foot straight edge is laid on the finished surface parallel to the centerline of the roadway, the surface shall not vary from the edge of the straight edge more than 1/16-inch per foot. Areas that are not within this tolerance shall be brought to grade immediately following the initial rolling. After the completion of final rolling, the smoothness of the course shall be checked, and the irregularities that exceed the specified tolerances or that retain any water on the surface shall be corrected by removing the defective work and replacing with new material as directed by the ENGINEER at the expense of the CONTRACTOR.

F. Manholes and Valve Covers:

1. Manhole frames and valve covers shall be adjusted prior to placing the surface course.

G. Compacted Thickness of HMAC Surface and Base Courses:

1. Surface Courses. The compacted thickness or depth of the asphaltic concrete surface course shall be as shown on the plans. Where the plans require a depth or thickness of the

surface course greater than two inches compacted depth, same shall be placed in multiple courses of equal depth, each of which shall not exceed two inches compacted depth. If, in the opinion of the ENGINEER, an additional tack coat is considered necessary between any of the multiple courses, it shall be applied at the rate as directed.

2. Base Courses. The compacted thickness or depth of each base course shall be as shown on the plans. Where the plans require a depth or thickness of the course greater than 4 inches, same shall be accomplished by constructing multiple lifts of approximately equal depth, each of which shall not exceed these maximum compacted depths. If, in the opinion of the ENGINEER, an additional tack coat is considered necessary between any of the multiple lifts, it shall be applied as hereinbefore specified and at the rate as directed.

H. Pavement Thickness Tests:

1. Pavement Thickness Test. Upon completion of the work and before final acceptance and final payment shall be made, pavement thickness test shall be made by the ENGINEER or his authorized representative unless otherwise specified in the special provisions or in the plans. The number and location of tests shall be at the discretion of the OWNER. The cost for the initial pavement thickness test shall be at the expense of the ENGINEER. In the event a deficiency in the thickness of pavement is revealed during normal testing operations, subsequent tests necessary to isolate the deficiency shall be at the CONTRACTOR's expense.

I. Price Adjustment for Roadway Density

1. The payment of the unit price will be adjusted for roadway density as outlined in the following table. The adjustment will be applied on a lot by lot basis for each lift. The adjustment will be based on the average of five density tests. The price adjustment will be applied to the entire asphalt concrete mix which includes the HMAC aggregate, the asphalt cement and anti-stripping compound, if used.

Average Density % of Lab Density	Percent of Contract Price To Be Paid
Above 95%	100%
94.0 to 94.99	96%
93.0 to 93.99	91%
92.0 to 92.99	85%
Less than 92.00	*

* This lot shall be removed and replaced to meet specification requirements as ordered by the ENGINEER. In lieu thereof, the CONTRACTOR and the ENGINEER may agree in writing that for practical purposes, the lot shall not be removed and will be paid for at 50% of the contract price.

PART 4 - MEASUREMENT AND PAYMENT

4.01 INCIDENTAL WORK:

A. Prime coat, anti-stripping compound, where used, and tack coat shall not be measured for direct payment, but shall be considered as subsidiary work pertaining to the placing of asphaltic mixtures of the contract price.

4.02 MEASUREMENT:

A. Hot-mix asphalt concrete material shall be measured by the ton of 2,000 pounds or by the square yard of the type or types used in the completed and accepted work, as shown on the Bid Proposal.

B. Weight shall be determined by a certified scale approved by the OWNER and recorded serially numbered weight tickets, identifying the vehicle and presented to the ENGINEER's representative on the job.

4.03 PAYMENT:

A. Work performed and materials furnished, as prescribed by this item, measured as provided herein, shall be paid at the unit bid price per ton or square yard for the type or types of hot mix asphalt concrete pavement shown on the proposal.

B. Unit bid price shall be payment in full for quarrying; furnishing all materials; for all heating; mixing; hauling; cleaning existing base course or pavement; placing asphaltic mixtures; rolling and finishing; and for all labor, tools, equipment and incidentals necessary to complete the work, including the work and materials involved in the application of prime coat and tack coat.

END OF SECTION

SECTION 02670

MILLING

PART 1 - GENERAL

1.01 GENERAL DESCRIPTION OF WORK

A. The item shall consist of milling the existing pavement to a depth of 1" at the lip of gutter and transition it to match the existing pavement at a minimum width of 5 feet. The existing pavement to be milled will either be asphalt, concrete, or brick pavement.

PART 2 - PRODUCTS

2.01 EQUIPMENT

A. The equipment for removing the pavement surface shall be a self propelled milling machine or other approved equal that is capable of mechanically removing, in either one pass or two passes, the necessary pavement thickness in minimum width of 5 feet. The equipment shall be self-propelled with sufficient power, traction, and stability to maintain accurate depth of cut and slope. The machine shall be equipped with an integral loading and reclaiming process that immediately removes the material being cut from the surface of the roadway and discharges the cuttings into a truck in a single application or pass. The machine shall be equipped with a means to control dust created by the cutting action and shall have a manual system that allows for the depth of cut to be uniformly varied while the machine is in motion, allowing for cuts to be made flush to all inlets, manholes, or other obstructions within the paved area.

B. Adequate back-up equipment such as mechanical street sweepers, loaders, water, truck, etc., and personnel shall be readily available to keep the flying dust produced by the milling operations down to a minimum and to insure that all cuttings are removed from street surface daily.

C. Stockpiling of planned material will not be permitted on the project site unless designated by the Engineer.

PART 3 - EXECUTION

3.01 CONSTRUCTION METHODS

A. Milling should be conducted along all areas as outlined in the plans and as directed by the Engineer.

B. Milling of the pavement along any curb and gutter section should extend to a depth of 1 inch along the gutter face and taper to match the existing pavement at a minimum width of 5 feet.

C. In all situations where the existing HMAC surface contacts the curb face, the wedge milling shall include the removal of the existing asphalt covering the gutter up to and along the face of curb.

D. The wedge milling operations shall be performed in a continuous manner.

E. The machine shall be equipped with a manual system that allows for the depth of cut to be uniformly varied while the machine is in motion, allowing for cuts to be made flush to all inlets, manholes, or other obstructions within the paved area.

F. The milled surface shall provide a smooth surface, free from gouges, ridges, oil film, and other imperfections of workmanship and shall have a uniform textured appearance.

G. The material being cut from the surface of the roadway shall be immediately removed and discharged into a truck after a single pass.

H. Provision should be made to keep any dust caused as a result of the cutting operations down to a minimal.

PART 4 – MEASUREMENT AND PAYMENT

4.01 MEASUREMENT AND PAYMENT

A. Unless otherwise noted on the bid request, no additional compensation will be made for materials, equipment, or labor required by this item and shall be considered incidental to the other items included in this contract.

END OF SECTION

SECTION 02680

FLAT WHEEL ROLLING

PART 1- GENERAL

1.01 GENERAL DESCRIPTION OF WORK:

A. This work shall consist of the compaction of subgrade, embankment, flexible base, surface treatments and asphalt surfaces by the operation of an approved power roller as herein specified and as directed by the ENGINEER.

PART 2 - PRODUCTS

2.01 EQUIPMENT:

A. Embankments and Flexible Bases

1. Power rollers shall be of the 3-wheel, self-propelled type, weighing not less than 10 tons and shall provide a compression on the rear wheels of not less than 325 pounds per linear foot of wheel width. All wheels shall be flat.

2. The rear wheels shall have a diameter of not less than 48 inches and each shall have a wheel width of not less than 20 inches.

B. Surface Treatments and Pavements

1. Power rollers shall be the 3-wheel or tandem, self-propelled type, weighing not less than 3 tons nor more than 6 tons. All wheels shall be flat.

2. Rollers shall be equipped with an adequate scraping or cleaning device on each wheel.

3. Rollers used to compact asphalt mixture shall be equipped with a water system which will keep all tires uniformly wet.

4. In lieu of the rolling equipment specified, the CONTRACTOR may operate other compacting equipment that will produce equivalent relative compaction in the same period of time as the specified equipment. If the substituted compaction equipment fails to produce the desired compaction within the same period of time, its use shall be discontinued.

5. Rollers shall be maintained in good repair and operating condition and shall be approved by the ENGINEER.

PART 3 - EXECUTION

3.01 CONSTRUCTION METHODS:

A. Subgrades, Embankments and Flexible Base

1. The subgrade, embankment layer, or the base course shall be sprinkled if directed. Rolling with a power roller shall start longitudinally at the sides and proceed towards the center, overlapping on successive trips by at least 1/2 the width of the rear wheel of the power roller.

2. On super-elevated curves, rolling shall begin at the low sides and progress toward the high sides. Alternate trips of the roller shall be slightly different in length.

3. The rollers, unless otherwise directed, shall be operated at a speed between 2 and 3 miles per hour.

B. Surface Treatments and Pavements

1. Rolling shall be done to produce a satisfactory surface as called for in surface treatment and pavement items.

2. The sequence of work shall be as indicated for embankment layer or base course.

3. The operating speed shall be determined by the CONTRACTOR.

PART 4 - MEASUREMENT AND PAYMENT

4.01 MEASUREMENT AND PAYMENT:

A. No additional compensation will be made for materials, equipment or labor required by this item, and shall be considered incidental to the other items included in the contract.

END OF SECTION

SECTION 02682

PNEUMATIC TIRE ROLLING

PART 1 - GENERAL

1.01 GENERAL DESCRIPTION OF WORK:

A. This work shall consist of the compaction of embankment, flexible base, surface treatments, or pavements by the operation of approved pneumatic tire rollers.

PART 2 - PRODUCTS

2.01 GENERAL REQUIREMENTS:

A. When used on seal coats, asphaltic surface treatments, and bituminous mixture pavements, the roller shall be self propelled and equipped with smooth tread tires with a tire pressure of 45 psi.

B. The roller shall be so constructed as to be capable of being operated in both a forward and a reverse direction.

C. When used on bituminous mixture pavements, the roller shall have suitable provision for moistening the surface of the tires while operating.

D. When turning is impractical or detrimental to the work and when specifically directed by the ENGINEER, the roller shall be of the self-propelled type.

E. In lieu of the rolling equipment specified, the CONTRACTOR may operate other compacting equipment that will produce equivalent relative compaction in the same period of time as the specified equipment. If the substituted compaction equipment fails to produce the desired compaction within the same period of time, its use shall be discontinued.

F. Rollers shall be maintained in good repair and operating condition and shall be subject to approval of the ENGINEER.

2.02 LIGHT PNEUMATIC TIRE ROLLER:

A. The light pneumatic tire roller shall consist of not less than 9 pneumatic tire wheels, running on axles in such manner that the rear group of tires will cover the entire gap between adjacent tires of the forward group, mounted in a rigid frame, and provided with a loading platform or body suitable for ballast loading.

B. The front axle shall be attached to the frame in such manner that the roller may be turned within a minimum circle.

C. Under working conditions the pneumatic tire roller shall have an effective rolling width of approximately 60 inches and shall be so designed that by ballast loading the total load can be varied uniformly from 9,000 pounds to 18,000 pounds.

D. The roller shall be equipped with tires that will afford ground contact pressures to 45 pounds per square inch or more. The operating load and tire air pressure shall be within the range of the manufacturer's chart. The roller under working conditions shall provide a uniform compression under all wheels.

E. Individuals tire inflation pressures shall be within +5 psi of each other.

F. The pneumatic tire roller shall be drawn by a suitable crawler type tractor, a pneumatic tired tractor, a truck of adequate tractive effort or may be of the self-propelled type and the roller, when drawn or propelled by either type of equipment, shall be considered a light pneumatic tire roller unit.

2.03 MEDIUM PNEUMATIC TIRE ROLLER (TYPE A):

A. The medium pneumatic tire roller (Type A) shall consist of not less than 7 pneumatic tired wheels, running on axles in such manner that the rear group of tires will cover the entire gap between adjacent tires of the forward group and mounted in a rigid frame and provided with a loading platform or body suitable for ballast loading.

B. The front axles shall be attached to the frame in such a manner that the roller may be turned within a minimum circle. The pneumatic tire roller, under working conditions, shall have an effective rolling width of approximately 84 inches and shall be so designed that, by ballast loading, the total load may be varied uniformly from 23,500 pounds to 50,000 pounds.

C. The roller shall be equipped with tires that will afford ground contact pressures to 80 pounds per square inch or more. Individual tire inflation pressures shall be within +5 psi of each other.

D. The operating load and tire air pressure shall be within the range of the manufacturer's chart.

E. The pneumatic tire roller shall be drawn by a suitable crawler type tractor, a pneumatic tired tractor, a truck of adequate tractive effort or may be of the self-propelled type.

F. The roller, when drawn or propelled by any type of equipment, shall be considered a medium pneumatic tire roller unit.

G. The power unit shall have adequate tractive effort to properly move the operating roller at variable uniform speeds up to approximately 5 miles per hour.

2.04 MEDIUM PNEUMATIC TIRE ROLLER (Type B):

A. The medium pneumatic tire roller (Type B) shall conform to the requirements for Medium Pneumatic Tire Roller (Type A) as specified above, except that the roller shall be equipped with tires that will afford ground contact pressures to 90 psi or more.

PART 3 -EXECUTION

3.01 CONSTRUCTION METHODS:

A. The embankment layer or the base course be sprinkled if directed and rolling with a pneumatic tire roller shall start longitudinally at the sides and proceed towards the center, overlapping on successive trips by at least 1/2 of width of the pneumatic tire roller.

B. On super-elevated curves, rolling shall begin at the low sides and progress towards the high sides.

C. Alternative trips of the roller shall be slightly different in length.

D. The light pneumatic tire roller shall be operated at speeds between 2 and 6 miles per hour for asphalt surfacing work and all other work.

E. The medium pneumatic tire roller shall be operated at speeds which produce a satisfactory product.

F. Sufficient rollers shall be provided to compact the material in a satisfactory manner. When operations are so isolated from one another that 1 roller unit cannot perform the required compaction satisfactorily, additional roller units shall be provided.

PART 4 - MEASUREMENT AND PAYMENT

4.01 MEASUREMENT AND PAYMENT:

A. No additional compensation will be made for materials, equipment or labor required by this item, but shall be considered subsidiary to the various items of the contract.

END OF SECTION

SECTION 02686

PROOF ROLLING

PART 1 - GENERAL

1.01 GENERAL DESCRIPTION WORK:

A. This work shall consist of furnishing and operating heavy, pneumatic-tired, compaction equipment for testing the compaction of embankment, subgrade or flexible base.

B. Proof roll is to be used to locate unstable areas.

PART 2 - PRODUCTS

2.01 EQUIPMENT:

A. The proof rolling equipment shall consist of not less than 4 pneumatic tired wheels, running on axles carrying not more than 2 wheels, mounted in a rigid frame, and provided with a loading platform or a body suitable for ballast loading.

B. All wheels shall be arranged so that they will carry approximately equal loads when operating on uneven surfaces.

C. Under working conditions the proof roller shall have a rolling width of 8 feet to 10 feet and shall be so designed that by ballast loading the gross load may be varied uniformly from 25 tons to 50 tons.

D. The tires shall be capable of operating under the various loads with variable air pressure up to 150 pounds per square inch. The operating load and tire pressure shall be within the range of the manufacturer's chart and as directed by the ENGINEER.

E. The proof roller may be of the self-propelled type or shall be drawn by a suitable crawler-type tractor or a rubber tired tractor of adequate tractive effort. There shall be a sufficient quantity of ballast available to load the equipment to a maximum gross weight of 50 tons.

F. Rubber tired tractive equipment shall be used on base courses.

G. Other type tractive equipment may be used on embankment subgrade.

H. The heavy pneumatic tired roller unit shall be capable of turning 180 degrees in the crown width.

In lieu of the rolling equipment specified, the CONTRACTOR may, upon written permission from the ENGINEER, operate other equipment that will produce equivalent results as the specified equipment. If the substituted equipment fails to produces the desired results as would be expected of the specified equipment as determined by the ENGINEER, its use shall be discontinued.

PART 3 - EXECUTION

3.01 CONSTRUCTION METHODS:

A. This work shall be done to proof all prepared subgrade and flexible base courses or as directed by the ENGINEER.

B. On embankment compaction, each layer will be placed to specified thickness at optimum moisture and compacted with conventional equipment to comply with the requirements of the governing embankment item.

C. Prior to placing the overlaying course, the layer shall be proof rolled as directed by the ENGINEER.

D. When the operation of the proof rolling unit shows an area to be unstable or nonuniform, such area shall be brought to satisfactory stability and uniformity by additional compaction or by removal of unsuitable materials and replacement with suitable materials and re-compacted.

E. The surface tested shall then be checked for conformity with line and grade and any irregularities corrected.

F. Roller shall be operated at speeds between 2 and 6 miles per hour or as directed by the ENGINEER.

PART 4 - MEASUREMENT AND PAYMENT

4.01 MEASUREMENT AND PAYMENT:

A. No additional payment will be made for the materials, equipment or labor required by this item and shall be considered subsidiary to the various items included in the contract.

END OF SECTION

Section 02743

TACK COAT

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Tack coat for asphaltic concrete paving.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. No separate payment will be made for tack coat under this Section. Include payment in unit price for asphaltic pavements.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. ASTM D 244 - Standard Test Methods for Emulsified Asphalts.

1.04 SUBMITTALS

A. Submittals shall conform to requirements of Section 01 33 00 - Submittal Procedures.

B. Submit product data for proposed tack coat.

C. Submit report of recent calibration of distributor.

PART 2 P R O D U C T S

2.01 CUTBACK ASPHALT

A. Provide moisture-free homogeneous material which will not foam when heated to 347 degrees F and which meets following requirements:

1. Asphalt material for tack coat: RC-250 and meet following:

PROPERTIES	RC – 250	
	MIN.	MAX.
Water, Percent	---	0.2
Flash Point, T.O.C.,°F	80	---
Kinematic Viscosity at 140°F, cst	250	400

2. Distillate: Expressed as percent by volume of total distillate to 680 F:

TEMPERATURE	RC – 250	
	MIN.	MAX.
to 437°F	40	75
to 500°F	65	90
to 600°F	85	---
Residue from 680°F Distillation, Volume, Percent	70	---

3. Tests on Distillation Residue:

PROPERTIES	RC – 250	
	MIN.	MAX.
Penetration at 77°F, 100g, 5 sec.	100	150
Ductility at 77°F, 5 cm/min. cms	100	---
Solubility in Trichloroethylene, %	99	---
Spot Test	All Negative	

2.02 EMULSION

A. Provide homogeneous material which shall show no separation of asphalt after mixing and shall meet the viscosity requirements at any time within 30 days after delivery.

1. Emulsion material for tack coat: SS-1 and meet following:

PROPERTIES	SS – 1	
	MIN.	MAX.
Furol Viscosity at 77°F, sec.	30	100
Residue by Distillation, %	60	---
Oil Portion of Distillate, %	---	2
Sieve Test, %	---	0.1
Miscibility (Standard Test)	Passing	Passing
Cement Mixing, %	---	2.0
Storage Stability, 1 Day, %	---	1
Test on Residue: Penetration at 77°F, 100g, 5 sec. Solubility in Trichloroethylene, % Ductility at 77°F, 5 cm/min., cms	 120 97.5 100	 160 --- ---

PART 3 E X E C U T I O N

3.01 EXAMINATION

A. Verify compacted base is ready to support imposed loads.

B. Verify lines and grades are correct.

3.02 PREPARATION

A. Thoroughly clean base course or concrete surface of loose material by brooming prior to application of tack coat.

3.03 APPLICATION

A. Apply tack coat uniformly by use of approved distributor at rate not to exceed 0.05 gallons per square yard of surface.

B. Paint contact surfaces of curbs and structures, and joints with thin uniform coat of tack coat.

C. Cutback Asphalt:

1. Do not place tack coat when air temperature is below 50 degrees F and falling. Materials may be placed when air temperature taken in shade and away from artificial heat is above 40 degrees F and rising.

2. Temperature of tack coat shall be between 125 degrees F and 180 degrees F when applied.

3. Do not heat tack coat above 200 degrees F at any time.

3.04 PROTECTION

A. Prevent traffic or placement of subsequent courses over freshly applied tack coat until authorized by Resident Project Representative.

END OF SECTION

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Section 02751

CONCRETE PAVING

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Portland cement concrete paving.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. Payment for concrete paving is on square yard basis. Separate pay items are used for each different required thickness of pavement.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. ASTM A 82 - Standard Specification for Steel Wire, Plain, for Concrete Reinforcement.

B. ASTM A 185 - Standard Specifications for Steel Welded Wire Fabric, Plain, for Concrete Reinforcement.

C. ASTM A 615 - Standard Specification for Deformed and Plain Billet - Steel Bars for Concrete Reinforcement.

D. ASTM C 31 - Standard Practice for Making and Curing Concrete Test Specimens in the Field.

E. ASTM C 33 - Standard Specifications for Concrete Aggregates.

F. ASTM C 39 - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens.

G. ASTM C 40 - Standard Test Method for Organic Impurities in Fine Aggregates for Concrete.

H. ASTM C 42 - Standard Test Method of Obtaining and Testing Drilled Cores and Sawed Beams of Concrete.

I. ASTM C 78 - Standard Test Method for Flexural Strength of Concrete.

J. ASTM C 94 - Standard Specification for Ready-Mixed Concrete.

K. ASTM C 131 - Standard Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine.

L. ASTM C 136 - Standard Method for Sieve Analysis of Fine and Coarse Aggregates.

M. ASTM C 138 - Standard Test Method for Unit Weight, Yield, and Air Content (Gravimetric) of Concrete.

N. ASTM C 143 - Standard Test Method for Slump of Hydraulic Cement Concrete.

O. ASTM C 150 - Standard Specification for Portland Cement.

P. ASTM C 174 - Standard Test Method for Measuring Length of Drilled Concrete Cores.

Q. ASTM C 231 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.

R. ASTM C 260 - Standard Specification for Air-Entraining Admixtures for Concrete.

S. ASTM C 494 - Standard Specification for Chemical Admixtures for Concrete.

T. ASTM C 618 - Standard Specification for Fly Ash and Raw or Calcined Natural Pozzolan for use as a Mineral Admixture in Portland Cement Concrete.

U. TxDOT Tex-203-F - Sand Equivalent Test for Fine Aggregate.

V. TxDOT Tex-406-A - Loss by Decantation Test for Coarse Aggregate.

1.04 SUBMITTALS

A. Submittals shall conform to requirements of Section 01 33 00 - Submittal Procedures.

B. Submit proposed mix design and test data for each type and strength of concrete in the Work. Include proportions and actual flexural strength obtained from design mixes at required test ages.

C. Submit for approval manufacturer's description and characteristics for mixing equipment, and for traveling form paver, if proposed for use.

D. Submit manufacturer's certificates giving properties of reinforcing steel. Include certificate of compliance with ASTM A 82.

1.05 HANDLING AND STORAGE

A. Do not mix different classes of aggregate without written permission of Engineer.

B. Class of aggregate being used may be changed before or during Work with written permission of Engineer. New class shall comply with specifications.

C. Segregated aggregate will be rejected. Before using aggregate whose particles are separated by size, mix them uniformly to grading requirements.

D. Aggregates mixed with dirt, weeds, or foreign matter will be rejected.

E. Do not dump or store aggregate in roadbed.

PART 2 P R O D U C T S

2.01 MATERIALS

A. Portland Cement:

1. Unless otherwise shown on the Drawings or in the specifications, the cement shall be either Type I, II, or III Portland cement.

2. Type III cement shall not be used without prior approval of Engineer.

3. Type III cement may be used, regardless of air temperature, in all precast concrete.

4. All cement used in a monolithic placement shall be of the same type.

5. Type I/II cement may be considered as either Type I or Type II cement except as otherwise noted.

6. Type IP cement may be used in lieu of Type I or Type II cement except when otherwise required by the Drawings or specifications. When Type IP cement is used, additional fly ash will not be permitted.

7. Bulk cement which meets referenced standards may be used if the method of handling is approved by the Resident Project Representative. When using bulk cement, provide satisfactory weighing devices.

8. Fly ash which meets standards of ASTM C 618 may be used as mineral fill.

B. Water: Conform to requirements for water in ASTM C 94.

C. Coarse Aggregate: Crushed stone or gravel, or combination thereof, which is clean, hard, durable, conforms to requirements of ASTM C 33, and has abrasion loss not more than 45 percent by weight when subjected to Los Angeles Abrasion Test (ASTM C 131).

1. Maximum percentage by weight of deleterious substances shall not exceed following values:

Item	Percent by Weight of Total Sample Maximum
Clay lumps and friable particles	3.0
Material finer than 75-µm (No. 200) sieve:	
Concrete subject to abrasion	3.0*
All Other concrete	5.0*
Coal and lignite:	
Where surface appearance of concrete is of importance	0.5
All other concrete	1.0

* In case of manufactured sand, if material finer than 75-µm (No. 200) sieve consists of dust of fracture, essentially free from clay or shale, these limits may be increased to 5 and 7 percent, respectively.

2. Coarse aggregate (size 1-1/2 inch to No. 4 sieve) shall conform to requirements of ASTM C 33. Gradation shall be within following limits when graded in accordance with ASTM C 136:

Sieve Designation (Square Openings)	Percentage by Weight
Retained on 1-3/4" sieve	0
Retained on 1-1/2"sieve	0 to 5
Retained on 3/4" sieve	30 to 65
Retained on 3/8" sieve	70 to 90
Retained on No. 4 sieve	95 to 100
Loss by Decantation Test *Method Tex-406-A	1.0 maximum

* In case of aggregates made primarily from crushing of stone, if material finer than 200 sieve is dust of fracture essentially free from clay or shale as established by Part III of Tex-406-A, percent may be increased to 1.5.

D. Fine Aggregate: Sand, manufactured sand, or combination thereof, composed of clean, hard, durable, uncoated grains, free from loams or other injurious foreign matter. Fine aggregate for concrete shall conform to requirements of ASTM C 33. Gradation shall be within following limits when graded in accordance with ASTM C 136:

Sieve Designation (Square Openings)	Percentage by Weight
Retained on 3/8" sieve	0
Retained on No. 4 sieve	0 to 5
Retained on No. 8 sieve	0 to 20
Retained on No. 16 sieve	15 to 50
Retained on No. 30 sieve	35 to 75
Retained on No. 50 sieve	65 to 90
Retained on No. 100 sieve	90 to 100
Retained on No. 200 sieve	97 to 100

1. When subjected to color test for organic impurities (ASTM C 40), fine aggregate shall not show color darker than standard color. Fine aggregate shall be subjected to Sand Equivalent Test (Tex-203-F). Sand equivalent value shall not be less than 80, unless higher value is shown on Drawings.

E. Mineral Filler: Class C fly ash of acceptable quality and meeting requirements of ASTM C 618 may be used as mineral admixture in concrete mixture. When fly ash mineral filler is used, it shall be stored and inspected in accordance with ASTM C 618. Fly ash shall not be used in amounts to exceed 30 percent by absolute volume of cementitious material in mix design. Cement content may be reduced if strength requirements can be met. Note: When fly ash is used, the term "cement" is defined as cement plus fly ash.

F. Air Entraining Agent: Furnish an air entraining agent conforming to requirements of ASTM C 260.

G. Water Reducer: Water reducing admixture conforming to requirements of ASTM C 494 may be used if required to improve the workability of concrete. Amount and type of such admixture shall be subject to approval by Engineer.

H. Reinforcing Steel:

1. Provide new billet steel manufactured by open hearth process and conforming to ASTM A 615, Grade 60. Store steel to protect it from mechanical injury and rust. At time of placement, steel shall be free from dirt, scale, rust, paint, oil, or other injurious materials.

2. Cold bend reinforcing steel to shapes shown. Once steel has been bent, it may not be rebent.

3. Provide wire fabric conforming to ASTM A 82. Use fabric in which longitudinal and transverse wires have been electrically welded at points of intersection. Welds shall have sufficient strength not to be broken during handling or placing. Welding and fabrication of fabric sheets shall conform to ASTM A 185.

2.02 EQUIPMENT

A. Equipment shall conform to requirements of ASTM C 94.

2.03 MIXING

A. Flexural strength shall be as specified using test specimens prepared in accordance with ASTM C 31 and tested in accordance with ASTM C78 (using simple beam with third-point loading). Compressive strength shall be as specified using test specimens prepared in accordance with ASTM C 31 and tested in accordance with ASTM C 39. Contractor shall determine and measure batch quantity of each ingredient, including water for batch designs and all concrete produced for Work. Mix shall conform to these specifications and other requirements indicated on Drawings.

B. Concrete pavement, including curb, curb and gutter, and saw-tooth curb shall be Class A concrete. Materials shall be as detailed previously.

C. Concrete sidewalk and slope paving shall be Class A concrete. Materials shall be as detailed previously.

PART 3 E X E C U T I O N

3.01 EXAMINATION

A. Verify compacted base is ready to support imposed loads and meets compaction requirements.

B. Verify lines and grades are correct.

3.02 PREPARATION

A. Properly prepare, shape and compact each section of subgrade before placing forms, reinforcing steel or concrete. After forms have been set to proper grade and alignment, use subgrade planer to shape subgrade to its final cross section. Check contour of subgrade with template.

B. Remove subgrade that will not support loaded form. Replace and compact subgrade to required density.

3.03 EQUIPMENT

A. Alternate equipment and methods, other than those required by this Section, may be used provided the Contractor demonstrates that equal or better results will be obtained. Maintain equipment for preparing subgrade and for finishing and compacting concrete in good working order.

B. Subgrade Planer and Template:

1. Use subgrade planer with adjustable cutting blades to trim subgrade to exact section shown on Drawings. Select planer mounted on visible rollers which ride on forms. Planer frame must have sufficient weight so that it will remain on form, and have such strength and rigidity that, under tests made by changing support from wheels to center, planer will not develop deflection of more than 1/8 inch. Tractors used to pull planer shall not produce ruts or indentations in subgrade. When slip form method of paving is used, operate subgrade planer on prepared track grade or have it controlled by electronic sensor system operated from string line to establish horizontal alignment and elevation of subbase.

2. Provide template for checking contour of subgrade. Template shall be long enough to rest upon side forms and have such strength and rigidity that, when supported at center, maximum deflection shall not exceed 1/8 inch. Fit template with accurately adjustable rods projecting downward at 1-foot intervals. Adjust these rods to gauge cross sections of slab bottom when template is resting on side forms.

C. Machine Finisher: Provide a power-driven, transverse finishing machine designed and operated to strike off and consolidate concrete. Machine shall have two screeds accurately adjusted to crown of pavement and with frame equipped to ride on forms. Use finishing machine with rubber tires if it operates on concrete pavement.

D. Hand Finishing:

1. Provide mechanical strike and tamping template 2 feet longer than width of pavement to be finished. Shape template to pavement section.

2. Provide two bridges to ride on forms and span pavement for finishing expansion and dummy joints. Provide floats and necessary edging and finishing tools.

E. Burlap Drag for Finishing Slab: Furnish four plies of 10-ounce burlap material fastened to bridge to form continuous strip of burlap full width of pavement. The 3-foot width of burlap material shall be in contact with pavement surface. Keep burlap drags clean and free of encrusted mortar.

F. Vibrators: Furnish mechanically-operated, synchronized vibrators mounted on tamping bar which rides on forms and hand-manipulated mechanical vibrators. Furnish vibrators with frequency of vibration to provide maximum consolidation of concrete without segregation.

G. Traveling Form Paver: Approved traveling form paver may be used in lieu of construction methods employing forms, consolidating, finishing and floating equipment. Requirements of this specification for subgrade, pavement tolerances, pavement depth, alignments, consolidation, finishing and workmanship shall be met. If traveling form paver does not provide concrete paving that meets the compaction, finish, and tolerance requirements of this Specification, its use shall be immediately discontinued and conventional methods shall be used.

1. Equip traveling paver with longitudinal transangular finishing float adjustable to crown and grade. Float shall be long enough to extend across pavement to side forms or edge of slab.

2. Ensure that continuous deposit of concrete can be made at paver to minimize starting and stopping. Use conventional means of paving locations inaccessible to traveling paver, or having horizontal or vertical curvature that traveling paver cannot negotiate.

3. Where Drawings require tie bars for adjacent paving, securely tie and support bars to prevent displacement. Tie bars may be installed with approved mechanical bar inserter mounted on traveling-form paver. Replace any pavement in which tie bars assume final position other than that shown on Drawings.

3.04 FORMS

A. Side Forms: Use metal forms of approved shape and section. Preferred depth of form shall be equal to required edge thickness of pavement. Forms with depths greater or less than required edge thickness of pavement will be permitted, provided difference between form depth and edge thickness is not greater than 1 inch, and further provided that forms of depth less than pavement edge are brought to required edge thickness by securely attaching wood or metal strips to bottom of form, or by grouting under form. Bottom flange of form shall be same size as thickness of pavement. Aluminum forms are not allowed. Forms shall be approved by Resident Project Representative. Length of form sections shall be not less than 10 feet and each section shall provide for staking in position with not less than 3 pins. Flexible or curved forms of wood or metal of proper radius shall be used for curves of 200-foot radius or less. Forms shall have ample strength and shall be provided with adequate devices for secure setting so that when in-place they will withstand, without visible springing or settlement, impact and vibration of finishing machine. In no case shall base width be less than 8 inches for form 8 inches or more in height. Forms shall be free from warp, bends or kinks and shall be sufficiently true to provide straight edge on concrete. Top of each form section, when tested with straight edge, shall conform to requirements specified for surface of completed pavement. Provide sufficient forms for satisfactory placement of concrete. For short radius curves, forms less than 10 feet in length or curved forms may be used. For curb returns at street intersections and driveways, wood forms of good grade and quality may be used.

B. Form Setting:

1. Rest forms directly on subgrade. Do not shim with pebbles or dirt. Accurately set forms to required grade and alignment and, during entire operation of placing, compacting and finishing of concrete, do not deviate from this grade and alignment more than 1/8 inch in 10 feet of length. Do not remove forms for at least 8 hours after completion of finishing operations. Provide supply of forms that will be adequate for orderly and continuous placing of concrete. Set forms and check grade for at least 300 feet ahead of mixer or as approved by Resident Project Representative.

2. Adjacent slabs may be used instead of forms, provided that concrete is well protected from possible damage by finishing equipment. These adjacent slabs shall not be used for forms until concrete has aged at least 7 days.

3.05 REINFORCING STEEL AND JOINT ASSEMBLIES

A. Place reinforcing steel and joint assemblies and position securely as indicated on Drawings. Wire reinforcing bars securely together at intersections and splices. Bars and coatings shall be free of rust, dirt or other foreign matter when concrete is placed. Secure reinforcing steel to chairs.

B. Position pavement joint assemblies at required locations and elevations, and rigidly secure in position. Install dowel bars in joint assemblies, each parallel to pavement surface and to center line of pavement, as shown.

C. Cut header boards, joint filler, and other material used for forming joints to receive each dowel bar.

D. Secure in required position to prevent displacement during placing and finishing of concrete.

E. Drill dowels into existing pavement, secure with epoxy, and provide paving headers as required to provide rigid pavement sections.

F. Chairs for steel reinforcement bars shall be of sufficient number to maintain position of bars within allowable tolerances. Reinforcement shall be placed as shown on Drawings. In plane of steel parallel to nearest surface of concrete, bars shall not vary from plan placement by more than 1/12 of spacing between bars. In plane of steel perpendicular to nearest surface of concrete, bars shall not vary from plan placement by more than 1/4 inch.

3.06 PLACEMENT

A. Place concrete only when air temperature taken in shade and away from artificial heat is above 35 degrees F and rising. Concrete shall not be placed when temperature is below 40 degrees F and falling.

B. Place concrete within 90 minutes after initial water had been added. Remove and dispose of concrete not placed within this period.

C. Concrete slump during placement shall be 1 to 4 inches, except when using traveling-form paver, slump shall be maximum of 2 inches.

D. Deposit concrete continuously in successive batches. Distribute concrete in manner that will require as little rehandling as possible. Where hand spreading is necessary, distribute concrete with shovels or by other approved methods. Use only concrete rakes in handling concrete. At placement interruption of more than 30 minutes, place transverse construction joint at stopping point Remove and replace sections less than 10 feet long.

E. Take special care in placing and spading concrete against forms and at longitudinal and transverse joints to prevent honeycombing. Voids in edge of finished pavement will be cause for rejection.

F. Retempering of concrete is prohibited.

3.07 COMPACTION

A. Consolidate the concrete using mechanical vibrators as specified herein. Extend a vibratory unit across the pavement, not quite touching side forms. Space individual vibrators at close enough intervals to vibrate and consolidate entire width of pavement uniformly. Mount mechanical vibrators to avoid contact with forms, reinforcement, transverse or longitudinal joints.

B. Furnish enough hand-manipulated mechanical vibrators for proper consolidation of concrete along forms, at joints and in areas not covered by mechanically controlled vibrators.

3.08 FINISHING

A. Finish concrete pavement with power-driven transverse finishing machines or by hand finishing methods.

1. Use transverse finishing machine to make at least two trips over each area. Make last trip continuous run of not less than 40 feet. After transverse screeding, use hand-operated longitudinal float to test and level surface to required grade.

2. Hand finish with mechanical strike and tamping template in same width as pavement to be finished. Shape template to pavement section shown on Drawings. Move strike template forward in direction of placement, maintaining slight excess of material in front of cutting edge. Make minimum of two trips over each area. Screed pavement surface to required section.

Work screed with combined transverse and longitudinal motion in direction work is progressing. Maintain screed in contact with forms. Use longitudinal float to level surface.

B. On narrow strips and transitions, finish concrete pavement by hand. Thoroughly work concrete around reinforcement and embedded fixtures. Strike off concrete with strike-off screed. Move strike-off screed forward with combined transverse and longitudinal motion in direction work is progressing, maintaining screed in contact with forms, and maintaining slight excess of materials in front of cutting edge. Tamp concrete with tamping template. Use longitudinal float to level surface.

C. After completion of straightedge operation, make first pass of burlap drag as soon as construction operations permit and before water sheen has disappeared from surface. Follow with as many passes as required to produce desired texture depth. Permit no unnecessary delays between passes. Keep drag wet, clean and free from encrusted mortar during use.

3.09 JOINTS AND JOINT SEALING

A. Conform to requirements of Section 02752 - Concrete Pavement Joints.

3.10 CONCRETE CURING

A. Conform to requirements of Section 02753 - Concrete Pavement Curing.

3.11 TOLERANCES

A. Test entire surface before initial set and correct irregularities or undulations. Bring surface within requirements of following test and then finish. Place 10-foot straightedge parallel to center of roadway to bridge any depressions and touch all high spots. Do not permit ordinates measured from face of straight edge to surface of pavement to exceed 1/16 inch per foot from nearest point of contact. Maximum ordinate with 10-foot straightedge shall not exceed 1/8 inch. Grind spots in excess of required tolerances to meet surface test requirements. Restore texture by grooving concrete to meet surface finishing specifications.

3.12 FIELD QUALITY CONTROL

A. Testing will be performed under provisions of Section 01454 - Testing Laboratory Services.

B. Compressive Strength Test Specimens: Four test specimens for compressive strength test will be made in accordance with ASTM C 31 for each 150 cubic yards or less of pavement that is placed in one day. Two specimens will be tested at 7 days. The remaining two specimens will be tested at 28 days. Specimens will be tested in accordance with ASTM C 39. Minimum flexural strength at 7 days shall be 425 psi. Minimum compressive strength at 28 days shall be 3000 psi.

C. When compressive test indicates failure, yield test will be made in accordance with ASTM C 138 for cement content per cubic yard of concrete. If such cement content is found to be less than that specified per cubic yard, increase batch weights until amount of cement per cubic yard of concrete conforms to requirements.

D. Minimum of one 4-inch core will be taken at random locations per 1000 feet per lane or 500 square yards of pavement to measure in-place depth. Depth shall be measured in accordance with ASTM C 174. Each core may be tested for 28-day compressive strength according to methods of ASTM C 42. The 28-day compressive strength of each core tested shall be a minimum of 3000 pounds per square inch.

E. Contractor may, at his own expense, request three additional cores in vicinity of cores indicating nonconforming in-place depths. In-place depth at these locations shall be average depth of four cores.

F. Fill cores and density test sections with new concrete paving or non shrink grout.

3.13 NONCONFORMING PAVEMENT

A. Remove and replace areas of pavement found deficient in thickness by more than 10 percent, or that fail compressive strength tests, with concrete of thickness shown on Drawings.

B. Nonconforming pavement sections shall be replaced at no additional cost to Owner.

3.14 UNIT PRICE ADJUSTMENT

A. Unit price adjustments shall be made for in-place depth determined by cores as follows:

1. Adjusted Unit Price shall be ratio of average thickness as determined by cores to thickness bid upon, times unit price.

2. Adjustment shall only apply to lower limit of 90 percent and an upper limit of 100 percent of unit price.

3.15 PAVEMENT MARKINGS

A. Restore pavement markings to match those existing or those shown on the Drawings.

3.16 PROTECTION

A. Barricade pavement section to prevent use until concrete has attained minimum design strength. Cure barricade pavement section for minimum 72 hours before use. Do not open pavement to traffic until concrete is at least 10 days old.

B. On those sections of pavement to be opened to traffic, seal joints, clean pavement, and place earth against pavement edges before permitting use by traffic. Such opening of pavement to traffic shall not relieve Contractor from his responsibility for the Work.

C. Maintain concrete paving in good condition until completion of Work.

D. Repair defects by replacing concrete to full depth.

END OF SECTION

Section 02752

CONCRETE PAVEMENT JOINTS

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Joints for concrete paving; concrete sidewalks; concrete driveways, curbs, and curb and gutters.

B. Saw-cutting existing concrete or asphalt pavements for new joints.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. Payment for saw-cutting existing concrete or asphalt pavement for new joints is on linear foot basis. Saw-cutting existing standard concrete curb will be measured as 1-1/2 linear feet and existing standard concrete curb and gutter will be measured as 3 linear feet.

2. No separate payment will be made for expansion joints, formed or sawed street pavement contraction joints and longitudinal weakened plane joints. Include payment in unit price for Concrete Paving.

3. No separate payment will be made for joints for Curb, Curb and Gutter, Saw-tooth Curb, Concrete Sidewalks, and Concrete Driveways. Include payment in unit price for Curb and Gutter, Concrete Sidewalks, and Concrete Driveways.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. ASTM A 615 - Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.

B. ASTM D 994 - Standard Specification for Preformed Expansion Joint Filler for Concrete (Bituminous Type).

C. ASTM D 1751 - Standard Specification for Preformed Expansion Joint Filler for Concrete Paving and Structural Construction (Nonextruding and Resilient Bituminous Types).

D. ASTM D 3405 - Standard Specification for Joint Sealants, Hot-Poured, for Concrete and Asphalt Pavements.

1.04 SUBMITTALS

A. Submit product data and samples in accordance with requirements of Section 01 33 00 - Submittal Procedures.

B. Submit product data for joint sealing compound and proposed sealing equipment for approval.

C. Submit samples of dowel cup, metal supports, and deformed metal strip for approval.

PART 2 P R O D U C T S

2.01 MATERIALS

A. Board Expansion Joint Material: Filler board of selected stock. Use wood of density and type as follows:

1. Clear, all-heart cypress weighing no more than 40 pounds per cubic foot, after being oven dried to constant weight.

2. Clear, all-heart redwood weighing no more than 30 pounds per cubic foot, after being oven dried to constant weight.

B. Preformed Expansion Joint Material: Bituminous fiber and bituminous mastic composition material conforming to ASTM D 994 and ASTM D 1751.

C. Joint Sealing Compound: Hot-poured rubber-asphalt compound conforming to ASTM D 3405.

D. Load Transmission Devices:

1. Smooth, steel dowel bars conforming to ASTM A 615, Grade 60. When indicated on Drawings, encase one end of dowel bar in approved cap having inside diameter 1/16 inch greater than diameter of dowel bar.

2. Deformed steel tie bars conforming to ASTM A 615, Grade 60.

E. Metal Supports for Reinforcing Steel and Joint Assembly: Employ metal supports of approved shape and size that will secure reinforcing steel and joint assembly in correct position during placing and finishing of concrete.

PART 3 E X E C U T I O N

3.01 PLACEMENT

A. When new work is adjacent to existing concrete, place joints at same location as existing joints in adjacent pavement.

B. If the limit of removal of existing concrete or asphaltic pavement does not fall on existing joint, saw cut existing pavement minimum of 2 inches deep to provide straight, smooth joint surface without chipping, spalling or cracks.

3.02 CONSTRUCTION JOINTS

A. Place transverse construction joint wherever concrete placement must be stopped for more than 30 minutes. Place longitudinal construction joints at interior edges of pavement lanes using No. 6 deformed tie bars, 30 inches long and spaced 18 inches on centers.

3.03 EXPANSION JOINTS

A. Place 3/4-inch expansion joints at radius points of curb returns for cross street intersections, or as located in adjacent pavement but no further than 80 feet apart. Use no boards shorter than 6 feet. When pavement is 24 feet or narrower, use not more than 2 lengths of board. Secure pieces to form straight joint. Shape board filler accurately to cross section of concrete slab. Use load transmission devices of type and size shown on Drawings unless otherwise specified or shown as "No Load Transfer Device". Seal with joint sealing compound.

3.04 CONTRACTION JOINTS

A. Place contraction joints at same locations as in adjacent pavement or at spaces indicated on Drawings. Place smoothed, painted and oiled dowels accurately and normal to joint. Seal groove with joint sealing compound.

3.05 LONGITUDINAL WEAKENED PLANE JOINTS

A. Place longitudinal weakened plane joints at spaces indicated on Drawings. Seal groove with joint sealing compound.

3.06 SAWED JOINTS

A. Use sawed joints as an alternate to contraction and weakened plane joints. Circular cutter shall be capable of cutting straight line groove minimum of 1/2 inch wide. Depth shall be one quarter of pavement thickness plus 1/2 inch. Commence sawing as soon as concrete has hardened sufficiently to permit cutting without chipping, spalling or tearing and prior to initiation of cracks. Once sawing has commenced, it shall be continued until completed. Make saw cut with one pass. Complete sawing within 24 hours of concrete placement. Saw joints at required spacing consecutively in sequence of concrete placement.

B. Concrete Saw: Provide sawing equipment adequate in power to complete sawing to required dimensions and within required time. Provide at least one standby saw in good working order. Maintain an ample supply of saw blades at work site at all times during sawing operations. Sawing equipment shall be on job at all times during concrete placement.

3.07 JOINTS FOR CURB, CURB AND GUTTER

A. Place 3/4-inch preformed expansion joints through curb and gutters at locations of expansion and contraction joints in pavement; at end of radius returns at street intersections and driveways; and at curb inlets. Maximum spacing shall be 120-foot centers.

3.08 JOINTS FOR CONCRETE SIDEWALKS

A. Provide 3/4-inch expansion joints conforming to ASTM A 1751 along and across sidewalk at back of curbs, at intersections with driveways, steps, and walls; and across walk at intervals not to exceed 36 feet. Provide expansion joint material conforming to ASTM D 994 for small radius curves and around fire hydrants and utility poles. Extend the expansion joint material full depth of the slab.

3.09 JOINTS FOR CONCRETE DRIVEWAYS

A. Provide 3/4-inch expansion joints conforming to ASTM D 1751 across driveway in line with street face of sidewalks, at existing concrete driveways, and along intersections with sidewalks and other structures. Extend expansion joint material full depth of slab.

3.10 JOINT SEALING

A. Seal joints only when surface and joints are dry, ambient temperature is above 50 degrees F and less than 85 degrees F, and weather is not foggy or rainy.

B. Joint sealing equipment shall be in like new working condition throughout the joint sealing operation, and be approved by Resident Project Representative. Use concrete grooving machine or power-operated wire brush and other equipment such as plow, brooms, brushes, blowers or hydro or abrasive cleaning as required to produce satisfactory joints.

C. Clean joints of loose scale, dirt, dust and curing compound. The term joint includes wide joint spaces, expansion joints, dummy groove joints or cracks, either preformed or natural. Remove loose material from concrete surfaces adjacent to joints.

D. Fill joints neatly with joint sealer to depth shown. Pour sufficient joint sealer into joints so that, upon completion, surface of sealer within joint will be 1/4 inch above level of adjacent surface or at elevation as directed.

3.11 PROTECTION

A. Maintain joints in good condition until completion of Work.

B. Replace damaged joints material with new material as required by this Section.

END OF SECTION

Section 02753

CONCRETE PAVEMENT CURING

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Curing of Portland cement concrete paving.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. No separate payment will be made for concrete curing under this Section. Include payment in unit price for Concrete Paving, Concrete Sidewalks, Curbs, and Curb and Gutters.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. ASTM C 171 - Standard Specifications for Sheet Materials for Curing Concrete.

B. ASTM C 309 - Standard Specifications for Liquid Membrane-Forming Compounds for Curing Concrete.

1.04 SUBMITTALS

A. Submittals shall conform to requirements of Section 01 33 00 - Submittal Procedures.

B. Submit manufacturer's product data for cover materials and liquid membrane-forming compounds.

PART 2 P R O D U C T S

2.01 COVER MATERIALS FOR CURING

A. Curing materials shall conform to one of the following:

1. Polyethylene Film: Opaque pigmented white film conforming to requirements of ASTM C 171.

2. Waterproofed Paper: Paper conforming to requirements of ASTM C 171.

3. Cotton Mats: Single layer of cotton filler completely enclosed in cover of cotton cloth. Mats shall contain not less than 3/4 of a pound of uniformly distributed cotton filler per square yard of mat. Cotton cloth used for covering materials shall weigh not less than 6 ounces per square yard. Mats shall be stitched so that mat will contact surface of pavement at all points when saturated with water.

2.02 LIQUID MEMBRANE-FORMING COMPOUNDS

A. Liquid membrane-forming compounds shall conform to ASTM C 309. Membrane shall restrict loss of water to not more than 0.55 kg/m^2 of surface in 72 hours.

PART 3 EXECUTION

3.01 CURING REQUIREMENT

A. Concrete pavement shall be cured by protecting it against loss of moisture for period of not less than 72 hours immediately upon completion of finishing operations. Do not use membrane curing for concrete pavement to be overlaid by asphaltic concrete.

B. Failure to provide sufficient cover material shall be cause for immediate suspension of concreting operations.

3.02 POLYETHYLENE FILM CURING

A. Immediately after finishing surface, and after concrete has taken its initial set, apply water in the form of a fine spray. Cover surface with polyethylene film so film will remain in direct contact with surface during specified curing period.

B. Cover entire surface and both edges of pavement slab. Joints in film sheets shall overlap minimum of 12 inches. Immediately repair tears or holes occurring during curing period by placing acceptable moisture-proof patches or by replacing.

3.03 WATERPROOFED PAPER CURING

A. Immediately after finishing surface, and after concrete has taken its initial set, apply water in form of fine spray. Cover surface with waterproofed paper so paper will remain in direct contact with surface during specified curing period.

B. Prepare waterproofed paper to form blankets of sufficient width to cover entire surface and both edges of pavement slab, and not be more than 60 feet in length. Joints in blankets caused by joining paper sheets shall lap not less than 5 inches and shall be securely sealed with asphalt cement having melting point of approximately 180 degrees F. Place blankets to secure an overlap of at least 12 inches. Tears or holes appearing in paper during curing period shall be immediately repaired by cementing patches over defects.

3.04 COTTON MAT CURING

A. Immediately after finishing surface, and after concrete has taken its initial set, completely cover surface with cotton mats, thoroughly saturated before application, in such manner that they will contact surface of pavement equally at all points.

B. Mats shall remain on pavement for specified curing period. Keep mats saturated so that, when lightly compressed, water will drip freely from them. Keep banked earth or cotton mat covering edges saturated.

3.05 LIQUID MEMBRANE-FORMING COMPOUNDS

A. Immediately after finishing surface, and after concrete has taken its initial set, apply liquid membrane-forming compound in accordance with manufacturer's instructions.

END OF SECTION

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Section 02754

CONCRETE DRIVEWAYS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Portland cement concrete driveways.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. Payment for concrete driveways is on square yard basis.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

PART 2 PRODUCTS

2.01 MATERIALS

A. Concrete: Conform to material and proportion requirements for concrete of Section 02751 - Concrete Paving.

B. Reinforcing Steel: Conform to material requirements for welded wire fabric of Section 02751 - Concrete Paving.

C. Preformed Expansion Joint Material: Conform to material requirements for preformed expansion joint material of Section 02752 - Concrete Pavement Joints.

D. Expansion Joint Filler: Conform to material requirements for expansion joint material of Section 02752 - Concrete Pavement Joints.

E. Subgrade Materials: Conform to subgrade material requirements of Section 02336 - Lime Stabilized Subgrade, Section 02337 - Lime/Fly-Ash Stabilized Subgrade, or Section 02338 - Portland Cement Stabilized Subgrade.

PART 3 EXECUTION

3.01 PREPARATION

A. Prepare subgrade in accordance with applicable portions of Section 02336 - Lime Stabilized Subgrade, Section 02337 - Lime/Fly-Ash Stabilized Subgrade, and Section 02338 - Portland Cement Stabilized Subgrade.

3.02 PLACEMENT

A. Place and finish concrete in accordance with applicable portions of Section 02751 - Concrete Paving.

3.03 JOINTS

A. Install joints in concrete driveway in accordance with Section 02752 - Concrete Pavement Joints.

3.04 CONCRETE CURING

A. Cure concrete driveway in accordance with Section 02753 - Concrete Pavement Curing.

3.05 PROTECTION

A. Conform to applicable requirements of Section 02753 - Concrete Pavement Curing.

END OF SECTION

Section 02776

PAVEMENT MARKINGS

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Centerline, Left Turning Lane and Channelization Markings.

B. Edge Line Pavement Markings.

C. Crosswalks Markings at the intersections between sidewalks / driveways.

D. Stop Line Markings.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. Payment for Centerline, Left Turning Lane and Channelization Markings shall be on per linear feet.

2. Payment for Edge Line Pavement Markings shall be on per linear feet.

3. Payment for Crosswalks Markings at the intersections shall be on per linear feet.

4. Payment for Stop Line Markings shall be on per linear feet.

5. Refer to Section 01270 - Measurement and Payment for unit price procedures.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. Texas Manual on Uniform Traffic Control Devices (TMUTCD) and Texas Department of Transportation (TxDOT).

1.04 SUBMITTALS

A. Submittals shall conform to requirements of Section 01 33 00 - Submittal Procedures and Item 7 of General Conditions.

PART 2 P R O D U C T S

2.01 MATERIALS

A. For Centerline, Left Turning Lane and Channelization Markings materials shall be in accordance with Section 02777: Reflectorized Pavement Markings.

B. For Edge Line Pavement Markings materials shall be in accordance with Section 02777: Reflectorized Pavement Markings.

C. For Crosswalks Markings materials shall be in accordance with Section 02777: Reflectorized Pavement Markings.

D. For Stop Line Markings materials shall be in accordance with Section 02777: Reflectorized Pavement Markings.

PART 3 EXECUTION

3.01 CENTERLINE, LEFT TURNING LANE AND CHANNELIZATIONS

A. Centerline pavement markings, when used, shall be the pavement markings used to delineate the separation of traffic lanes that have opposite directions of travel on a roadway and shall be yellow.

B. Centerline pavement markings may be placed at a location that is not the geometric center of the roadway.

C. The centerline markings on two-lane, two-way roadways shall be one of the following:

a. Two-direction passing zone markings consisting of a normal broken yellow line where crossing the centerline markings for passing with care is permitted for traffic traveling in either direction;

b. One-direction no-passing zone markings consisting of a normal broken yellow line and a normal solid yellow line where crossing the centerline markings for passing with care is permitted for the traffic traveling adjacent to the broken line, but is prohibited for traffic traveling adjacent to the solid line; and

c. Two-direction no-passing zone markings consisting of two normal solid yellow lines where crossing the centerline markings for passing is prohibited for traffic traveling in either direction.

D. Centerline markings shall be placed on all paved urban arterials and collectors that have a traveled width of 20ft or more and an ADT of 6,000 vehicles per day or greater. Centerline markings shall also be placed on all paved two-way streets or highways that have three or more traffic lanes.

E. Centerline, left turning lane and Channelization markings shall be placed as shown on the detail drawings.

3.02 EDGE LINE PAVEMENT

A. The right edge line pavement markings shall consist of a normal solid white line to delineate the right edge of the roadway.

B. Edge line marking shall not be continued through intersections; however, edge line extensions may be placed through intersections.

C. Edge line markings should not be broken for driveways.

D. Edge line markings shall be placed on paved streets or highways with the following characteristics:

a. Freeways;

b. Expressways; and

c. Rural arterials with a traveled way of 20ft or more in width and an ADT of 6,000 vehicles per day or greater.

d. Rural arterials and collectors with a traveled way of 20ft or more in width and an ADT of 3,000 vehicles per day or greater,

e. At other paved streets and highways where an engineering study indicates a need for edge line markings.

E. Edge line markings have unique value as visual references to guide road users during adverse weather and visibility conditions.

3.03 CROSSWALKS OR CROSSWALKS MARKINGS

A. Crosswalks lines shall be solid white lines, marking both edges of the crosswalk.

B. Lines shall not be less than 6 inches in width and shall not be spaced less than 6 feet apart.

C. Crosswalk lines on both sides of the crosswalk shall be extended across the full width of driveways or pavements.

D. Crosswalk markings shall not be used discriminately.

E. Crosswalk shall be marked with white diagonal lines at a 45° angle or with white longitudinal lines at a 90 angle to the line of the crosswalk. These lines shall be approximately 12 inch wide and spaced 12 inch apart.

F. Crosswalk markings shall be in accordance with Texas Manual on Uniform Traffic Control Devices (TMUTCD) –Section 3B-18.

3.04 STOP LINE

A. Stop line shall consist of solid white lines extending across approach lanes to indicate the point at which the stop is intended or required to be made.

B. Stop line should be 12 to 24 inch wide.

C. Stop line should be used to indicate the point behind which vehicles are required to stop, in compliance with a STOP sign, traffic control signal, or some other traffic control device.

D. Stop line should be placed 4 ft in advance of and parallel to the nearest crosswalk line. In the absence of a marked crosswalk, the stop line should be placed at the desired stopping point, but should be placed no more that 30 ft nor less than 4 ft from the nearest edge of the intersecting traveled way.

E. Stop lines at midblock signalized locations should be placed at least 40 ft in advance of the nearest signal indication.

3.03 PLACEMENT

A. Placement of all types of markings shall be in compliance with Section 02777: Reflectorized Pavement Markings.

END OF SECTION

Section 02777

REFLECTORIZED PAVEMENT MARKING

PART 1 GENERAL

1.01 DESCRIPTION

A. This item shall govern for furnishing and placing reflectorized pavement markings of the types, colors, shapes, sizes, widths, and thickness shown on the plans.

2.01 MATERIALS

A. All pavement markings shall be Sherwin Williams Setfast Acrylic Waterborne Traffic Marking Paint (TM226, TM227) and Setfast Latex Traffic Marking Paint (TM2132, TM2133, TM2135).

2.02 EQUIPMENT REQUIREMENTS. Equipment used to place pavement markings shall:

A. Be maintained in satisfactory operating condition.

B. Be considered in satisfactory operation condition if it has an average placement rate of 5,000 linear feet per hour of acceptable four-inch solid or broken lines over any five (5) consecutive working days.

C. Meet or exceed the material handling at elevated temperatures requirements of the National Fire Underwriters and the Texas Railroad Commission.

D. Be capable of placing a minimum of 40,000 linear feet of four-inch solid or broken markings per working day.

E. Have production capabilities similar to four-inch marking equipment and shall be capable of placing linear markings up to eight (8) inches in width in a single pass when used for placing markings in widths other than four (4) inches.

F. Have production capabilities considered satisfactory by the Engineer when used to place markings other than solid or broken lines.

G. Be capable of placing a center-line and no-passing barrier-line configuration consisting of one (1) broken line with two (2) solid liens at the same time to the alignment and spacing shown on the plans.

H. Be capable of placing broken and/or continuous white line from both sides.

I. Be capable of placing lines with clean edges and of uniform cross-section. All lines shall have a tolerance of plus or minus 1/8 inch per four (4) inch width.

J. Have an automatic cut-off device with manual operating capabilities to provide clean, reasonably square marking ends to the satisfaction of the Engineer, and to provide a method of applying broken line in an approximate stripe-to-gap ratio of 10 to 30. The length of the stripe shall not be less than 10 feet or more than 10.5 feet. The total length of any stripe-gap cycle shall not be less than 39.5 feet or more than 40.5 feet.

K. Provide continuous mixing and agitation of the pavement marking material. The use of pans,

aprons or similar appliances which the die overruns will not be permitted for longitudinal striping applications.

L. Apply beads by an automatic bead dispenser attached to the pavement marking equipment in such a manner that the beads are dispensed uniformly and almost instantly upon the marking as the marking is being applied to the road surface. The bead dispenser shall have an automatic cut-off control, synchronized with the cut-off of the pavement marking equipment.

M. When Type I markings are to be placed, the Contractor shall have a hand-held thermometer on the project. The thermometer shall be capable of measuring the temperature of the pavement marking material to be placed.

3.01 CONSTRUCTION METHODS

When required by the Engineer, the Contractor and the Engineer shall review the sequence of work to be followed and the estimated progress schedule.

Markings may be placed on roadways either free of traffic or open to traffic. On roadways already open to traffic, the markings shall be placed under traffic conditions that exist with a minimum of interference to the operation of the facility. Traffic control shall be as shown on the plans or as approved by the Engineer in writing. All markings placed under open-traffic conditions shall be protected from traffic damage and disfigurement. On roadways open to traffic, with three (3) lanes of travel in one direction, all markings shall be placed from the outside lanes only, unless otherwise approved in writing by the engineer.

Guides to mark the lateral location of pavement markings shall be established as shown on the plans or as directed by the Engineer. The Contractor shall establish the pavement marking guides and the Engineer will verify the location of the guides.

Markings shall be placed in proper alignment with the guides. The deviation rate in alignment shall not exceed one (1) inch per 200 feet of roadway. The maximum deviation shall not exceed two (2) nor shall any deviation be abrupt.

Markings shall essentially have a uniform cross-section. The density and quality of markings shall be uniform throughout their thickness. The applied markings shall have not more than five (5) percent, by area, of holes or voids and shall be free of blisters.

Markings, in place on the roadway, shall be reflectorized both internally and externally. Glass beads shall be applied to the materials at a uniform rate sufficient to achieve uniform and distinctive retroreflective characteristics when observed in accordance with Test Method Tex-828-B.

The Contractor's personnel shall be sufficiently skilled in the work of installing pavement markings.

Markings placed that are not in alignment or sequence, as shown on the plans or as stated in this specification, shall be removed and replaced by the Contractor at the Contractor's expense. Removal shall be in accordance with Item 677, "Eliminating Existing Pavement Markings and Markers" on the TxDOT Standards and Specifications for Construction and Maintenance of Highways, Streets, and Bridges, except for measurement and payment. Guides placed on the roadway for alignment purposes shall not establish a permanent marking on the roadway.

3.02 SURFACE PREPARATION

Shall be in accordance with manufacturers recommendations.

3.03 PERFORMANCE PERIOD

All pavement markings shall meet all requirements of this specification for a minimum of 15 calendar days after installation. Pavement markings that fail to meet all requirements of this specification shall be removed and replaced by the Contractor at the Contractor's expense. The Contractor shall replace all pavement markings failing the requirements of this specification within 30 calendar days following notification by the Engineer of such failing. All replacement markings shall also meet all requirements of this specification for a minimum of 15 calendar days after installation.

4.01 MEASUREMENT AND PAYMENT

A. This Item will be measured by the linear foot, by each of the various words, symbols or shapes, or by any other unit as shown on the plans. Where double stripes are placed, each stripe will be measured separately.

All pavement markings requiring two (2) applications however will be measured as one (1) marking.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

END OF SECTION

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Section 02778

PAVEMENT SURFACE PREPARATION FOR MARKINGS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Surface preparation of pavement surface areas prior to placement of pavement markings or raised pavement markers.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. No Separate payment will be made for work performed under this Section. Include cost of work performed under this Section in pay items for which this work is a component.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

PART 2 PRODUCTS

2.01 MATERIALS

A. Abrasive blasting medium shall be a quality commercial product capable of producing the specified surface cleanliness without the deposition of deleterious materials on the cleaned surface. Water used in blasting operations shall be potable.

PART 3 EXECUTION

3.01 CONSTRUCTION

A. Prepare pavement surface of sufficient area for the pavement markings or raised pavement markers shown on the plans.

B. Remove all contamination and loose material.

C. Avoid damaging the pavement surface.

D. When existing pavement markings are present, remove loose and flaking material.

E. Approved pavement surface preparation methods are sweeping, air blasting, flail milling, and blast cleaning unless otherwise specified on the plans.

F. For concrete pavement surfaces, in addition to the above, air blast after the removal of contamination or existing material and just prior to placing the stripe.

G. Perform the air blasting with a compressor that is capable of generating compressed air at a minimum of 150 cfm and 100 psi using 5/16-in. or larger hosing for the air blast.

H. Contaminants up to 0.5 sq. in. may remain if they are not removed by the following test, performed just before application of markings:

Step 1: Air-blast the surface to be tested, to simulate blasting during application of markings.

Step 2: Firmly press a 10-in.-long, 2-in.-wide strip of monofilament tape onto the surface, leaving approximately 2 in. free.

Step 3: Grasp the free end and remove the tape with a sharp pull.

I. Portland cement concrete surfaces shall not be cleaned by grinding.

END OF SECTION

Section 03100

CONCRETE FORMWORK

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Design, construction, erection and removal of structural concrete formwork.

1.02 UNIT PRICES

A. No separate payment will be made for concrete formwork under this Section. Include payment in unit price for structural concrete.

B. Refer to Section 01025 - Measurement and Payment for unit price procedures.

1.03 REFERENCE STANDARDS

A. ACI 117 - Standard Tolerances for Concrete Construction and Materials.

B. ACI 347 - Recommended Practice for Concrete Formwork.

C. U.S. Product Standard PS 1 Construction and Industrial Plywood.

D. U.S. Product Standard PS 20 American Softwood Lumber Standard.

1.04 SUBMITTALS

A. Conform to Section 01 30 00 - Submittals.

B. Shop Drawings: Show location, member size and loading of shoring. When reshoring is permitted, submit plans showing locations and member size of reshoring.

C. Product Data and Samples:

1. Corrugated Fiberboard Carton Forms: Submit certification of compliance with design criteria, description of forms, and one-foot-long sample.

2. Form-coating Materials: Submit trade or brand names of manufacturers and complete description of products.

3. Form ties and related accessories, including taper tie plugs, if taper ties are used. Form gaskets.

D. Detailed Layout for Slip-forming: Submit detailed layout of proposed slipforming, including description of equipment, rate of progress, and other data to show suitability of method. Show provisions for ensuring attainment of required concrete surface finish.

PART 2 P R O D U C T S

2.01 MATERIAL

A. Smooth Forms: New plywood, metal, plastic, tempered concrete-form hardboard, dressed lumber faced with plywood or fiberboard lining, or metal-framed plywood-faced panel material, to provide continuous, straight, smooth surfaces. Form material shall be free of raised grain, torn surfaces, worn edges, patches, dents or other defects. Furnish material in largest practical sizes to minimize number of joints and, when indicated on Drawings, conform to joint system indicated. Form material shall have sufficient strength and thickness to withstand pressure of newly placed concrete without bow or deflection.

B. Rough Forms: Plywood, metal, dressed or undressed lumber free of knots, splits or other defects, or other material acceptable to Engineer of sufficient strength and thickness to withstand pressure of newly placed concrete without bow or deflection.

C. Plywood: Conform to PS 1, Class 1.

D. Lumber: Conform to PS 20.

E. Edge Forms and Intermediate Screed Strips: Type and strength compatible with the screed equipment and methods used.

F. Plastic Forms: One-piece forms for domes, beams and pan joists. Single lengths for columns not exceeding height of 7 feet 6 inches. For columns over 7 feet 6 inches, use 7-foot 6-inch sections and filler sections as needed. To facilitate removal of pan joist forms, taper sides one inch per foot.

G. Metal Pan Joist Forms: Removable type; fabricated of minimum 14-gauge steel; one piece between end closures. Adjustable forms not allowed. Taper sides one inch per foot to facilitate removal.

H. Earth Cuts for Forms:

1. Use earth cuts for forming unexposed sides of grade beams cast monolithically with slabs on grade.

2. Where sides of excavations are stable enough to prevent caving or sloughing, following surfaces may be cast against neat-cut excavations

a. Sides of footings.

b. Inside face of perimeter grade beams not monolithic with slab on grade. When inside face is cast against earth, increase beam width indicated on Drawings by one inch.

c. Both faces of interior grade beams not monolithic with slab on grade. When grade beam is cast against earth, increase beam width indicated on Drawings by 2 inches.

I. Corrugated Fiberboard Carton Forms:

1. Corrugated fiberboard carton forms, when called for, are intended to form a void space beneath pile-supported and pier-supported slabs and other structural elements as shown.

2. Provide products of a reputable manufacturer regularly engaged in commercial production of double-faced corrugated fiberboard carton forms, constructed of waterproof paper and laminated with waterproof adhesive.

3. Fiberboard forms: Capable of supporting required dead load plus construction loads, and designed to lose their strength upon prolonged contact with moisture and soil bacteria.

4. Seal cuts and ends of each form section by dipping in waterproof wax, unless liners and flutes are completely impregnated with waterproofing.

5. Size forms as indicated on Drawings. Assemble as recommended by manufacturer, either with steel banding at 4 feet 0 inches maximum on centers, or, where liners and flutes are impregnated with waterproofing, with adequate stapling.

J. Circular Forms:

1. Form round-section members with paper or fiber tubes, constructed of laminated plies using water-resistant adhesive with wax-impregnated exterior for weather and moisture protection. Provide units with sufficient wall thickness to resist loads imposed by wet concrete without deformation. Provide manufacturer's seamless units to minimize spiral gaps and seams.

2. Fiberglass or steel forms may be used for round-section members.

K. Shores: Wood or adjustable metal, with bearing plates; with double wedges at lower end.

L. Form Ties:

1. Use commercially-manufactured ties, hangers and other accessories for embedding in concrete. Do not use wire not commercially fabricated for use as a form accessory.

2. Fabricate ties so ends or end fasteners can be removed without causing spalling of concrete faces. Depth from formed concrete face to the embedded portion: At least 1 inch, or twice the minimum dimension of tie, whichever is greater.

3. Provide waterstop feature for form ties used on liquid-containing structures and on concrete walls which will have earth backfill on one side.

4. Removable ties: Taper ties may be used when approved by the Engineer. In the hole left by the removal of the taper tie, insert a preformed neoprene or polyurethane plug sized to seat at the center of the wall.

M. Form Coating: Commercial formulation of form oil or form-release agent having proven satisfactory performance. Coating shall not bond with, stain or otherwise adversely affect

concrete surfaces, or impair their subsequent treatment, including application of bonding agents, curing compounds, paint, protective liners and membrane waterproofing.

N. Coating for Plastic Forms: Alkali-resistant gel-coat.

O. Chamfer Strips: Unless otherwise indicated on Drawings, provide 3/4-inch chamfer strips in corners of forms to produce beveled edges where required by Part 3, Execution.

P. Form Gaskets: Polyethylene rod, closed cell, one-inch diameter.

2.02 DESIGN OF FORMWORK

A. Conform to ACI 117, ACI 347 and building codes, unless more restrictive requirements are specified or shown on Drawings. Contractor shall design and engineer concrete formwork, including shoring and bracing. Design formwork for applicable gravity loads, lateral pressure, wind loads and allowable stresses. Camber formwork to compensate for anticipated deflection during placement of concrete when required to maintain specified tolerances. Design formwork to be readily removed without impact, shock or damage to concrete surfaces and adjacent materials.

B. Slip Forming: Permitted on written approval of Engineer. Contractor shall demonstrate suitability of method proposed.

PART 3 E X E C U T I O N

3.01 INSTALLATION

A. Formwork Construction

1. Construct and maintain formwork so that it will maintain correct sizes of members, shape, alignment, elevation and position during concrete placement and until concrete has gained sufficient strength. Provide for required openings, offsets, sinkages, keyways, recesses, moldings, anchorages and inserts.

2. Construct forms for easy removal without damage to concrete surfaces.

3. Make formwork sufficiently tight to prevent leakage of cement paste during concrete placement. Solidly butt joints and provide backup material at joints as required to prevent leakage and fins. Provide gaskets for wall forms to prevent concrete paste leakage at their base.

4. Place chamfer strips in forms to bevel edges and corners permanently exposed to view, except top edges of walls, and slabs which are indicated on Drawings to be tooled. Do not bevel edges of formed joints and interior corners unless indicated on Drawings. Form beveled edges for vertical and horizontal corners of equipment bases. Unless otherwise indicated on Drawings, make bevels 3/4 inch wide.

5. Provide temporary openings at bases of column and wall forms and other points as required for observation and cleaning immediately before concrete is placed.

6. Where runways are required for moving equipment, support runways directly on the formwork or structural members. Do not allow runways or supports to rest on reinforcing steel.

7. Use smooth forms on formed concrete surfaces required to have smooth form finish or rubbed finish as specified in Section 03350 - Concrete Finishing.

8. Rough forms may be used on formed concrete surfaces indicated to have rough form finish as specified in Section 03350 - Concrete Finishing.

B. Forms for Surfaces Requiring Smooth Form Finish:

1. Drill forms to suit ties used and to prevent leakage of concrete mortar around tie holes. Uniformly space form ties and align in horizontal and vertical rows. Install taper ties, if used, with the large end on the wet face of the wall.

2. Provide sharp, clean corners at intersecting planes, without visible edges or offsets. Back up joints with extra studs or girts to maintain true, square intersections.

3. Form molding shapes, recesses and projections with smooth-finish materials and install in forms with sealed joints to prevent displacement.

4. Form exposed corners of beams and columns to produce square, smooth, solid, unbroken lines.

5. Provide exterior exposed edges with 3/4-inch chamfer or 3/4-inch radius.

6. Arrange facing material in orderly and symmetrical fashion. Keep number of joints to practical minimum. Support facing material adequately to prevent deflection in excess of allowable tolerances.

7. For flush surfaces exposed to view in completed structure, overlap previously- placed hardened concrete with form sheathing by approximately 1 inch. Hold forms against hardened concrete to maintain true surfaces, preventing offsets or loss of mortar.

C. Forms for Surfaces Requiring Rubbed Finish: Provide forms as specified in Paragraph 3.01B, Smooth Form Finish. Use smooth plywood or fiberboard linings or forms, in as large sheets as practicable, and with smooth, even edges and close joints.

D. Edge Forms and Screed Strips for Slabs: Set edge forms or bulkheads and intermediate screed strips for slabs to obtain required elevations and contours in finished slab surface. Provide and secure supports for types of screeds required.

E. Circular Forms: Set forms in one piece for full height of member.

F. Surfaces to Receive Membrane Waterproofing: Coordinate surface finish, anchors, reglets and similar requirements with membrane waterproofing applicator.

G. Fireproofing Steel Member: Construct forms to provide not less than the concrete thickness necessary, measured from face of steel member, to provide the required fire rating. Forms for concealed surfaces may be unlined.

H. Tolerances:

1. Unless noted otherwise on Drawings, construct formwork so concrete surfaces will conform to tolerance limits listed in Tables 03100A and 03100B at end of this Section.

2. Establish sufficient control points and bench marks as references for tolerance checks. Maintain these references in undisturbed condition until final completion and acceptance of the Work.

I. Adjustment of Formwork:

1. Use wedges or jacks to provide positive adjustment of shores and struts. After final inspection and before concrete placement, fasten in position wedges used for final adjustment of forms.

2. Brace forms securely against lateral deflections. Prepare to compensate for settling during concrete placement.

3. For wall openings, construct wood forms that facilitate necessary loosening to counteract swelling of forms.

J. Corrugated Fiberboard Carton Forms:

1. Place on smooth firm bed of suitable material to prevent vertical displacement; set tight to prevent horizontal displacement. Exercise care to avoid buckling of forms. Install in accordance with manufacturer's directions and recommendations.

2. Fit carton forms tightly around piles and piers; completely fill the space between subgrade and concrete placement with carton forms to form a void space.

3. Protect carton forms from moisture and maintain in a dry condition until concrete is placed on them. If they become wet before placement of concrete, allow them to dry and carefully inspect for strength before concrete is placed.

4. Before concrete placement, replace damaged or deteriorated forms which are incapable of supporting concrete dead load plus construction live loads.

3.02 PREPARATION OF FORM SURFACES

A. Clean surfaces of forms and embedded materials before placing concrete. Remove accumulated mortar, grout, rust and other foreign matter.

B. Coat forms for exposed or painted concrete surfaces with form oil or form-release agent before placing reinforcement. Cover form surfaces with coating material in accordance with manufacturer's printed instructions. Do not allow excess coating material to accumulate in forms or to contact hardened concrete against which fresh concrete will be placed. Remove coating material from reinforcement before placing concrete.

C. Forms for unexposed surfaces, other than retained-in-place metal forms, may be wet with water immediately before concrete placement in lieu of coating. When possibility of freezing temperatures exists, however, the use of coating is mandatory.

3.03 REMOVAL OF FORMS

A. Time Limits:

1. When repair of surface defects or finishing is required before concrete is aged, forms on vertical surfaces may be removed as soon as concrete has hardened sufficiently to resist damage from removal operations.

2. Remove top forms on sloping surfaces of concrete as soon as concrete has attained sufficient stiffness to prevent sagging. Loosen wood forms for wall openings as soon as this can be accomplished without damage to concrete. Leave formwork for water-retaining structures in place for at least 2 days. Formwork for non-water-retaining columns, walls, sides of beams and other formwork components not supporting weight of concrete may be removed after 12 hours, provided concrete has hardened sufficiently to resist damage from removal operations, and provided removal of forms will not disturb members supporting weight of concrete.

3. Forms and shoring supporting weight of concrete or construction loads: Leave in place until concrete has reached minimum strength specified for removal of forms and shoring. Do not remove such forms in less than 4 days.

B. Circular Paper or Spiral Tube Forms: Follow manufacturer's directions for form removal. Take necessary precautions to prevent damage to concrete surface. When removal is done before completion of curing time, replace form, tie in place and seal to retard escape of moisture.

C. Removal Strength:

1. Control Tests: Suitable strength-control tests will be required as evidence that concrete has attained specified strength for removal of formwork or shoring supporting weight of concrete in beams, slabs and other structural members. Furnish test cylinders and data to verify strength for early form removal.

a. Field-cured Test Cylinders: When field-cured test cylinders reach specified removal strength, formwork or shoring may be removed from respective concrete placements.

b. Laboratory-cured Test Cylinders: When concrete has been cured as specified for structural concrete for same time period required by laboratory-cured cylinders to reach specified strength, formwork or shoring may be removed from respective concrete placements. Determine length of time that concrete has been cured by totaling the days or fractions of days, not necessarily consecutive, during which air temperature surrounding concrete is above 50 degrees F and concrete has been damp or thoroughly sealed against evaporation and loss of moisture.

2. Compressive Strengths: The minimum concrete compressive strength for removal of formwork supporting weight of concrete is 75 percent of specified minimum 28-day strength for class of concrete involved.

3.04 RESHORING

A. When reshoring is permitted, plan operations in advance and obtain Engineer's approval of such operations. While reshoring is under way, keep live load off new construction. Do not permit concrete in any beam, slab, column or other structural member to be subjected to combined dead and construction loads in excess of loads permitted for developed concrete strength at time of reshoring.

B. Place reshores as soon as practicable after form-stripping operations are complete but in no case later than end of day on which stripping occurs. Tighten reshores to carry required loads without over stressing construction. Leave reshores in place until tests representative of concrete being supported have reached specified strength at time of removal of formwork supporting weight of concrete.

C. Floors supporting shores under newly-placed concrete: Leave original supporting shores in place, or re-shore. Locate reshores directly under shore position above. Extend reshoring over a sufficient number of stories to distribute weight of newly-placed concrete, forms and construction live loads in such manner that design superimposed loads of floors supporting shores are not exceeded.

3.05 FORM REUSE

A. Do not reuse forms that are worn or damaged beyond repair. Thoroughly clean and recoat forms before reuse. For wood and plywood forms to be used for exposed smooth finish, sand or otherwise dress concrete contact surface to original condition or provide form liner facing material. For metal forms, straighten, remove dents and clean to return forms to original condition.

Table 03100A

TOLERANCES FOR FORMED SURFACES
CONCRETE IN BUILDINGS**

VARIATION FROM	VARIATION IN	FOR ANY 10-FOOT LENGTH	FOR ANY 20-FOOT LENGTH OR ANY BAY	MAXIMUM FOR ENTIRE DIMENSION
PLUMB OR SPECIFIED BATTER	LINES AND SURFACES OF COLUMNS, PIERS, WALLS AND ARRISES	1/4"	---	1"
	EXPOSED CORNER COLUMNS, CONTROL JOINT GROOVES, AND OTHER CONSPICUOUS LINES	---	1/4"	1/2"
LEVEL OR SPECIFIED GRADE	SLAB SOFFITS, CEILINGS, BEAM SOFFITS, AND ARRISES (MEASURED BEFORE REMOVAL OF SHORES)	1/4"	3/8"	3/4"
	EXPOSED LINTELS, SILLS, PARAPETS, HORIZONTAL GROOVES AND OTHER CONSPICUOUS LINES	---	1/4"	1/2"
DRAWING DIMENSIONS	POSITION OF LINEAR BUILDING LINES, COLUMNS, WALLS, AND PARTITIONS	---	1/2"	1"
	SIZE AND LOCATION OF SLEEVES, FLOOR OPENINGS AND WALL OPENINGS	---	---	±1/4"
	CROSS SECTION OF COLUMNS, BEAMS, SLABS, AND WALLS	---	---	+1/2", -1/4"
	FOOTINGS* IN PLAN	---	---	+2", -1/2"
	FOOTING MISPLACEMENT OR ECCENTRICITY IN DIRECTION OF ERROR (THE LESSER OF)	---	---	2% OF WIDTH OR 2"
	FOOTING THICKNESS DECREASE	---	---	5%
	FOOTING THICKNESS INCREASE	---	---	NO LIMIT
	STEP RISE IN FLIGHT OF STAIRS	---	---	±1/8"
	STEP TREAD IN FLIGHT OF STAIRS	---	---	±1/4"
	CONSECUTIVE STEP RISE	---	---	±1/16"
	CONSECUTIVE STEP TREAD	---	---	±1/8"

* Footing tolerances apply to concrete dimensions only, not to positioning of vertical reinforcing steel, dowels, or embedded items.
** Includes water and wastewater process structures.

TABLE 03100B

TOLERANCES FOR FORMED SURFACES CONCRETE IN BRIDGES, WHARVES AND MARINE STRUCTURES

VARIATION FROM	VARIATION IN	MAXIMUM
PLUMB OR SPECIFIED BATTER	SURFACES OF COLUMNS, PIERS AND WALLS	1/2" in 10'
LEVEL OR SPECIFIED GRADE	TOP SURFACES OF SLABS	See Section 03345
	TOP SURFACES OF CURBS AND RAILINGS	3/16" in 10'
DRAWING DIMENSIONS	CROSS SECTION OF COLUMNS, CAPS, WALLS, BEAMS AND SIMILAR MEMBERS	+1/2", -1/4"
	THICKNESS OF DECK SLABS	+1/4", - 1/8"
	SIZE AND LOCATION OF SLAB AND WALL OPENINGS	± 1/2"
	FOOTINGS IN PLAN	+2", -1/2"
	FOOTING MISPLACEMENT OR ECCENTRICITY IN DIRECTION OF ERROR (THE LESSER OF)	2% of WIDTH OR 2"
	FOOTING THICKNESS DECREASE	5%
	FOOTING THICKNESS INCREASE	NO LIMIT
	STEP RISE IN FLIGHT OF STAIRS	±1/8"
	STEP TREAD IN FLIGHT OF STAIRS	±1/4"
	CONSECUTIVE STEP RISE	±1/16"
	CONSECUTIVE STEP TREAD	±1/8"

END OF SECTION

Section 03151

JOINTS IN CONCRETE STRUCTURES

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Waterstops and similar joints in concrete structures intended to retain water or withstand hydrostatic pressure.

1.02 UNIT PRICES

A. No separate payment will be made for joints under this Section. Include payment in unit price for structural concrete.

B. Refer to Section 01270 - Measurement and Payment for unit price procedures.

1.03 REFERENCES

A. ASTM A 775 - Standard Specification for Epoxy-Coated Reinforcing Steel Bars.

B. ASTM C 920 - Specification for Elastomeric Joint Sealants.

C. ASTM D 412 - Test Methods for Rubber Properties in Tension.

D. ASTM D 624 - Test Method for Rubber Property - Tear Resistance.

E. ASTM D 638 - Test Method for Tensile Properties of Plastics.

F. ASTM D 746 - Test Method for Brittleness Temperature of Plastics and Elastomers by Impact.

G. ASTM D 747 - Test Method for Apparent Bending Modulus of Plastics by Means of a Cantilever Beam.

H. ASTM D 1056 - Specification for Flexible Cellular Materials - Sponge or Expanded Rubber.

I. ASTM D 1752 - Specification for Preformed Sponge Rubber and Cork Expansion Joint Fillers for Concrete Paving and Structural Construction.

J. ASTM D 2000 - Specification for Rubber Products in Automotive Applications.

K. ASTM D 2240 - Test Method for Rubber Property - Durometer Hardness.

L. ASTM D 2241 - Specification for PVC Tubing.

M. Federal Specification SS-S-210A - Sealing Compound, Preformed Plastic for Expansion Joints and Pipe Joints.

N. Federal Specification TT-S-0227E(3) Sealing Compound, Elastomeric Type, Multi-Component, for Caulking, Sealing, and Glazing Buildings and Other Structures.

O. U.S. Army Corps of Engineers Specification CRD-C 572 PVC Waterstop.

1.04 DEFINITIONS

A. The following definitions refer to concrete joints in water-retaining structures. Unless otherwise indicated, all such joints shall have a waterstop or sealant groove to prevent water penetration at the joint.

B. Construction Joint: The joint or surface between two concrete pours, produced by placing fresh concrete in contact with a hardened concrete surface.

1. A bond breaker may or may not be used, as indicated.

2. Reinforcing steel is continuous through the joint, unless otherwise indicated.

C. Contraction Joint: A joint similar to a construction joint, but intended to accommodate concrete shrinkage and similar movement.

1. A bond breaker is always used.

2. Reinforcing steel is held back 4-1/2 inches from the joint surface, and sleeved dowels are used so pours can move apart, unless otherwise indicated.

D. Expansion Joint: A joint similar to a construction or contraction joint, but intended to accommodate both expansion and contraction.

1. Compressible joint filler is placed against the hardened concrete, to form and separate the second pour so pours can move together or apart.

2. A centerbulb waterstop and joint sealant are used to fill the gap, unless otherwise indicated.

3. Reinforcing steel is held back, and sleeved dowels are used to allow and control movement, unless otherwise indicated.

E. Control Joint: A groove cut or formed in the face of a single pour, producing a weaker plane more likely to crack; used in an attempt to control locations of normal shrinkage cracks.

1. Joint sealant is used to fill the groove.

2. Reinforcing steel is continuous, since the pour is monolithic.

1.05 SUBMITTALS

A. Submit under provisions of Section 01 33 00 - Submittals.

B. Product Data: Information sufficient to indicate compliance with Contract Documents, including manufacturer's descriptive literature and specifications.

C. Shop Drawings: Indicate type, size, and location of each joint in each structure, and installation details.

D. Samples: For extrusions, submit 6-inch lengths. For molded or fabricated items, submit whole items. Submit 6-inch beads for sealants and 6-inch square samples for coatings, on appropriate substrates.

E. Quality Control Submittals: Submit manufacturer's instructions and recommendations for storage, handling and installation including material safety data sheets, and, where specified, test reports certified by an independent testing laboratory or the manufacturer, and manufacturer's certification that products furnished comply with Contract Documents.

1.06 QUALITY ASSURANCE

A. Waterstop Inspection: Notify Resident Project Representative to schedule inspection at least 24 hours prior to work involving waterstop installation or fabrication of waterstop field joints.

B. Defects include but are not limited to the following:

1. Offsets at joints greater at any point than 1/16 inch or 15 percent of material thickness, whichever is less.

2. Exterior cracks at joints due to incomplete bond, which are deeper at any point than 1/16 inch or 15 percent of material thickness, whichever is less.

3. At any point, any combination of offsets or exterior cracks resulting in a net reduction in the cross-sectional area of the waterstop greater than 1/16 inch or 15 percent of material thickness at any point, whichever is less.

4. Misalignment of joint resulting in misalignment of the waterstop in excess of 1/2 inch in 10 feet.

5. Porosity in the welded joint as evidenced by visual inspection.

6. Bubbles or inadequate bond which can be detected with a pen knife. If, while probing the joint with the point of a pen knife, the knife breaks through the outer portion of the weld into a bubble, the joint is defective.

C. Field Joint Samples: Prior to use of the waterstop material in the field, fabricate and submit for review a sample of a fabricated mitered cross and a tee constructed of each size or shape of material to be used. Fabricate samples so material and workmanship represent fittings to be furnished. Field samples of fabricated fittings (crosses, tees, etc.) will be selected at random by the Owner for testing by a laboratory at Owner's expense; they shall have a tensile strength across the joints equal to at least 600 psi when tested in accordance with ASTM D 638. Contractor shall pay cost of failed tests and retesting required by failures.

D. Construction Joint Sealant: Prepare adhesion and cohesion test specimens, as specified, at intervals of 5 working days while sealants are being installed.

E. Sealant material shall show no signs of adhesive or cohesive failure when tested in accordance with the following procedure in laboratory and field tests:

1. Prepare sealant specimen between 2 concrete blocks (1 inch by 2 inches by 3 inches); spacing between the blocks shall be 1 inch. Use coated spacers (2 inches by 1-1/2 inches by 1/2 inch) to ensure sealant cross-sections of 1/2 inch by 2 inches with a width of 1 inch.

2. Cast and cure sealant according to manufacturer's recommendations except that curing period shall be not less than 24 hours.

3. Following curing period, widen the gap between blocks to 1-1/2 inches. Use spacers to maintain this gap for 24 hours prior to inspection for failure.

F. Sealant Installer: A competent waterproofing specialty contractor, approved by sealant manufacturer, having a record of successful performance in similar installations. Before beginning work, sealant manufacturer's representative shall instruct installer's crew in proper method of application.

1.07 WARRANTY

A. Provide a written warranty covering entire sealant installation against faulty and incompatible materials and workmanship, and agreeing to repair or replace defective work at no additional cost to the Owner, for a period of 5 years.

1.08 DELIVERY, STORAGE AND HANDLING

A. Deliver, store and handle materials in accordance with manufacturer's printed instructions.

B. Store waterstops to permit free circulation of air around waterstop material.

PART 2 P R O D U C T S

2.01 EPA POTABLE CLASSIFICATION

A. All joint materials shall be materials that reach acceptability for use in potable water systems no later than 30 days after installation, as classified by the Environmental Protection Agency.

2.02 PVC WATERSTOPS

A. Extrude from virgin polyvinyl chloride elastomer. Use no reclaimed or scrap material. Submit waterstop manufacturer's current test reports and manufacturer's written certification that the material furnished meets or exceeds Corps of Engineers Specification CRD-C572 and other specified requirements.

B. Flat Strip and Center-Bulb Waterstops: As detailed, and as manufactured by: Kirkhill Rubber Co., Brea, California; Water Seals, Inc., Chicago, Illinois; Progress Unlimited, Inc., New York, New York; Greenstreak Plastic Products Co., St. Louis, Missouri; or equal acceptable to the Engineer, provided that at no place shall waterstop thickness be less than 3/8 inch.

C. Multi-Rib Waterstops: As detailed, and as manufactured by Water Seals, Inc., Chicago, Illinois; Progress Unlimited, Inc., New York, New York; Greenstreak Plastic Products Co., St. Louis, Missouri; or equal acceptable to the Engineer. Use prefabricated joint fittings at intersections of ribbed-type waterstops.

D. Other Waterstops: When types of waterstops not listed above are indicated on the Drawings, they are subject to these specifications.

E. Waterstop Properties: When tested in accordance with specified standards, waterstop material shall meet or exceed the following requirements:

Physical Property, Sheet Material	Value	ASTM Standard
Tensile Strength-min (psi):	1750	D638, Type IV
Ultimate Elongation-min (percent):	350	D638, Type IV
Low Temp Brittleness-max (degrees F):	-35	D746
Stiffness in Flexure-min (psi):	400	D747
Accelerated Extraction (CRD-C572) -		
Tensile Strength-min (psi):	1500	D638, Type IV
Ultimate Elongation-min (percent):	300	D638, Type IV
Effect of Alkalies (CRD-C572) -		
Change in Weight (percent):	+0.25/-0.10	------
Change in Durometer, Shore A:	+5	D2240
Finished Waterstop -		
Tensile Strength-min (psi):	1400	D638, Type IV
Ultimate Elongation-min (percent):	280	D638, Type IV

2.03 JOINT SEALANT

A. Material: Polyurethane polymer designed for bonding to concrete which is continuously submerged in water. Use no material with an unsatisfactory history of bond or durability when used in joints of liquid-retaining structures.

B. Sealant Properties at 73 degrees F, 50 percent relative humidity:

1. Work Life: 45 - 180 minutes

2. Time to Reach 20 Shore A Hardness (at 77 degrees F, 200 gr quantity): 24 hours, maximum

3. Ultimate Hardness (ASTM D 2240): 20 - 45 Shore A

4. Tensile Strength (ASTM D 412): 200 psi, minimum

5. Ultimate Elongation (ASTM D 412): 400 percent, minimum

6. Tear Resistance (Die C ASTM D 624): 75 pounds per inch of thickness, minimum

7. Color: Light Gray

C. Polyurethane Sealants for Waterstop Joints in Concrete:

1. Sealant: 2-part polyurethane; when cured, sealant shall meet or exceed ANSI/ASTM C 920 or Federal Specification TT-S-0227 E(3) for 2-part material.

2. Vertical and overhead horizontal joints: Use only "non-sag" compounds meeting ANSI/ASTM C 920, Class 25, Grade NS, or Federal Specification TT-S-0227 E(3), Type II, Class A.

3. Plane horizontal joints: Self-leveling compounds meeting ANSI/ASTM C 920, Class 25, Grade P, or Federal Specification TT-S-0227 E(3), Type I. For joints subject to either pedestrian or vehicular traffic, use a compound providing non-tracking characteristics and having a Shore A hardness range of 35 to 45.

4. Primer: Use only compatible materials manufactured or recommended for the application by the sealant manufacturer, in accordance with the printed instructions and recommendations of the sealant manufacturer.

D. Acceptable Products: Polymeric Systems Inc. "PSI-270"; Pacific Polymers "Elastothane 227R"; Sika Corporation "Sikaflex 2C", or equal acceptable to the Engineer.

E. Sealants for non-waterstop joints: Conform to Section 07921 – Caulking and Sealing.

2.04 MISCELLANEOUS MATERIALS

A. Bearing Pad: ASTM D 2000 neoprene, Grade 2 or 3, Type BC, tensile strength 1450 psi, 60 durometer hardness, unless otherwise indicated.

B. Neoprene Sponge: ASTM D 1056, Type 2C3-E1 closed-cell expanded neoprene.

C. Preformed Joint Filler: ASTM D 1752 Type I non-extruding type; neoprene sponge or polyurethane of firm texture, except as otherwise specified. Bituminous fiber type will not be permitted.

D. Control Joint Former: Continuous plastic insert strips with anchorage ribs located at the bottom and an enlarged upper portion that is readily removable without damage to the concrete, and is sized to form sealant groove. Size to extend to at least 1/4 slab depth.

E. Backing Rod: Extruded closed-cell polyethylene foam rod, compatible with joint sealant materials used, with a tensile strength not less than 40 psi, and compression deflection approximately 25 percent at 8 psi. Size: 1/8-inch larger in diameter than joint width, except use one-inch diameter rod for 3/4-inch wide joints.

F. Bond Breaker: "Super Bond Breaker" manufactured by Burke Company, San Mateo, California; "Select Cure CRB", manufactured by Select Products Co., Upland, California, or equal acceptable to the Engineer. Bond breaker shall contain a fugitive dye so areas of application will be readily distinguishable.

G. Slip Dowels: Smooth epoxy-coated bars conforming to ASTM A 775.

H. PVC Tubing: ASTM D 2241, Schedule SDR 13.5.

2.05 RESILIENT WATERSTOP

A. Resilient waterstop, where called for on the Drawings, shall be either a bentonite or adhesive type material.

B. Bentonite Waterstop:

1. Material: 75 percent bentonite, mixed with butyl rubber-hydrocarbon containing less than 1.0 percent volatile matter, and free of asbestos fibers or asphaltics.

2. Manufacturer's rated temperature ranges: For application, 5 to 125 degrees F; in service, -40 to 212 degrees F.

3. Cross-sectional dimensions, unexpanded waterstop: One inch by 3/4 inch.

4. Provide with adhesive backing capable of producing excellent adhesion to concrete surfaces.

C. Adhesive Waterstop:

1. Adhesive waterstop shall be at least 2 inches in diameter and shall be Synko-Flex preformed plastic adhesive waterstop by Synko-Flex Products, Inc., or equal. The waterstop shall meet or exceed requirements of Federal Specification SS-S-210A.

2. The adhesive waterstop shall be supplied wrapped completely by a two part protective paper.

3. The adhesive waterstop material shall have independent laboratory tests verifying that the material seals joints in concrete against leakage when subjected to a minimum of 30 psi water pressure for at least 72 hours.

4. Primer, to be used on hardened concrete surfaces, shall be provided by the same manufacturer as the waterstop material.

PART 3 E X E C U T I O N

3.01 INSTALLATION

A. Embed waterstops in concrete across joints as shown. Waterstops shall be continuous for the extent of the joint; make splices necessary to provide such continuity in accordance with manufacturer's instructions. Support and protect waterstops during construction operations; repair or replace waterstops damaged during construction.

B. Install waterstops in concrete on one side of joints, leaving other side exposed until the next pour. When a waterstop will remain exposed for 2 days or more, shade and protect the exposed waterstop from direct rays of the sun during the entire exposure and until the exposed portion of the waterstop is embedded in concrete.

3.02 SPLICES IN WATERSTOPS

A. Splice waterstops by heat-sealing adjacent waterstop sections in accordance with the manufacturer's printed instructions.

1. Do not damage material by heat sealing.

2. Splice tensile strength: At least 60 percent of unspliced material tensile strength.

3. Maintain continuity of waterstop ribs and tubular center axis.

B. Butt end-to-end joints of 2 identical waterstop sections may be made in the forms during placement of waterstop material.

C. Prior to placement in formwork, prefabricate all waterstop joints involving more than 2 ends to be joined together, an angle cut, an alignment change, or the joining of 2 dissimilar waterstop sections, allowing not less than 24-inch long strips of waterstop material beyond the joint. Upon inspection and approval by the Resident Project Representative, install prefabricated waterstop joint assemblies in formwork, and butt-weld ends of the 24-inch strips to the straight-run portions of waterstop in the forms.

D. Where a centerbulb waterstop intersects and is joined to a non-centerbulb waterstop, take care to seal the end of the centerbulb, using additional PVC material if needed.

3.03 JOINT CONSTRUCTION

A. Setting Waterstops:

1. Correctly position waterstops during installation. Support and anchor waterstops during progress of the work to ensure proper embedment in concrete. Locate symmetrical halves of waterstops equally between concrete pours at joints, with center axis coincident with joint openings. Thoroughly work concrete in joint vicinity for maximum density and imperviousness.

2. Flat-strip waterstop: Prevent folding over by concrete during placement. Unless otherwise shown, hold waterstops in place with wire ties on 12-inch centers passed through the waterstop edge and tied to reinforcing steel.

a. Horizontal waterstops (with flat face in vertical plane): Hold in place by fastening upper waterstop edge to continuous supports.

b. Horizontal waterstops (with flat face in horizontal plane): Work concrete under waterstops by hand to eliminate air and rock pockets.

3. Place centerbulb waterstops in expansion joints centered on joint filler material.

4. Where a waterstop in a vertical wall joint does not connect with any other waterstop, and is not intended to be connected to a waterstop in a future concrete placement, terminate the waterstop 6 inches below the top of the wall.

B. Joint Location: Unless specifically noted otherwise, provide construction joints at 25-foot maximum spacing for concrete construction. Where joints are shown spaced greater than 40 feet apart, provide additional joints to maintain the 25-foot maximum spacing. Submit joint locations for review by the Engineer.

C. Joint Preparation: Prepare surfaces in accordance with Section 03310 - Structural Concrete. Unless otherwise indicated, bonding is required at horizontal concrete joints in walls. Except on horizontal wall construction joints, wall-to-slab joints, or where otherwise shown or specified, at joints where waterstops are required, coat the joint face of the first pour with bond breaker as specified.

D. Replacement of Defective Field Joints: Replace waterstop field joints showing evidence of misalignment, offset, porosity, cracks, bubbles, inadequate bond or other defects with products and joints complying with Contract Documents.

E. Construction Joint Sealant:

1. In water-bearing floor slabs and elsewhere where indicated, provide construction joints with tapered grooves filled with construction joint sealant. Leave groove- forming material in place until time grooves are cleaned and filled with joint sealant. After removing groove forms, remove laitance and fins and sand-blast the grooves. Allow grooves to dry thoroughly, then blow out, immediately prime surfaces, place bond-breaker tape in bottom of groove and fill with construction joint sealant. Use no sealant without a primer. Completely fill sealant grooves. Thoroughly clean areas designated to receive sealant, as specified for tapered grooves, prior to sealant application.

2. Mix and install primer and sealant in accordance with manufacturer's printed instructions and recommendations. Do not coat sides of sealant groove with bond breaker, curing compound or other substance which would interfere with proper sealant bond. Allow at least 7 days for sealant to achieve final cure before filling structure with water.

3. Thoroughly and uniformly mix 2-part catalyst-cured material.

4. Remove and replace improperly cured sealants after the manufacturer's recommended curing time; thoroughly sandblast the groove to remove all traces of uncured or partially-cured sealant and primer, then re-prime and re-seal with specified sealant.

F. Resilient Waterstop:

1. Install resilient waterstop in accordance with manufacturer's instructions and recommendations except as otherwise indicated and specified.

2. When requested by the Resident Project Representative, provide technical assistance by manufacturer's representative in the field at no additional cost to the Owner.

3. Use resilient waterstop only where complete confinement by concrete is provided; do not use in expansion or contraction joints.

4. Where resilient waterstop is used in combination with PVC waterstop, lap resilient waterstop over PVC waterstop a minimum of 6 inches and place in contact with the PVC waterstop. Where crossing PVC at right angles, melt PVC ribs to form a smooth joining surface.

5. At the free top of walls without connecting slabs, stop the resilient waterstop and grooves (where used) 6 inches from the top in vertical wall joints.

6. Bentonite Waterstop:

   a. Locate bentonite waterstop as near as possible to the center of the joint and extend continuous around the entire joint. Minimum distance from edge of waterstop to face of member: 5 inches.

   b. Where thickness of the concrete member to be placed on the bentonite waterstop is less than 12 inches, place waterstop in grooves at least 3/4 inch deep and 1-1/4 inches wide formed or ground into the concrete. Minimum distance from edge of waterstop placed in groove to face of member: 2.5 inches.

   c. Do not place bentonite waterstop when waterstop material temperature is below 40 degrees F. Waterstop material may be warmed so that it remains above 40 degrees F during placement but means used to warm it shall in no way harm the material or its properties. Do not install waterstop where air temperature falls outside manufacturer's recommended range.

   d. Place bentonite waterstop only on smooth and uniform surfaces; grind concrete smooth if necessary to produce satisfactory substrate, or bond waterstop to irregular surfaces using an epoxy grout which completely fills voids and irregularities beneath the waterstop material. Prior to installation, wire brush the concrete surface to remove laitance and other substances that may interfere with bonding of epoxy.

   e. In addition to the adhesive backing provided with the waterstop, secure bentonite waterstop in place with concrete nails and washers at 12-inch maximum spacing.

7. Adhesive Waterstop:

   a. Thoroughly clean the concrete surface on which the waterstop is to be placed with a wire brush and coat with primer.

   b. If the surface is too rough to allow the waterstop to form a complete contact, grind to form an adequately smooth surface.

   c. Install the waterstop with the top protective paper left in place. Overlap joints between strips a minimum of 1 inch and cover back over with the protective paper.

   d. Do not remove protective paper until just before final formwork completion. Concrete shall be placed immediately. The time that the waterstop material is uncovered prior to concrete placement shall be minimized and shall not exceed 24 hours.

G. Control Joints:

1. Where indicated, form in slabs by sawcutting, preformed plastic inserts or other means acceptable to Engineer. Minimum insert or sawcut: 1/4 slab depth.

2. Perform sawcutting during the curing period as soon as possible after concrete has reached its final set, has attained sufficient strength to support sawcutting operations without damage, and while it remains fully saturated.

3. Leave the removable portion of plastic inserts in place and protect sawcuts against damage and intrusion of foreign material until the end of the curing period and until concrete has dried sufficiently to allow sealant installation.

4. Sealant Installation: Blow foreign material from formed or sawcut space. Insert a foam backer rod to form a sealant depth equal to the width of the space but not less than 3/8 inch. Install sealant as specified elsewhere in the Contract Documents.

END OF SECTION

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Section 03211

REINFORCING STEEL

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Structural concrete reinforcement and grouting of reinforcement dowel bars into hardened concrete.

1.02 UNIT PRICES

A. No separate payment will be made for reinforcing steel or grouting that is part of the Work as bid. Include payment in unit price for structural concrete.

B. Measurement for reinforcing steel installed as extra work is on a per-pound basis.

1.03 REFERENCES

A. ACI 315 - Details and Detailing of Concrete Reinforcement.

B. ACI 318 - Building Code Requirements for Reinforced Concrete.

C. ASTM A 36 - Standard Specification for Structural Steel.

D. ASTM A 82 - Standard Specification for Steel Wire, Plain, for Concrete Reinforcement.

E. ASTM A 185 - Standard Specification for Steel Welded Wire Fabric, Plain, for Concrete Reinforcement.

F. ASTM A 497 - Standard Specification for Steel Welded Wire Fabric, Deformed, for Concrete Reinforcement.

G. ASTM A 615 - Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.

H. ASTM A 675 - Standard Specification for Steel Bars, Carbon, Hot-Wrought, Special Quality, Mechanical Properties.

I. ASTM A 775/A 775M - Standard Specification for Epoxy-Coated Reinforcing Steel Bars.

J. ASTM C 881 - Specification for Epoxy-Resin-Base Bonding Systems for Concrete.

K. AWS D 1.4 - Structural Welding Code - Reinforcing Steel.

L. WRI - Manual of Standard Practice for Welded Wire Fabric.

M. CRSI MSP-1 - Manual of Standard Practice.

1.04 SUBMITTALS

A. Conform to Section 01 33 00 – Submittal Procedures.

B. Shop Drawings:

1. Submit shop drawings detailing reinforcement fabrication, bar placement location, splices, spacing, bar designation, bar type, length, size, bending, number of bars, bar support type and other pertinent information, including dimensions. Provide sufficient detail for placement of reinforcement without use of Contract Drawings. Information shall correspond directly to data listed on bill of materials.

2. Use of reproductions of Contract Drawings by Contractor, Subcontractor, erector, fabricator or material supplier in preparation of shop drawings (or in lieu of preparation of shop drawings) signifies acceptance by that party of information shown thereon as correct, and acceptance of oblig;ation to pay for any job expense, real or implied, arising due to errors that may occur thereon. Remove references to Design Engineer, including seals, when reproductions of Contract Drawings are used as shop drawings.

3. Detail shop drawings in accordance with ACI 315, Figure 6.

4. Submit shop drawings showing location of proposed additional construction joints as required under Section 03151 - Joints in Concrete Structures, and obtain approval of Engineer, prior to submitting reinforcing steel shop drawings.

C. Bill of Materials: Submit with shop drawings.

D. Product Data:

1. Mechanical Bar Splices: Submit manufacturer's technical literature, including specifications and installation instructions.

2. Epoxy grout proposed for anchoring reinforcing dowels to hardened concrete: Submit manufacturer's technical literature including recommended installation procedures.

E. Certificates:

1. Submit steel manufacturer's certificates of mill tests giving properties of steel proposed for use. List manufacturer's test number, heat number, chemical analysis, yield point, tensile strength and percentage of elongation. Identify proposed location of steel in work.

2. Foreign-manufactured reinforcing bars shall be tested for conformance to ASTM requirements by a certified independent testing laboratory located in United States. Certification from any other source is not acceptable. Submit test reports for review. Do not begin fabrication of reinforcement until material has been approved.

1.05 HANDLING AND STORAGE

A. Store steel reinforcement above ground on platforms, skids or other supports. Protect reinforcing from mechanical injury, surface deterioration and formation of excessive, loose or flaky rust caused by exposure to weather. Protect epoxy-coated reinforcing from formation of any amount of rust.

1.06 QUALITY ASSURANCE

A. Notify Resident Project Representative at least 48 hours before concrete placement so that reinforcement may be inspected, and errors corrected, without delaying Work.

PART 2 P R O D U C T S

2.01 MATERIAL

A. Reinforcing Bars: Deformed bars conforming to ASTM A 615, grade as indicated on Drawings, except column spirals and those shown on Drawings to be smooth bars. Where grade is not shown on Drawings, use Grade 60.

B. Smooth Bars: Where indicated on Drawings, use smooth bars conforming to ASTM A 36; ASTM A 615, Grade 60; or ASTM A 675, Grade 70.

C. Column Spirals: Bars conforming to ASTM A 615, Grade 60, or wire conforming to ASTM A 82.

D. Epoxy-Coated Deformed Bars, Column Spirals and Smooth Bars: Conform to ASTM A 775/A 775M.

E. Welded Wire Fabric:

1. Welded Smooth Wire Fabric: Conform to ASTM A 185.

2. Welded Deformed Wire Fabric: Conform to ASTM A 497.

3. Provide wire size, type and spacing as shown. Where type is not shown on Drawings, use welded smooth wire fabric.

4. Furnish welded wire fabric in flat sheets only.

F. Tie Wire: 16-1/2 gage or heavier annealed steel wire. Use plastic-coated tie wire with epoxy-coated reinforcing steel.

G. Bar Supports: Provide chairs, riser bars, ties and other accessories made of plastic or metal, except as otherwise specified. Use bar supports and accessories of sizes required to provide required concrete cover. Where concrete surfaces are exposed to weather, water or wastewater, provide plastic accessories only; do not use galvanized or plastic-tipped metal in such locations. Provide metal bar supports and accessories rated Class 1 or 2 conforming to CRSI MSP-1 Manual of Standard Practice. Use epoxy-coated bar supports with epoxy-coated reinforcing bars.

H. Slabs on Grade: Provide chairs with sheet metal bases or provide precast concrete bar supports 3 inches wide, 6 inches long, and thick enough to allow required cover. Embed tie wires in 3-inch by 6-inch side.

I. Mechanical Bar Splices:

1. Conform to ACI 318; use where indicated on Drawings.

a. Compression splices shall develop ultimate stress of reinforcing bar.

b. Tension splices shall develop 125 percent of minimum yield point stress of reinforcing bar.

2. Regardless of chemical composition of steel, any heat effect shall not adversely affect performance of reinforcing bar.

J. Welded Splices:

1. Provide welded splices where shown and where approved by the Engineer. Welded splices of reinforcing steel shall develop a tensile strength exceeding 125 percent of the yield strength of the reinforcing bars connected.

2. Provide materials for welded splices conforming to AWS D1.4.

K. Epoxy Grout: High-strength rigid epoxy adhesive, conforming to ASTM C 881, Type IV, manufactured for purpose of anchoring dowels into hardened concrete and the moisture condition, application temperature and orientation of the hole to be filled. Unless otherwise shown, depth of embedment shall be as required to develop the full tensile strength (125 percent of yield strength) of dowel, but not less than 12 diameters.

2.02 FABRICATION

A. Bending: Fabricate bars to shapes indicated on Drawings by cold bending. Bends shall conform to minimum bend diameters specified in ACI 318. Do not straighten or rebend bars. Fabricate epoxy-coated reinforcing steel to required shapes in a manner that will not damage epoxy coating. Repair any damaged epoxy coating with patching material conforming to Item 4.4 of ASTM A 775/A 775M.

B. Splices:

1. Locate splices as indicated on Drawings. Do not locate splices at other locations without approval of Engineer. Use minimum number of splices located at points of minimum stress. Stagger splices in adjacent bars.

2. Length of lap splices: As shown on Drawings.

3. Prepare ends of bars at mechanical splices in accordance with splice manufacturer's requirements.

C. Construction Joints: Unless otherwise shown, continue reinforcing through construction joints.

D. Bar Fabrication Tolerances: Conform to tolerances listed in ACI 315, Figures 4 and 5.

E. Standard Hooks: Conform to the requirements of ACI 318.

F. Marking: Clearly mark bars with waterproof tags showing number of bars, size, mark, length and yield strength. Mark steel with same designation as member in which it occurs.

PART 3 EXECUTION

3.01 PREPARATION

A. Clean reinforcement of scale, loose or flaky rust and other foreign material, including oil, mud or coating that will reduce bond to concrete.

3.02 INSTALLATION

A. Placement Tolerances: Place reinforcement within tolerances of Table 03210A at the end of this Section. Bend tie wire away from forms to maintain the specified concrete coverage.

B. Interferences: Maintain 2-inch clearance from embedded items. Where reinforcing interferes with location of other reinforcing steel, conduit or embedded items, bars may be moved within specified tolerances or one bar diameter, whichever is greater. Where greater movement of bars is required to avoid interference, notify Engineer. Do not cut reinforcement to install inserts, conduit, mechanical openings or other items without approval of Engineer.

C. Concrete Cover: Provide clear cover measured from reinforcement to face of concrete as listed in Table 03210B at the end of this Section, unless otherwise indicated on Drawings.

D. Placement in Forms: Use spacers, chairs, wire ties and other accessory items necessary to assemble, space and support reinforcing properly. Provide accessories of sufficient number, size and strength to prevent deflection or displacement of reinforcement due to construction loads or concrete placement. Use appropriate accessories to position and support bolts, anchors and other embedded items. Tie reinforcing bars at each intersection, and to accessories. Blocking reinforcement with concrete or masonry is prohibited.

E. Placement for Concrete on Ground: Support bar and wire reinforcement on chairs with sheet metal bases or precast concrete blocks spaced at approximately 3 feet on centers each way. Use minimum of one support for each 9 square feet. Tie supports to reinforcing bars and wires.

F. Vertical Reinforcement in Columns: Offset vertical bars by at least one bar diameter at splices. Provide accurate templates for column dowels to ensure proper placement.

G. Splices:

1. Do not splice bars, except at locations indicated on Drawings or reviewed shop drawings, without approval of Engineer.

2. Lap Splices: Unless otherwise shown or noted, Class B, conforming to ACI 318-89, Section 12.15.1. Tie securely with wire prior to concrete placement, to prevent displacement of splices during concrete placement.

3. Mechanical Bar Splices: Use only where indicated on Drawings or approved by the Engineer. Install in accordance with manufacturer's instructions.

a. Couplers located at a joint face shall be of a type which can be set either flush or recessed from the face as shown. Seal couplers prior to concrete placement to completely eliminate concrete or cement paste from entering.

b. Couplers intended for future connections: Recess 1/2 inch minimum from concrete surface. After concrete is placed, plug coupler and fill recess with sealant to prevent contact with water or other corrosive materials.

c. Unless noted otherwise, match mechanical coupler spacing and capacity to that shown for the adjacent reinforcing.

H. Construction Joints: Place reinforcing continuous through construction joints, unless noted otherwise.

I. Welded Wire Fabric: Install wire fabric in as long lengths as practicable. Unless otherwise indicated on Drawings, lap adjoining pieces at least 6 inches or one full mesh plus 2 inches, whichever is larger. Lace splices with wire. Do not make end laps midway between supporting beams, or directly over beams of continuous structures. Offset end laps in adjacent widths to prevent continuous laps. Conform to WRI - Manual of Standard Practice for Welded Wire Fabric.

J. Field Bending: Shape reinforcing bent during construction operations to conform to Drawings. Bars shall be cold-bent; do not heat bars. Closely inspect reinforcing for breaks. When reinforcing is damaged, replace, Cadweld, or otherwise repair, as directed by Engineer. Do not bend reinforcement after it is embedded in concrete.

K. Epoxy-coated Reinforcing Steel: Install in accordance with Paragraph 3.02J, Field Bending, and in a manner that will not damage epoxy coating. Repair damaged epoxy coating with patching material as specified in Paragraph 2.02A, Bending.

L. Field Cutting: Cut reinforcing bars by shearing or sawing. Do not cut bars with cutting torch.

M. Welding of reinforcing bars is prohibited, except where shown on Drawings.

3.03 GROUTING OF REINFORCING AND DOWEL BARS

A. Use epoxy grout for anchoring reinforcing and dowel steel to existing concrete in accordance with epoxy manufacturer's instructions. Drill hole not more than 1/4 inch larger than steel bar diameter (including height of deformations for deformed bars) in existing concrete. Just before installation of steel, blow hole clean of all debris using compressed air. Partially fill hole with epoxy, using enough epoxy so when steel bar is inserted, epoxy grout will completely fill hole around bar. Dip end of steel bar in epoxy and twist bar while inserting into partially-filled hole.

Table 03210A
REINFORCEMENT PLACEMENT TOLERANCES

PLACEMENT	TOLERANCE IN INCHES
Clear Distance -	
To formed soffit:	-1/4
To other formed surfaces:	"1/4
Minimum spacing between bars:	-1/4
Clear distance from unformed surface to top reinforcement -	
Members 8 inches deep or less:	"1/4
Members more than 8 inches deep but less than 24 inches deep:	
Members 24 inches deep or greater:	-1/4, +1/2
Uniform spacing of bars (but the required number of bars shall not be reduced):	-1/4, +1
Uniform spacing of stirrups and ties (but the required number of stirrups and ties shall not be reduced):	"2
	"1
Longitudinal locations of bends and ends of reinforcement -	
General:	"2
Discontinuous ends of members:	"1/2
Length of bar laps:	-1-1/2
Embedded length -	
For bar sizes No. 3 through 11:	-1
For bar sizes No. 14 and 18:	-2

Table 03210B
MINIMUM CONCRETE COVER FOR REINFORCEMENT

SURFACE	MINIMUM COVER IN INCHES
Slabs and Joists -	
Top and bottom bars for dry conditions -	
No. 14 and No. 18 bars:	1-1/2
No. 11 bars and smaller:	1
Formed concrete surfaces exposed to earth, water or weather; over, or in contact with, sewage; and for bottoms bearing on work mat, or slabs supporting earth cover -	
No. 5 bars and smaller:	1-1/2
No. 6 through No. 18 bars:	2
Beams and Columns -	
For dry conditions -	
Stirrups, spirals and ties:	1-1/2
Principal reinforcement:	2
Exposed to earth, water, sewage or weather -	
Stirrups and ties:	2
Principal reinforcement:	2-1/2
Walls -	
For dry conditions -	
No. 11 bars and smaller:	1
No. 14 and No. 18 bars:	1-1/2
Formed concrete surfaces exposed to earth, water, sewage or weather, or in contact with ground -	
Circular tanks with ring tension:	2
All others:	2
Footings and Base Slabs -	
At formed surfaces and bottoms bearing on concrete work mat:	
At unformed surfaces and bottoms in contact with earth:	2
Over top of piles:	3
Top of footings -- same as slabs	2

END OF SECTION

Section 03310

STRUCTURAL CONCRETE

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Cast-in-place normal-weight structural concrete and mass concrete.

1.02 UNIT PRICES

A. Measurement for structural concrete is on lump-sum basis for each structure as bid. Payment includes related work performed on these structures in accordance with related sections of these Specifications.

B. Measurement for extra structural concrete is on cubic-yard basis. Payment includes related work performed in accordance with related sections.

1.03 REFERENCES

A. ACI 301 - Specifications for Structural Concrete for Buildings.

B. ACI 304.2R - Placing Concrete by Pumping Methods

C. ACI 305R - Hot Weather Concreting.

D. ACI 306.1 - Standard Specification for Cold Weather Concreting.

E. ACI 309R - Guide for Consolidation of Concrete.

F. ACI 315 – Manual of Standard Practice for Detailing Reinforced Concrete Structures.

G. ACI 318 - Building Code Requirements for Reinforced Concrete.

H. ACI 347 – Recommended Practice for Concrete Formwork.

I. ACI 350R - Environmental Engineering Concrete Structures.

J. ASTM C 31 - Standard Practice for Making and Curing Concrete Test Specimens in the Field.

K. ASTM C 33 - Standard Specification for Concrete Aggregates.

L. ASTM C 39 - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens.

M. ASTM C 42 - Standard Method of Obtaining and Testing Drilled Cores and Sawed Beams of Concrete.

N. ASTM C 88 - Standard Test Method for Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate.

O. ASTM C 94 - Standard Specifications for Ready-Mixed Concrete.

P. ASTM C 127 - Standard Test Method for Specific Gravity and Absorption of Coarse Aggregate.

Q. ASTM C 131 - Standard Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine.

R. ASTM C 136 - Sieve Analyses of Fine and Coarse Aggregates.

S. ASTM C 143 - Standard Test Method for Slump of Hydraulic Cement Concrete.

T. ASTM C 150 - Standard Specification for Portland Cement.

U. ASTM C 157 - Test Method for Length Change of Hardened Hydraulic Cement Mortar and Concrete.

V. ASTM C 172 - Standard Practice for Sampling Freshly Mixed Concrete.

W. ASTM C 173 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method.

X. ASTM C 192 - Method of Making and Curing Concrete Test Specimens in the Laboratory.

Y. ASTM C 231 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.

Z. ASTM C 260 - Standard Specification for Air-Entraining Admixtures for Concrete.

AA. ASTM C 330 - Standard Specification for Lightweight Aggregates for Structural Concrete.

BB. ASTM C 494 - Standard Specification for Chemical Admixtures for Concrete.

CC. ASTM C 535 - Standard Test Method for Resistance to Degradation of Large-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine.

DD. ASTM C 567 - Standard Test Method for Unit Weight of Structural Lightweight Concrete.

EE. ASTM C 1064 - Standard Test Method for Temperature of Freshly Mixed Portland Cement Concrete.

FF. Concrete Plant Manufacturer's Bureau (CPMB), Plant Mixer Manufacturers Division: Concrete Plant Mixer Standards.

GG. National Ready-Mixed Concrete Association (NRMCA): Certification of Ready-Mixed Concrete Production Facilities (checklist with instructions).

HH. John Wiley and Sons, Interscience Publishers Division, "Encyclopedia of Industrial Chemical Analysis," Vol. 15, Page 230 (alkalinity test procedure).

1.04 DEFINITIONS

A. Mass Concrete: Concrete sections 4 feet or more in least dimension.

B. Hot Weather: Any combination of high air temperature, low relative humidity and wind velocity tending to impair quality of fresh or hardened concrete or otherwise resulting in abnormal properties.

C. Cold Weather: Period when, for more than 2 successive days, mean daily temperature is below 40 degrees F.

1.05 SUBMITTALS

A. Conform to Section 01 33 00 - Submittals.

B. Provide copy of current Texas Department of Transportation (TxDOT) Plant Certification.

C. Mill Certificates: Required for bulk cement.

D. Design Mixes:

1. Submit test data on proposed design mixes for each type of concrete in the Work, including each class, and variations in type, source or quantity of material. Include type, brand and amount of cementitious materials; type, brand and amount of each admixture; slump; air content; aggregate sources, gradations, specific gravity and absorption; total water (including moisture in aggregate); water/cement ratio; compressive strength test results for 7 and 28 days; and shrinkage tests for Class C and D concrete at 21 or 28 days of drying.

2. Submit abrasion loss and soundness test results for limestone aggregate.

3. A certified independent testing laboratory shall perform testing of aggregates, including sieve analysis. Tests shall have been performed no earlier than 3 months before Notice to Proceed.

4. Provide standard deviation data for plant producing concrete. Data shall include copies of laboratory test results and standard deviation calculated in accordance with ACI 318, Item 5.3.1. Laboratory tests shall have been performed within past 12 months. When standard deviation data is not available, comply with ACI 318, Table 5.3.2.2.

5. Review and acceptance of mix design does not relieve Contractor of responsibility to provide concrete of quality and strength required by these Specifications.

E. Admixtures: Submit manufacturer's technical information, including following:

1. Air-Entraining Admixture: Give requirements to control air content under all conditions, including temperature variations and presence of other admixtures.

2. Chemical Admixtures: Give requirements for quantities and types to be used under various temperatures and job conditions to produce uniform, workable concrete mix. Submit evidence of compatibility with other admixtures and cementitious materials proposed for use in design mix.

F. High-range Water Reducer (Superplasticizer): When proposed for use, submit manufacturer's technical information and instructions for use of superplasticizer. State whether superplasticizer will be added at ready-mix plant or job site. When superplasticizer will be added at job site, submit proposed plan for measuring and adding superplasticizer to concrete mix at job site, and establish dosing area on site with holding tanks and metering devices. When superplasticizer is to be added at ready-mix plant, submit contingency plans for adding additional superplasticizer at job site when required due to delay in placing concrete. Identify portions of Work on which superplasticizer is proposed for use.

G. Hot and Cold Weather Concreting: Submit, when applicable, proposed plans for hot and cold weather concreting. Review and acceptance of proposed procedure will not relieve Contractor

of responsibility for quality of finished product.

H. Bar Lists and Placement Drawings: Submit detailed information, including the following:

1. Bar Lists: Schedules of reinforcing steel showing bar marking, quantities, size, shape, dimensions, bend pattern, bar support types, sizes, shapes spacing, and sequence. Bar lists shall be submitted with reinforcing bar fabricator's standard bend pattern chart. Bar lists shall be printed on placement drawings.

2. Placement Drawings: Detailed drawings for the reinforcing bars in reinforced concrete shall be submitted for each structure. The drawings shall clearly show the number of bars, bar length, bar position, and bar mark with respect to bar lists. The drawings may also show bar support layouts and placing sequences. Drawings shall be to a field useable scale.

I. Project Record Drawings: Accurately record actual locations of embedded utilities and components that are concealed from view.

1.06 QUALITY ASSURANCE

A. Provide necessary controls during evaluation of materials; mix designs, production and delivery of concrete, placement and compaction to assure that the Work will be accomplished in accordance with Contract Documents. Maintain records of concrete placement. Record dates, locations, quantities, air temperatures, and test samples taken.

B. The concrete mixing plant shall be certified to supply concrete to TxDOT.

C. Code Requirements: Concrete construction for buildings shall conform to ACI 318. Concrete construction for water and wastewater treatment and conveying structures shall conform to ACI 318 with modifications by ACI 350R, Item 2.6. Where this Specification conflicts with ACI 318 or ACI 350R, this Specification governs.

D. Testing and Other Quality Control Services:

1. Concrete testing required in this section, except concrete mix design, limestone aggregate test data, and testing of deficient concrete, will be performed by an independent commercial testing laboratory in accordance with Section 01454 - Testing Laboratory Services.

2. Provide material for and cooperate fully with testing laboratory technician in obtaining samples for required tests.

3. Standard Services: The following testing and quality control services will be provided in accordance with Section 01454, Testing Laboratory Services:

a. Verification that plant equipment and facilities conform to NRMCA "Certification of Ready-Mix Concrete Production Facilities".

b. Testing of proposed materials for compliance with this Specification.

c. Review of proposed mix design submitted by Contractor.

d. Obtaining production samples of materials at plants or stockpiles during work progress and testing for compliance with this Specification.

e. Strength testing of concrete according to following procedures:

(1) Obtaining samples for field test cylinders from every 100 cubic yards and any portion less than 50 cubic yards for each mix design placed each day, according to ASTM C 172, with each sample obtained from a different batch of concrete on a representative, random basis. Selecting test batches by any means other than random numbers chosen before concrete placement begins is not allowed.

(2) Molding four specimens from each sample according to ASTM C 31, and curing under standard moisture and temperature conditions as specified in Sections 7(a) and (b) of ASTM C 31.

(3) Testing two specimens at 7 days and two specimens at 28 days according to ASTM C 39, reporting test results averaging strengths of two specimens. However, when one specimen evidences improper sampling, molding or testing, it will be discarded and remaining cylinder considered test result. When high-early-strength concrete is used, specimens will be tested at 3 and 7 days.

f. Air content: For each strength test, determination of air content of normal weight concrete according to ASTM C 231.

g. Slump: For each strength test, and whenever consistency of concrete appears to vary, conducting slump test in accordance with ASTM C 143.

h. Temperature: For each strength test, checking concrete temperature in accordance with ASTM C 1064.

i. Lightweight concrete: For each strength test, or more frequently when requested by Engineer, determination of air content by ASTM C 567 and unit weight by ASTM C 567.

j. Monitoring of current and forecasted climatic conditions to determine when rate of evaporation, as determined by Figure 2.1.5 of ACI 305R, will produce loss of 0.2 pounds of water, or more, per square foot per hour. Testing lab representative will advise Contractor to use hot weather precautions when such conditions will exist during concrete placement, and note on concrete test reports when Contractor has been advised that hot weather conditions will exist.

k. Class A and D Concrete Shrinkage Tests: Performance of drying shrinkage tests for trial batches as follows:

(1) Preparation and Testing of Specimens: Compression and drying shrinkage test specimens will be taken in each case from the same concrete sample; shrinkage tests will be considered a part of the normal compression tests for the project. 4-inch by 4-inch by 11-inch prisms with an effective gage length of 10 inches, fabricated, cured, dried and measured in accordance with ASTM C 157, modified as follows:

(a) Wet curing: Remove specimens from molds at an age of 23 hours "1 hour after trial batching and immediately immerse in water at 70 degrees F "3 degrees F for at least 30 minutes;

(b) Measure within 30 minutes after first 30 minutes of immersion to determine original length (not to be confused with "base length");

(c) Then submerge in saturated limewater, at 73 degrees F "3 degrees F, for 7 days;

(d) Then measure at age 7 days to establish "base length" for drying shrinkage calculations ("zero" days drying age);

(e) Calculate expansion (base length expressed as a percentage of original length);

(f) Immediately store specimens in a temperature- and humidity-controlled room maintained at 73 degrees F, +3 degrees F and 50 percent +4 percent relative humidity, for the remainder of the test.

(g) Measure to determine shrinkage, expressed as percentage of base length. Compute the drying shrinkage deformation of each specimen as the difference between the base length (at "zero" days drying age) and the length after drying at each test age. Compute the average drying shrinkage deformation of the specimens to the nearest 0.0001 inch at each test age. If the drying shrinkage of any specimen departs from the average of that test age by more than 0.0004 inch, disregard the results obtained from that specimen. Report results of shrinkage tests to the nearest 0.001 percent of shrinkage.

(h) Report shrinkage separately for 7, 14, 21, and 28 days of drying after 7 days of moist curing.

4. Additional Testing and Quality Control Services: The following will be performed by an independent commercial testing laboratory in accordance with Section 01454, Testing Laboratory Services, when requested by the Resident Project Representative.

   a. Checking of batching and mixing operations.

   b. Review of manufacturer's report of each cement shipment and conducting laboratory tests of cement.

   c. Molding and testing reserve 7-day cylinders or field cylinders.

   d. Conducting additional field tests for slump, concrete temperature and ambient temperature.

   e. Alkalinity Tests: For concrete used in sanitary structures, one test for each structure. Perform alkalinity tests on concrete covering reinforcing steel on the inside of the pipe or structure in accordance with "Encyclopedia of Industrial Chemical Analysis," Vol. 15, page 230.

5. Contractor shall provide the following testing and quality control services:

   a. Employ an independent commercial testing laboratory, acceptable to Owner, to prepare and test design mix for each class of concrete for which material source has been changed.

   b. Notify commercial testing laboratory employed by Owner 24 hours prior to placing concrete.

6. Testing of deficient concrete in place:

   a. When averages of three consecutive strength test results fail to equal or exceed specified strength, or when any individual strength test result falls below

specified strength by more than 500 psi, strength of concrete shall be considered potentially deficient and core testing, structural analysis or load testing may be required by Engineer.

b. When concrete in place proves to be deficient, Contractor shall pay costs, including costs due to delays, incurred in providing additional testing and analysis services provided by the Engineer, or the independent commercial testing laboratory selected by the Owner.

c. Replace concrete work judged inadequate by core tests, structural analysis or load tests at no additional cost to the Owner.

d. Core Tests:

(1) Obtain and test cores in accordance with ASTM C 42. Where concrete in structure will be dry under service conditions, air dry cores (temperature 60 to 80 degrees F, relative humidity less than 60 percent) for 7 days before test; test dry. Where concrete in structure will be more than superficially wet under service conditions, test cores after moisture conditioning in accordance with ASTM C 42.

(2) Take at least three representative cores from each member or area of concrete in place that is considered potentially deficient. Location of cores shall be determined by Engineer so as to least impair strength of structure. When, before testing, one or more cores shows evidence of having been damaged during or after removal from structure, replace the damaged cores.

(3) Concrete in area represented by core test will be considered adequate when average strength of cores is equal to at least 85 percent of specified strength, and when no single core is less than 75 percent of specified strength.

(4) Patch core holes in accordance with Section 03350 - Concrete Finishing.

e. Structural Analysis: When core tests are inconclusive or impractical to obtain, Engineer may perform additional structural analysis at Contractor's expense to confirm safety of structure.

f. Load Tests: When core tests and structural analysis do not confirm safety of structure, load tests may be required, and their results evaluated, in accordance with ACI 318.

g. Testing by impact hammer, sonoscope, probe penetration tests (Windsor probe), or other nondestructive device may be permitted by Engineer to determine relative strengths at various locations in structure, to evaluate concrete strength in place, or for selecting areas to be cored. However, such tests, unless properly calibrated and correlated with other test data, shall not be used as basis for acceptance or rejection of structure's safety.

1.07 STORAGE AND HANDLING OF MATERIALS

A. Cement: Store cement in weather tight buildings, bins or silos to provide protection from dampness and contamination and to minimize warehouse set. When there is any doubt as to

expansive potential of shrinkage-compensating cements because of method or length of storage and exposure, laboratory test cement before use.

B. Aggregate: Arrange and use aggregate stockpiles to avoid excessive segregation or contamination with other materials or with other sizes of like aggregates. Build stockpiles in successive horizontal layers not exceeding 3 feet in thickness. Complete each layer before next is started.

C. Fine Aggregate: Before using, allow fine aggregate to drain until uniform moisture content is reached.

D. Admixtures: Store admixtures to avoid contamination, evaporation or damage. For those used in form of suspensions or non-stable solutions, provide suitable agitating equipment to assure uniform distribution of ingredients. Protect liquid admixtures from freezing and other temperature changes that would adversely affect their characteristics.

E. Lightweight Aggregates: Uniformly pre-dampen lightweight aggregates as necessary to prevent excessive variations in moisture content. Allow pre-dampened aggregates to remain in stockpiles, under continuous fog spray, for minimum of 24 hours before use. Provide adequate drainage in stockpile areas to eliminate excess water and accumulation of contaminated fines.

PART 2 P R O D U C T S

2.01 MATERIALS

A. Cement:

1. Use same brand of cement used in concrete mix design. Use only one brand of each type in each structure, unless otherwise indicated on Drawings.

2. Portland Cement: ASTM C 150, Type I or Type II, gray in color. Use Type III only when specifically authorized by Engineer in writing. Use Type II, including the requirements of Table 2, in construction of liquid-containing structures and cooling towers, unless shown otherwise on Drawings.

B. Admixtures: The use of chemical admixtures is not an acceptable substitute for proper mix proportioning, mix material quality control, or handling of wet concrete. If, based on site-specific project conditions, the Contractor deems that there is no practical alternative to meet the required quality constraints of this Section, he may request permission to use admixtures. Requests shall be made in writing and submitted to the Engineer for approval. Requests shall contain sufficient information to determine whether or not a change in the mix design is warranted. Submission of a request is not an approval. Each proposed addition of chemical admixture(s) must be approved by the Engineer prior to use. Proposed admixtures must be within the following constraints:

1. Do not use calcium chloride, thiocyanate or admixtures containing more than 0.05 percent chloride ions.

2. Air-Entraining Admixtures: ASTM C 260, compatible with other admixtures used.

3. Chemical Admixtures: Polymer type, non-staining, chloride-free admixtures conforming to ASTM C 494, Type A, C, D or E.

4. High-Range Water Reducer (Superplasticizer): ASTM C 494, Type F or G, compatible with and by the same manufacturer as other admixtures.

C. Mixing Water: Use clean, potable water, free from harmful amounts of oils, acids, alkalis or other deleterious substances, meeting requirements of ASTM C 94.

D. Aggregates: Use coarse aggregate from only one source, and fine aggregate from only one source, for exposed concrete in any single structure.

1. Coarse Aggregate: Gravel, crushed gravel or crushed limestone conforming to ASTM C 33.

2. Fine Aggregate: Natural sand complying with ASTM C 33.

3. Limestone aggregate shall conform to ASTM C 33 and the following additional requirements: Clean, hard, strong and durable particles free of chemicals and coatings of silt, clay, or other fine materials that may affect hydration and bond of cement paste. Select crushed limestone: High-calcium limestone (minimum 95 percent $CaCO_3$ and maximum 3.5 percent $MgCO_3$) with maximum Los Angeles Abrasion loss of 38 percent, when tested in accordance with ASTM C 131 or ASTM C 535. Test aggregate for soundness in accordance with ASTM C 88; maximum loss shall not exceed 18 percent after 5 cycles of magnesium sulfate test.

4. Maximum size of coarse aggregate:

a. Normal weight concrete, except as noted below: 1-1/2 inches.

b. Formed members 6 inches or less in least dimension: 1/5 least dimension.

c. Slabs: 1/3 depth of slab.

d. Drilled shafts: 1/3 clearance between reinforcing steel, but not greater than 3/4 inch.

e. Concrete fill, seal slabs and bonded concrete topping in clarifiers: 3/8 inch.

5. Coarse aggregate for lightweight concrete: ASTM C 330. Grading limits: 3/4 inch to No. 4.

6. Abrasive Aggregate: Conform to requirements of Section 03350 - Concrete Finishing.

E. Calcium Chloride: Not permitted.

F. Evaporation Retardant: Masterbuilders "Confilm", Euclid "Eucobar", or equal.

G. Miscellaneous Materials:

1. Bonding Agent: Two-component modified epoxy resin.

2. Vapor barrier: 6 mil clear polyethylene film of type recommended for below-grade application.

3. Non-shrink grout: premixed compound consisting of non-metallic aggregate, cement and water-reducing and plasticizing agents; capable of developing minimum compressive strength of 2,400 psi in 48 hours and 7,000 psi in 28 days.

2.02 CONCRETE MIX

A. Objective: Select proportions of ingredients to produce concrete having proper placeability, durability, strength, appearance, and other specified properties.

B. Mix Design: Employ and pay an independent commercial testing laboratory, acceptable to Owner, to prepare and test mix designs for each type of concrete specified. Proportion mix design ingredients by weight. Submit mix designs and test results for approval.

1. During the trial batches, aggregate proportions may be adjusted by the testing laboratory using two coarse aggregate size ranges to obtain the required properties. If one size range produces an acceptable mix, a second size range need not be used. Such adjustments shall be considered refinements to the mix design and shall not be the basis for extra compensation to the Contractor. Concrete shall conform to the requirements of this Section, whether the aggregate proportions are from the Contractor's preliminary mix design, or whether the proportions have been adjusted during the trial batch process. Prepare trial batches using the aggregates, cement and admixtures proposed for the project. Make trial batches large enough to obtain 3 drying shrinkage test specimens and 6 compression test specimens from each batch. Shrinkage testing is required only for Class A and D concrete.

2. Determine compressive strength by testing 6-inch diameter by 12-inch high cylinders, made, cured and tested in accordance with ASTM C 192 and ASTM C 39. Test 3 compression test cylinders at 7 days and 3 at 28 days. Average compressive strength for the 3 cylinders tested at 28 days for any given trial batch shall be not less than 125 percent of the specified compressive strength.

3. Perform sieve analysis of the combined aggregate for each trial batch according to of ASTM C 136. Report percentage passing each sieve.

4. In mix designs for Class A and D concrete, fine aggregate shall not exceed 41 percent of total aggregate by weight.

C. Shrinkage Limitations, Class A and D Concrete

1. Maximum concrete shrinkage for specimens cast in the laboratory from the trial batch: 0.036 percent as measured at 21-day drying age, or 0.042 percent at 28-day drying age. Use for construction only mix designs that meet trial batch shrinkage requirements. Shrinkage limitations apply only to Class A and D concrete.

2. Maximum concrete shrinkage for specimens cast in the field shall not exceed the trial batch maximum shrinkage requirement by more than 25 percent.

3. If the required shrinkage limitation is not met during construction, take any or all of the following actions, at no additional cost to the Owner, for securing the specified shrinkage requirements: Changing the source or aggregates, cement or admixtures; reducing water content; washing of aggregate to reduce fines; increasing the number of construction joints; modifying the curing requirements; or other actions designed to minimize shrinkage or its effects.

D. Selecting Ingredient Proportions for Concrete:

1. Proportion concrete mix according to ACI 301, Chapter 3.

2. Establish concrete mix design by laboratory trial batches prepared by independent testing laboratory, or on basis of previous field experience in accordance with provisions of ACI 318, Item 5.3; however, minimum cement content for each class of concrete shall not be less than specified.

3. Concrete mix design data submitted for review shall have average 28-day compressive strength calculated in accordance with ACI 318, Item 5.3.2.1. When data is not available to determine standard deviation in accordance with ACI 318, Item 5.3.1, average 28-day strength of mix design shall conform to ACI 318, Table 5.3.2.2.

E. Water-Cement Ratios:

1. Maximum allowable water-cement ratios shall be as follows:

a. Concrete for liquid-containing structures: 0.45.

b. Concrete subjected to brackish water, salt spray or deicers: 0.40.

c. All other concrete: 0.55.

2. Superplasticizer may be added to maintain specified maximum water-cement ratios. Include free water in aggregate in water-cement ratio computations.

F. Adjustment of Mix Proportions: After sufficient data becomes available during construction, mix may be adjusted upon approval of Engineer, in accordance with ACI 318, Item 5.5; however, minimum cement content for each class of concrete shall not be less than specified.

G. Entrained Air: Air-entrain all concrete except drilled shafts. Total air content in accordance with ASTM C 173: 4 to 6 percent.

H. Consistency, Workability, and Slump:

1. The quantity of water in a batch of concrete shall be just sufficient, with a normal mixing period, to produce concrete which can be worked properly into place without segregation, and which can be compacted by vibratory methods as specified, to give the desired strength, density, impermeability and smoothness of surface. Change the quantity of water as necessary, with variations in the nature or moisture content of the aggregates, to maintain uniform production of a desired consistency. Determine the consistency of the concrete in successive batches by slump tests in accordance with ASTM C 143. Slumps shall be as follows:

Concrete Type	Minimum Slump	Maximum Slump
Portland Cement Concrete:	2"	4"
Concrete to be dosed with superplasticizer:	1"	3"
Normal Weight Concrete after dosing with superplasticizer:	4"	9"
Lightweight Concrete after dosing with superplasticizer:	4"	7"
Drilled Shaft Concrete:	4"*	8"

* Minimum slump where drilled shafts are cast in temporary casings: 5 inches.

2. Specified slump shall apply at time when concrete is discharged at job site. Perform slump tests to monitor uniformity and consistency of concrete delivered to job site;

however, do not use as basis for mix design. Do not exceed water-cement ratios specified.

I. Admixtures: Proportion admixtures according to manufacturer's recommendations. Use of accelerator is permitted when air temperature is less than 40 degrees F. Use of retarder is permitted when temperature of placed concrete exceeds 65 degrees F.

J. High-Range Water Reducers (Superplasticizers): When approved by the Engineer, use superplasticizer to improve workability of concrete or delay hydration of cement, in accordance with requirements and recommendations of product manufacturer and approved submittals. Superplasticizers will not be added at the ready-mix plant. When superplasticizer is added, it will be done in accordance with the plan approved by the Engineer for measuring and adding the superplasticizer to the concrete mix at the job site.

K. Concrete Classification and Strength:

1. Strength: Conform to values for class of concrete indicated on Drawings for each portion of Work. Requirements are based on 28-day compressive strength. If high early-strength concrete is allowed, requirements are based on 7-day compressive strength.

2. Classification:

Class (Normal-weight)	Minimum 28-Day Compressive Strength (psi)	Minimum Cement Content Pounds per Cubic Yard
Concrete for Structures Containing Water or Wastewater		
A	4000	564 (6 Sacks)
B	1500	329 (3-1/2 Sacks)
C	3000	470 (5 Sacks)
D	5000	658 (7 Sacks)
H	3000	611 (6-1/2 Sacks)

Class (Normal-weight)	Minimum 28-Day Compressive Strength (psi)	Minimum Cement Content Pounds per Cubic Yard
Concrete for Buildings, Slabs on Grade and Miscellaneous Structures		
AB	4000	Not Applicable
BB	1500	Not Applicable
CB	3000	Not Applicable
DB	5000	Not Applicable

Class (Light-weight)	Minimum 28-Day Compressive Strength (psi)	Minimum Cement Content Pounds per Cubic Yard
E	3000	Not Applicable
F	4000	Not Applicable
G	5000	Not Applicable

3. Maximum size aggregate for Class H concrete: 3/8 inch. Maximum size aggregate for all other normal-weight concrete: 1-1/2 inches, except as specified in Paragraph 2.01D.4.

4. When required strength is not obtained with minimum cement content as specified, add cement, lower water-cement ratio or provide other aggregates as necessary.

5. In addition to conforming to specified strength, lightweight concrete must be within specified unit weight limits. Maximum air-dry unit weight is 118 pounds per cubic foot; minimum is 110 pounds per cubic foot unless shown otherwise on Drawings. Determine air-dry unit weight in accordance with ASTM C 567. Correlate air-dry unit weight with fresh unit weight of the same concrete as a basis for acceptance during construction.

L. Use of Classes of Concrete:

1. Use classes of concrete as indicated on the Drawings and in other specifications.

2. Liquid-containing structures: If not otherwise indicated, use the following classes for structures containing water or wastewater and for utility applications in the locations described:

a. Class A: All reinforced concrete and where not otherwise defined.

b. Class B: Unreinforced concrete used for plugging pipes, seal slabs, thrust blocks and trench dams, unless indicated otherwise.

c. Class H: Fill and topping. Where concrete fill thickness exceeds 3 inches in the majority of a placement and is not less than 1.5 inches thick, Class A concrete may be used.

3. All other structures: If not otherwise indicated, use the following classes in the locations described:

a. Class AB: All reinforced concrete and where not otherwise defined.

b. Class CB: Duct banks; see Section 16402 - Underground Duct Banks for additional requirements.

c. Class BB: Unreinforced concrete fill under structures.

2.03 MIXING NORMAL WEIGHT CONCRETE

A. Conform to ACI 301, Chapter 7.

B. Ready-Mixed Concrete:

1. Measure, batch, mix and transport ready-mixed concrete according to ASTM C 94. Plant equipment and facilities shall conform to NRMCA "Certification of Ready Mixed Concrete Production Facilities".

2. Provide batch tickets with information specified in ASTM C 94. Deliver batch ticket with concrete and give to Resident Project Representative.

C. Batch Mixing at Site:

1. Mix concrete in batch mixer conforming to requirements of CPMB "Concrete Plant Mixer Standards". Use mixer equipped with suitable charging hopper, water storage tank and water measuring device. Batch mixer shall be capable of mixing aggregates, cement

and water into uniform mass within specified mixing time, and of discharging mix without segregation. Operate mixer according to rated capacity and recommended revolutions per minute printed on manufacturer's rating plate.

2. Charge batch into mixer so some water will enter before cement and aggregates. Keep water running until one-fourth of specified mixing time has elapsed. Provide controls to prevent discharging until required mixing time has elapsed. When concrete of normal weight is specified, provide controls to prevent addition of water during mixing. Discharge entire batch before mixer is recharged.

3. Mix each batch of 2 cubic yards or less for not less than 1 minute and 30 seconds. Increase minimum mixing time 15 seconds for each additional cubic yard or fraction of cubic yard.

4. Keep mixer clean. Replace pick-up and throw-over blades in drum when they have lost 10 percent of original depth.

D. Admixtures:

1. Charge air-entraining and chemical admixtures into mixer as solution using automatic dispenser or similar metering device. Measure admixture to accuracy within + 3 percent. Do not use admixtures in powdered form.

2. Two or more admixtures may be used in same concrete, provided that admixtures in combination retain full efficiency and have no deleterious effect on concrete or on properties of each other. Inject admixtures separately during batching sequence.

3. Add retarding admixtures as soon as practicable after addition of cement.

E. Temperature Control:

1. When ambient temperature falls below 40 degrees F, keep as-mixed temperature above 55 degrees F to maintain concrete above minimum placing temperature.

2. When water or aggregate has been heated, combine water with aggregate in mixer before cement is added. Do not add cement to mixtures of water and aggregate when temperature of mixture is greater than 100 degrees F.

3. In hot weather, maintain temperature of concrete below maximum placing temperature. When necessary, temperature may be lowered by cooling ingredients, cooling mixer drum by fog spray, using chilled water or well-crushed ice in whole or part for added water, or arranging delivery sequence so that time of transport and placement does not generate unacceptable temperatures.

4. Submit hot weather and cold weather concreting plans for approval.

2.04 MIXING LIGHTWEIGHT CONCRETE

A. Determining Absorption of Aggregates: Mixing procedures vary according to total absorption by weight of lightweight aggregates. Determine total absorption by weight before pre-damping in accordance with ASTM C 127.

B. Ten Percent or Less Absorption: Follow same requirements as for mixing normal-weight concrete when preparing concrete made with low-absorptive lightweight aggregates having 10 percent or less total absorption by weight. To be low-absorptive, aggregates must absorb less than 2 percent additional water in first hour after mixing.

C. More Than 10 Percent Absorption: Batch and mix concrete made with lightweight aggregates having more than 10 percent total absorption by weight, as follows:

1. Place approximately 80 percent of mixing water in mixer.

2. If aggregates are pre-dampened, add air-entraining admixture and all aggregates. Mix for minimum of 30 seconds, or 5 to 10 revolutions of truck mixer.

3. When aggregates have not been pre-dampened, mix aggregates and water for minimum of 1 minute and 30 seconds, or 15 to 30 revolutions of truck mixer. Then add air-entraining admixture and mix for additional 30 seconds.

4. Then, in the following sequence, add specified or permitted admixtures (other than air-entraining agent), all cement, and mixing water previously withheld.

5. Complete mixing using procedures for normal-weight concrete.

2.05 MASS CONCRETE

A. Do not use high early-strength cement (Type III) or accelerating admixtures.

B. Use high-range water-reducing admixture (superplasticizer) to minimize water content and cement content.

C. Specified water-reducing retarding admixture may be required to prevent cold joints when placing large quantities of concrete, to permit re-vibration of concrete, to offset effects of high temperature in concrete or weather, and to reduce maximum temperature or rapid temperature rise.

2.06 EQUIPMENT

A. Select equipment of size and design to ensure continuous flow of concrete at delivery end. Conform to following equipment and operations requirements.

B. Truck mixers, agitators and manner of operation: Conform to ASTM C 94. Use of non-agitating equipment for transporting concrete is not permitted.

C. Belt conveyors: Configure horizontally, or at a slope causing no segregation or loss. Use approved arrangement at discharge end to prevent separation. Discharge long runs without separation into hopper.

D. Chutes: Metal or metal-lined (other than aluminum). Arrange for vertical-to-horizontal slopes not more than 1 to 2, nor less than 1 to 3. Chutes longer than 20 feet or not meeting slope requirements may be used if concrete is discharged into hopper before distribution.

E. Do not use aluminum or aluminum-alloy pipe or chutes for conveying concrete.

PART 3 E X E C U T I O N

3.01 SPECIAL CONSIDERATIONS

A. Concreting Under Water: Not permitted except where shown otherwise on Drawings or approved by Engineer. When shown or permitted, deposit concrete under water by methods acceptable to the Engineer so fresh concrete enters mass of previously placed concrete from within, causing water to be displaced with minimum disturbance at surface of concrete.

B. Protection from Adverse Weather: Unless adequate protection is provided or Engineer's approval is obtained, do not place concrete during rain, sleet, snow or freezing weather. Do not permit rainwater to increase mixing water or to damage surface finish. If rainfall occurs after placing operations begin, provide adequate covering to protect Work.

3.02 PREPARATION OF SURFACES FOR CONCRETING

A. Earth Surfaces:

1. Under interior slabs on grade, install vapor barrier. Lap joints at least 6 inches and seal watertight with tape, or sealant applied between overlapping edges and ends. repair vapor barrier damaged during placement of reinforcing and inserts with vapor barrier material; lap over damaged areas at least 6 inches and seal watertight.

2. Other Earth Surfaces: Thoroughly wet by sprinkling prior to placing concrete, and keep moist by frequent sprinkling up to time of placing concrete thereon. Remove standing water. Surfaces shall be free from standing water, mud and debris at the time of placing concrete.

B. Construction Joints:

1. Definition: Concrete surfaces upon or against which concrete is to be placed, where the placement of the concrete has been interrupted so that, in the judgement of the Engineer, new concrete cannot be incorporated integrally with that previously placed.

2. Interruptions: When placing of concrete is to be interrupted long enough for the concrete to take a set, use forms or other means to shape the working face to secure proper union with subsequent work. Make construction joints only where acceptable to the Engineer.

3. Preparation: Give horizontal joint surfaces a compacted, roughened surface for good bond. Except where the Drawings call for joint surfaces to be coated, clean joint surfaces of laitance, loose or defective concrete and foreign material by hydroblasting or sandblasting (exposing aggregate), roughen surface to expose aggregate to a depth of at least 1/4 inch and wash thoroughly. Remove standing water from the construction joint surface before new concrete is placed.

4. After surfaces have been prepared cover approximately horizontal construction joints with a 3-inch lift of a grout mix consisting of Class A concrete batched without coarse aggregate; place and spread grout uniformly. Place wall concrete on the grout mix immediately thereafter.

C. Set and secure reinforcement, anchor bolts, sleeves, inserts and similar embedded items in the forms where indicated on Contract Drawings, shop drawings and as otherwise required. Obtain Engineer's acceptance before concrete is placed. Accuracy of placement is the sole responsibility of the Contractor.

D. Place no concrete until at least 4 hours after formwork, inserts, embedded items, reinforcement and surface preparation have been completed and accepted by the Resident Project Representative. Clean surfaces of forms and embedded items that have become encrusted with grout or previously-placed concrete before placing adjacent concrete.

E. Casting New Concrete Against Old: Where concrete is to be cast against old concrete (any concrete which is greater than 60 days of age), thoroughly clean and roughen the surface of the old concrete by hydro-blasting or sandblasting (exposing aggregate). Coat joint surface with epoxy bonding agent following manufacturer's written instructions, unless indicated otherwise. Unless noted otherwise, this provision does not apply to vertical wall joints where waterstop is installed.

F. Protection from Water: Place no concrete in any structure until water entering the space to be filled with concrete has been properly cut off or diverted and carried out of the forms, clear of the work. Deposit no concrete underwater. Do not allow still water to rise on any concrete until concrete has attained its initial set. Do not allow water to flow over the surface of any concrete in a manner and at a velocity that will damage the surface finish of the concrete. Pumping, dewatering and other necessary operations for removing ground water, if required, are subject to Resident Project Representative review.

G. Corrosion Protection: Position and support pipe, conduit, dowels and other ferrous items to be embedded in concrete construction prior to placement of concrete so there is at least a 2 inch clearance between them and any part of the concrete reinforcement. Do not secure such items in position by wiring or welding them to the reinforcement.

H. Where practicable, provide for openings for pipes, inserts for pipe hangers and brackets, and setting of anchors during placing of concrete.

I. Accurately set anchor bolts and maintain in position with templates while they are being embedded in concrete.

J. Cleaning: Immediately before concrete is placed, thoroughly clean dirt, grease, grout, mortar, loose scale, rust and other foreign substances from surfaces of metalwork to be in contact with concrete.

3.03 HANDLING, TRANSPORTING AND PLACING CONCRETE

A. Conform to applicable requirements of Chapter 8 of ACI 301 and this Section. Use no aluminum materials in conveying concrete.

B. Rejected Work: Remove concrete found to be defective or non-conforming in materials or workmanship. Replace rejected concrete with concrete meeting requirements of Contract Documents, at no additional cost to the Owner.

C. Unauthorized Placement: Place no concrete except in the presence of the Resident Project Representative. Notify the Resident Project Representative in writing at least 24 hours before placement of concrete.

D. Placement in Wall Forms:

1. Do not drop concrete through reinforcing steel.

2. Do not place concrete in any form so as to leave an accumulation of mortar on form surfaces above the concrete.

3. Pump concrete or use hoppers and, if necessary, vertical ducts of canvas, rubber or metal (other than aluminum) for placing concrete in forms so it reaches the place of final deposit without separation. Free fall of concrete shall not exceed 4 feet below the ends of pump hoses, ducts, chutes or buggies. Uniformly distribute concrete during depositing.

4. Do not displace concrete in forms more than 6 feet in horizontal direction from place where it was originally deposited.

5. Deposit in uniform horizontal layers not deeper than 2 feet; take care to avoid inclined layers or inclined construction joints except where required for sloping members.

6. Place each layer while the previous layer is still soft. Rate of placement shall not exceed 5 feet of vertical rise per hour.

7. Provide sufficient illumination in form interior so concrete at places of deposit is visible from the deck or runway.

E. Conveyors and Chutes: Design and arrange ends of chutes, hopper gates and other points of concrete discharge in the conveying, hoisting and placing system so concrete passing from them will not fall separated into whatever receptacle immediately receives it. Conveyors, if used, shall be of a type acceptable to the Resident Project Representative. Do not use chutes longer than 50 feet. Slope chutes so concrete of specified consistency will readily flow. If a conveyor is used, it shall be wiped clean by a device operated in such a manner that none of the mortar adhering to the belt will be wasted. All conveyors and chutes shall be covered.

F. Placement of Slabs: In hot or windy weather, conducive to plastic shrinkage cracks, apply evaporation retardant to slab after screeding in accordance with manufacturer's instructions and recommendations. Do not use evaporation retardant to increase water content of the surface cement paste. Place concrete for sloping slabs uniformly from the bottom of the slab to the top, for the full width of the placement. As work progresses, vibrate and carefully work concrete around slab reinforcement. Screed the slab surface in an up-slope direction.

G. Concrete Temperature: When placed, not more than 90 degrees F nor less than 55 degrees F for sections less than 12 inches thick, nor less than 50 degrees for all other sections. Do not heat concrete ingredients to a temperature higher than that necessary to keep the temperature of the mixed concrete, as placed, from falling below the specified minimum temperature. When concrete temperature is 85 degrees F or above, do not exceed 60 minutes between introduction of cement to the aggregates and discharge. When the weather is such that the concrete temperature would exceed 90 degrees F, employ effective means, such as pre-cooling of aggregates and mixing water, using ice or placing at night, as necessary to maintain concrete temperature, as placed, below 90 degrees F.

H. Cold Weather Placement: Conform to ACI 306.1 - Standard Specification for Cold Weather Concreting, and the following.

1. Remove snow, ice and frost from surfaces, including reinforcement, against which concrete is to be placed. Before beginning concrete placement, thaw the subgrade to a minimum depth of 6 inches. Warm reinforcement and embedded items to above 32 degrees F prior to concrete placement.

2. Maintain concrete temperature above 50 degrees F for at least 3 days after placement.

3.04 PUMPING OF CONCRETE

A. If pumped concrete does not produce satisfactory results, in the judgement of the Resident Project Representative, discontinue pumping operations and proceed with the placing of concrete using conventional methods.

B. Pumping Equipment: Use a 2-cylinder pump designed to operate with only one cylinder if one is not functioning, or have a standby pump on site during pumping.

C. The minimum hose (conduit) diameter: Comply with ACI 304.2R.

D. Replace pumping equipment and hoses (conduits) that do not function properly.

E. Do not use aluminum conduits for conveying concrete.

F. Field Control: Take samples for slump, air content and test cylinders at the placement (discharge) end of the line.

3.05 CONCRETE PLACEMENT SEQUENCE

A. Place concrete in a sequence acceptable to the Engineer. To minimize effects of shrinkage, place concrete in units bounded by construction joints shown. Place alternate units so each unit placed has cured at least 7 days for hydraulic structures, or 3 days for other structures, before contiguous unit or units are placed, except do not place corner sections of vertical walls until the 2 adjacent wall panels have cured at least 14 days for hydraulic structures and 7 days for other structures.

B. Level the concrete surface whenever a run of concrete is stopped. To ensure straight and level joints on the exposed surface of walls, tack a wood strip at least 3/4-inch thick to the forms on these surfaces. Carry concrete about 1/2 inch above the underside of the strip. About one hour after concrete is placed, remove the strip, level irregularities in the edge formed by the strip with a trowel and remove laitance.

3.06 TAMPING AND VIBRATING

A. Thoroughly settle and compact concrete throughout the entire depth of the layer being consolidated, into a dense, homogeneous mass; fill corners and angles, thoroughly embed reinforcement, eliminate rock pockets and bring only a slight excess of water to the exposed surface of concrete during placement. Use ACI 309R Group 3 immersion-type high-speed power vibrators (8,000 to 12,000 rpm) in sufficient number and with sufficient (at least one) standby units. Use Group 2 vibrators only when accepted by the Resident Project Representative for specific locations.

B. Use care in placing concrete around waterstops. Carefully work concrete by rodding and vibrating to make sure air and rock pockets have been eliminated. Where flat-strip type waterstops are placed horizontally, work concrete under waterstops by hand, making sure air and rock pockets have been eliminated. Give concrete surrounding the waterstops additional vibration beyond that used for adjacent concrete placement to assure complete embedment of waterstops in concrete.

C. Concrete in Walls: Internally vibrate, ram, stir, or work with suitable appliances, tamping bars, shovels or forked tools until concrete completely fills forms or excavations and closes snugly against all surfaces. Do not place subsequent layers of concrete until previously placed layers have been so worked. Provide vibrators in sufficient numbers, with standby units as required, to accomplish the results specified within 15 minutes after concrete of specified consistency is placed in the forms. Keep vibrating heads from contact with form surfaces. Take care not to vibrate concrete excessively or to work it in any manner that causes segregation of its constituents.

3.07 PLACING MASS CONCRETE

A. Observe the following additional restrictions when placing mass concrete.

1. Use specified superplasticizer.

2. Maximum temperature of concrete when deposited: 70 degrees F.

3. Place in lifts approximately 18 inches thick. Extend vibrator heads into previously-placed layer.

3.08 REPAIRING SURFACE DEFECTS AND FINISHING

A. Conform to Section 03350 - Concrete Finishing.

3.09 REPAIRING CRACKS

A. Conform to Section 03932 – Concrete Crack Repair by Injection.

3.10 CURING

A. Conform to Section 03390 - Concrete Curing.

3.11 PROTECTION

A. Protect concrete against damage until final acceptance by the Owner.

B. Protect fresh concrete from damage due to rain, hail, sleet or snow. Provide such protection while the concrete is still plastic and whenever such precipitation is imminent or occurring.

C. Do not backfill around concrete structures or subject them to design loadings until all components of the structure needed to resist the loading are complete and have reached the specified 28-day compressive strength, except as authorized otherwise by the Engineer.

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Section 03315

CONCRETE FOR UTILITY CONSTRUCTION

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Cast-in-place concrete work for utility construction or rehabilitation, such as slabs on grade, small vaults, site-cast bases for precast units, and in-place liners for manhole rehabilitation.

1.02 MEASUREMENT AND PAYMENT

A. Unit Prices.

1. No payment will be made for concrete for utility construction under this Section. Include cost in applicable utility structure.

2. Obtain the services of and pay for a certified testing laboratory to prepare design mixes.

B. Stipulated Price (Lump Sum). If the Contract is a Stipulated Price Contract, payment for work in this Section is included in the total Stipulated Price.

1.03 REFERENCES

A. ACI 117 - Standard Tolerances for Concrete Construction and Materials.

B. ACI 211.1 - Standard Practice for Selecting Proportions for Normal, Heavyweight and Mass Concrete.

C. ACI 302.1R - Guide for Concrete Floor and Slab Construction.

D. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete.

E. ACI 308 - Standard Practice for Curing Concrete.

F. ACI 309R - Guide for Consolidation of Concrete.

G. ACI 311 - Batch Plant Inspection and Field Testing of Ready Mixed Concrete.

H. ACI 315 - Manual of Standard Practice for Detailing Reinforced Concrete Structures.

I. ACI 318 - Building Code Requirements for Reinforced Concrete.

J. ASTM A 82 - Standard Specification for Steel Wire, Plain, for Concrete Reinforcement.

K. ASTM A 185 - Standard Specification for Steel Welded Wire Fabric, Plain, for Concrete Reinforcement.

L. ASTM A 615 - Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.

M. ASTM A 767 - Standard Specifications for Zinc-coated (Galvanized) Bars for Concrete Reinforcement.

N. ASTM A 775 - Standard Specification for Epoxy-Coated Reinforcing Steel Bars.

O. ASTM A 884 - Specification for Epoxy-coated Steel Wire and Welded Wire Fabric for Reinforcement.

P. ASTM C 31 - Standard Practice for Making and Curing Concrete Test Specimens in the Field.

Q. ASTM C 33 - Standard Specification for Concrete Aggregates.

R. ASTM C 39 - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens.

S. ASTM C 42 - Standard Method of Obtaining and Testing Drilled Cores and Sawed Beams of Concrete.

T. ASTM C 94 - Standard Specification for Ready-Mixed Concrete.

U. ASTM C 138 - Standard Test Method for Unit Weight Yield and Air Content (Gravimetric) of Concrete.

V. ASTM C 143 - Standard Test Method for Slump of Hydraulic Cement Concrete.

W. ASTM C 150 - Standard Specification for Portland Cement.

X. ASTM C 172 - Standard Practice for Sampling Freshly Mixed Concrete.

Y. ASTM C 173 - Standard Test Method for Air Content of Freshly Mixed Concrete by Volumetric Method.

Z. ASTM C 231 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.

AA. ASTM C 260 - Standard Specification for Air-Entraining Admixtures for Concrete.

AB. ASTM C 309 - Standard Specifications for Liquid Membrane-Forming Compounds for Curing Concrete.

AC. ASTM C 494 - Standard Specification for Chemical Admixtures for Concrete.

AD. ASTM C 595 - Standard Specification for Blended Hydraulic Cements.

AE. ASTM C 685 - Standard Specification for Concrete Made by Volumetric Batching and Continuous Mixing.

AF. ASTM C 1017 - Chemical Admixtures for Use in Producing Flowing Concrete.

AG. ASTM C 1064 - Standard Test Method for Temperature of Freshly Mixed Portland Cement Concrete.

AH. ASTM C 1077 - Standard Practice for Laboratory Testing of Concrete and Concrete Aggregate for use in Construction and Criteria for Laboratory Evaluation.

AI. ASTM D 746 - Test Method for Brittleness Temperature of Plastics and Elastomers by Impact.

AJ. CRSI MSP-1 - Manual of Standard Practice.

AK. CRSI - Placing Reinforcing Bars.

AL. Federal Specification SS-S-210A - Sealing Compound, Preformed Plastic, for Expansion Joints and Pipe Joints

AM. NRMCA - Concrete Plant Standards.

1.04 SUBMITTALS

A. Conform to Section 01 33 00 - Submittal Procedures.

B. Provide copy of current Texas Department of Transportation (TxDOT) Plant Certification.

C. Submit proposed mix design and test data for each type and strength of concrete in the Work.

D. Submit laboratory reports prepared by an independent testing laboratory stating that materials used comply with requirements of this Section.

E. Submit manufacturer's mill certificates for reinforcing steel. Provide specimens for testing when required by the Resident Project Representative.

F. Submit certification from concrete supplier that materials and equipment used to produce and deliver concrete comply with this Specification.

G. When required on Drawings, submit shop drawings showing reinforcement type, quantity, size, length, location, spacing, bending, splicing, support, fabrication details, and other pertinent information.

H. For waterstops, submit product information sufficient to indicate compliance with this Section, including manufacturer's descriptive literature and specifications.

1.05 HANDLING AND STORAGE

A. Cement: Store cement off of the ground in a well-ventilated, weatherproof building.

B. Aggregate: Prevent mixture of foreign materials with aggregate and preserve gradation of aggregate.

C. Reinforcing Steel: Store reinforcing steel to protect it from mechanical injury and formation of rust. Protect epoxy-coated steel from damage to the coating.

PART 2 P R O D U C T S

2.01 CONCRETE MATERIALS

A. Cementitious Material:

1. Portland Cement: ASTM C 150, Type II, unless the use of Type III is authorized by the Engineer; or ASTM C 595, Type IP. For concrete in contact with sewage use Type II cement.

2. When aggregates are potentially reactive with alkalis in cement, use cement not exceeding 0.6 percent alkali content in the form of $Na_2O + 0.658K_20$.

B. Water: Clean, free from harmful amounts of oils, acids, alkalis, or other deleterious substances, and meeting requirements of ASTM C 94.

C. Aggregate:

1. Coarse Aggregate: ASTM C 33. Unless otherwise indicated, use the following ASTM standard sizes: No. 357 or No. 467; No. 57 or No. 67, No. 7. Maximum size: Not larger than 1/5 of the narrowest dimension between sides of forms, nor larger than 3/4 of minimum clear spacing between reinforcing bars.

2. Fine Aggregate: ASTM C 33.

3. Determine the potential reactivity of fine and coarse aggregate in accordance with the appendix to ASTM C 33.

D. Air Entraining Admixtures: ASTM C 260.

E. Chemical Admixtures: The use of chemical admixtures is not an acceptable substitute for proper mix proportioning, mix material quality control, or handling of wet concrete. If, based on site-specific project conditions, the Contractor deems that there is no practical alternative to meet the required quality constraints of this Section, he may request permission to use admixtures. Requests shall be made in writing and submitted to the Engineer for approval. Requests shall contain sufficient information to determine whether or not a change in the mix design is warranted. Submission of a request is not an approval. Each proposed addition of chemical admixture(s) must be approved by the Engineer prior to use. Only the following admixtures may, in accordance with the foregoing, be requested for use:

1. Water Reducers: ASTM C 494, Type A.

2. Water Reducing Retarders: ASTM 494, Type D.

3. High Range Water Reducers (Superplasticizers): ASTM C 494, Types F and G.

F. Prohibited Admixtures: Admixtures containing calcium chloride, thiocyanate, or materials that contribute free chloride ions in excess of 0.1 percent by weight of cement.

G. Reinforcing Steel:

1. Use new billet steel bars conforming to ASTM A 615, ASTM A 767, or ASTM A 775, grade 40 or grade 60, as shown on Drawings. Use deformed bars except where smooth bars are specified. When placed in work, keep steel free of dirt, scale, loose or flaky rust, paint, oil or other harmful materials.

2. Where shown, use welded wire fabric with wire conforming to ASTM A 185 or ASTM A 884. Supply the gauge and spacing shown, with longitudinal and transverse wires electrically welded together at points of intersection with welds strong enough not to be broken during handling or placing.

3. Wire: ASTM A 82. Use 16-1/2 gauge minimum for tie wire, unless otherwise indicated.

H. Curing Compounds: Type 2 white-pigmented liquid membrane-forming compounds conforming to ASTM C 309.

2.02 FORMWORK MATERIALS

A. Lumber and Plywood: Seasoned and of good quality, free from loose or unsound knots, knot holes, twists, shakes, decay and other imperfections which would affect strength or impair the finished

surface of concrete. Use S4S lumber for facing or sheathing. Forms for bottoms of caps: At least 2-inch (nominal) lumber, or 3/4-inch form plywood backed adequately to prevent misalignment. For general use, provide lumber of 1-inch nominal thickness or form plywood of approved thickness.

B. Formwork for Exposed Concrete Indicated to Receive Rubbed Finish: Form or form-lining surfaces free of irregularities; plywood of 1/4-inch minimum thickness, preferably oiled at the mill.

C. Chamfer Strips and Similar Moldings: Redwood, cypress, or pine that will not split when nailed and which can be maintained to true line. Use mill-cut molding dressed on all faces.

D. Form Ties: Metal or fiberglass of approved type with tie holes not larger than 7/8 inch in diameter. Do not use wire ties or snap ties.

E. Metal Forms: Clean and in good condition, free from dents and rust, grease, or other foreign materials that tend to disfigure or discolor concrete in a gauge and condition capable of supporting concrete and construction loads without significant distortion. Countersink bolt and rivet heads on facing sides. Use only metal forms which present a smooth surface and which line up properly.

2.03 PRODUCTION METHODS

A. Use either ready-mixed concrete conforming to requirements of ASTM C 94, or concrete produced by volumetric batching and continuous mixing in accordance with ASTM C 685.

B. The concrete mixing plant shall be certified to supply concrete to TxDOT.

2.04 MEASUREMENT OF MATERIALS

A. Measure dry materials by weight, except volumetric proportioning may be used when concrete is batched and mixed in accordance with ASTM C 685.

B. Measure water and liquid admixtures by volume.

2.05 DESIGN MIX

A. Use design mixes prepared by a certified testing laboratory in accordance with ASTM C 1077 and conforming to requirements of this Section.

B. Proportion concrete materials based on ACI 211.1 to comply with durability and strength requirements of ACI 318, Chapters 4 and 5, and this specification. Prepare mix design of Class A concrete so minimum cementitious content is 564 pounds per cubic yard. Submit concrete mix designs to the Engineer for review.

C. Proportioning on the basis of field experience or trial mixtures in accordance with requirements at Section 5.3 of ACI 318 may be used, if approved by the Engineer.

D. Classification:

CLASS	TYPE	MINIMUM COMPRESSIVE STRENGTH (LBS/SQ. IN.)		MAXIMUM W/C RATIO; GAL/SACK	AIR CONTENT (PERCENT)	CONSISTENCY RANGE IN SLUMP (INCHES)
		7-DAY	28-DAY			
A	Structural	2400	3000	6.5	4±1	2 to 4*
B	Pipe Block Fill, Thrust Block	----	2000	8.0	4±1	5 to 7
*When ASTM C 494, Type F or Type G admixture is used to increase workability, this range may be 6 to 9.						

E. Add steel or polypropylene fibers only when called for on the Drawings or in another section of these Specifications.

F. Determine air content in accordance with ASTM C 138, ASTM C 173 or ASTM C 231.

G. Use of Concrete Classes: Use classes of concrete as indicated on the Drawings and other Specifications. Use Class B for unreinforced concrete used for plugging pipes, seal slabs, thrust blocks, trench dams, and concrete fill unless indicated otherwise. Use Class A for all other applications.

2.06 PVC WATERSTOPS

A. Extrude from virgin polyvinyl chloride elastomer. Use no reclaimed or scrap material. Submit waterstop manufacturer's current test reports and manufacturer's written certification that the material furnished meets or exceeds Corps of Engineers Specification CRD-C572 and other specified requirements.

B. Flat Strip and Center-Bulb Waterstops:

1. Thickness: not less than 3/8 inch

2.07 RESILIENT WATERSTOP

A. Resilient Waterstop: Where shown on the Drawings; either a bentonite- or adhesive-type material.

B. Bentonite Waterstop:

1. Material: 75 percent bentonite, mixed with butyl rubber-hydrocarbon containing less than 1.0 percent volatile matter, and free of asbestos fibers or asphaltics.

2. Manufacturer's rated temperature ranges: For application, 5 to 125 degrees F; in service, -40 to 212 degrees F.

3. Cross-sectional dimensions, unexpanded waterstop: 1 inch by 3/4 inch.

4. Provide with adhesive backing capable of producing excellent adhesion to concrete surfaces.

C. Adhesive Waterstop:

1. Preformed plastic adhesive waterstop at least 1inch by ¾ inch.

2. Meets or exceeds requirements of Federal Specification SS-S-210A.

3. Supplied wrapped completely by a 2-part protective paper.

4. Submit independent laboratory tests verifying that the material seals joints in concrete against leakage when subjected to a minimum of 30 psi water pressure for at least 72 hours.

5. Provide primer, to be used on hardened concrete surfaces, from the same manufacturer who supplies the waterstop material.

PART 3 E X E C U T I O N

3.01 FORMS AND SHORING

A. Provide mortar-tight forms sufficient in strength to prevent bulging between supports. Set and maintain forms to lines designated such that finished dimensions of structures are within the tolerances specified in ACI 117. Construct forms to permit removal without damage to concrete. Provide adequate cleanout openings. Before placing concrete, remove extraneous matter from within forms.

B. Install rigid shoring having no excessive settlement or deformation. Use sound timber in shoring centering. Shim to adjust and tighten shoring with hardwood timber wedges.

C. Design Loads for Horizontal Surfaces of Forms and Shoring: Minimum fluid pressure, 175 pounds per cubic foot; live load, 50 pounds per square foot. Maximum unit stresses: 125 percent of allowable stresses used for form materials and for design of support structures.

D. Back formwork with a sufficient number of studs and wales to prevent deflection.

E. Re-oil or lacquer the liner on the job before using. Facing may be constructed of 3/4-inch plywood made with waterproof adhesive backed by adequate studs and wales. In such cases, form lining will not be required.

F. Unless otherwise indicated, form outside corners and edges with triangular 3/4-inch chamfer strips (measured on sides).

G. Remove metal form ties to depth of at least 3/4 inch from surface of concrete. Do not burn off ties. Do not use pipe spreaders. Remove spreaders which are separate from forms as concrete is being placed.

H. Treat facing of forms with approved form coating before concrete is placed. When directed by Resident Project Representative, treat both sides of face forms with coating. Apply coating before reinforcement is placed. Immediately before the concrete is placed, wet surface of forms which will come in contact with concrete.

3.02 PLACING REINFORCEMENT

A. Place reinforcing steel accurately in accordance with approved Drawings. Secure steel adequately in position in forms to prevent misalignment. Maintain reinforcing steel in place using approved concrete and hot-dip galvanized metal chairs and spacers. Place reinforcing steel in accordance with CRSI Publication "Placing Reinforcing Bars." Request inspection of reinforcing steel by the Resident Project Representative and obtain acceptance before concrete is placed.

B. Minimum spacing center-to-center of parallel bars: 2-1/2 times nominal bar diameter. Minimum cover measured from surface of concrete to face of reinforcing bar unless shown otherwise on the Drawings: 3 inches for surfaces cast against soil or subgrade, 2 inches for other surfaces.

C. Detail bars in accordance with ACI 315. Fabricate reinforcing steel in accordance with CRSI Publication MSP-1, "Manual of Standard Practice." Bend reinforcing steel to required shape while steel is cold. Excessive irregularities in bending will be cause for rejection.

D. Do not splice bars without written approval of the Engineer. Approved bar bending schedules or placing drawings constitute written approval. Splice and development length of bars shall conform to ACI 318, Chapters 7 and 12, and as shown on Drawings. Stagger splices or locate at points of low tensile stress.

3.03 EMBEDDED ITEMS

A. Install conduit and piping as shown on Drawings. Accurately locate and securely fasten conduit, piping, and other embedded items in forms.

B. Install waterstops as specified in other sections and according to manufacturer's instructions. Securely position waterstops at joints as indicated on Drawings. Protect waterstops from damage or displacement during concrete placing operations.

3.04 BATCHING, MIXING AND DELIVERY OF CONCRETE

A. Measure, batch, mix, and deliver ready-mixed concrete in accordance with ASTM C 94, Sections 8 through 11. Produce ready-mixed concrete using an automatic batching system as described in NRMCA Concrete Plant Standards, Part 2 - Plant Control Systems.

B. Measure, mix and deliver concrete produced by volumetric batching and continuous mixing in accordance with ASTM C 685, Sections 6 though 8.

C. Maintain concrete workability without segregation of material and excessive bleeding. Obtain approval of the Engineer before adjustment and change of mix proportions.

D. Ready-mixed concrete delivered to the site shall be accompanied by batch tickets providing the information required by ASTM C 94, Section 16. Concrete produced by continuous mixing shall be accompanied by batch tickets providing the information required by ASTM C 685, Section 14.

E. When adverse weather conditions affect quality of concrete, postpone concrete placement. Do not mix concrete when air temperature is at or below 40 degrees F and falling. Concrete may be mixed when temperature is 35 degrees F and rising. Take temperature readings in the shade, away from artificial heat. Protect concrete from temperatures below 32 degrees F until the concrete has cured for a minimum of 3 days at 70 degrees F or 5 days at 50 degrees F.

F. Clean, maintain and operate equipment so that it thoroughly mixes material as required.

G. Hand-mix only when approved by the Engineer.

3.05 PLACING CONCRETE

A. Give sufficient advance notice to the Resident Project Representative (at least 24 hours prior to commencement of operations) to permit inspection of forms, reinforcing steel, embedded items and other preparations for placing concrete. Place no concrete prior to the Resident Project Representative's approval.

B. Schedule concrete placing to permit completion of finishing operations in daylight hours. However, if necessary to continue after daylight hours, light the site as required. If rainfall occurs after placing operations are started, provide covering to protect the work.

C. Use troughs, pipes and chutes lined with approved metal or synthetic material in placing concrete so that concrete ingredients are not separated. Keep chutes, troughs and pipes clean and free from coatings of hardened concrete. Allow no aluminum material to be in contact with concrete.

D. Limit free fall of concrete to 4 feet. Do not deposit large quantities of concrete at one location so that running or working concrete along forms is required. Do not jar forms after concrete has taken an initial set; do not place any strain on projecting reinforcement or anchor bolts.

E. Use tremies for placing concrete in walls and similar narrow or restricted locations. Use tremies made in sections, or provide in several lengths, so that outlet may be adjusted to proper height during placing operations.

F. Place concrete in continuous horizontal layers approximately 12 inches thick. Place each layer while layer below is still plastic.

G. Compact each layer of concrete with concrete spading implements and mechanical vibrators of approved type and adequate number for the size of placement. When immersion vibrators cannot be used, use form vibrators. Apply vibrators to concrete immediately after depositing. Move the vibrator vertically through the layer of concrete just placed and several inches into plastic layer below. Do not penetrate or disturb layers previously placed which have partially set. Do not use vibrators to aid lateral flow concrete. Closely supervise consolidation to ensure uniform insertion and duration of immersion.

H. Handling and Placing Concrete: Conform to ACI 302.1R, ACI 304R and ACI 309R.

3.06 WATERSTOPS

A. Embed waterstops in concrete across joints as shown. Waterstops shall be continuous for the extent of the joint; make splices necessary to provide such continuity in accordance with manufacturer's instructions. Support and protect waterstops during construction operations; repair or replace waterstops damaged during construction.

B. Install waterstops in concrete on one side of joints, leaving other side exposed until the next pour. When a waterstop will remain exposed for 2 days or more, shade and protect the exposed waterstop from direct rays of the sun during the entire exposure and until the exposed portion of the waterstop is embedded in concrete.

C. Splicing PVC Waterstops:

1. Splice waterstops by heat-sealing adjacent waterstop sections in accordance with the manufacturer's printed instructions.

2. Butt end-to-end joints of two identical waterstop sections may be made in the forms during placement of waterstop material.

3. Prior to placement in formwork, prefabricate waterstop joints involving more than two ends to be joined together, an angle cut, an alignment change, or the joining of two dissimilar waterstop sections, allowing not less than 24-inch long strips of waterstop material beyond the joint. Upon inspection and approval by the Resident Project Representative, install prefabricated waterstop joint assemblies in formwork, and butt-weld ends of the 24-inch strips to the straight-run portions of waterstop in the forms.

D. Setting PVC Waterstops:

1. Correctly position waterstops during installation. Support and anchor waterstops during progress of the work to ensure proper embedment in concrete and to prevent folding over of the waterstop by concrete placement. Locate symmetrical halves of waterstops equally between concrete pours at joints, with center axis coincident with joint openings. Thoroughly work concrete in joint vicinity for maximum density and imperviousness.

2. Where a waterstop in a vertical wall joint does not connect with any other waterstop, and is not intended to be connected to a waterstop in a future concrete placement, terminate the waterstop 6 inches below the top of the wall.

E. Replacement of Defective Field Joints: Replace waterstop field joints showing evidence of misalignment, offset, porosity, cracks, bubbles, inadequate bond or other defects with products and joints complying to the Specifications.

F. Resilient Waterstop:

1. Install resilient waterstop in accordance with manufacturer's instructions and recommendations.

2. When requested by the Engineer, provide technical assistance by manufacturer's representative in the field at no additional cost to the Owner.

3. Use resilient waterstop only where complete confinement by concrete is provided; do not use in expansion or contraction joints.

4. Where resilient waterstop is used in combination with PVC waterstop, lap resilient waterstop over PVC waterstop a minimum of 6 inches and place in contact with the PVC waterstop. Where crossing PVC at right angles, melt PVC ribs to form a smooth joining surface.

5. At the free top of walls without connecting slabs, stop the resilient waterstop and grooves (where used) 6 inches from the top in vertical wall joints.

6. Bentonite Waterstop:

   a. Locate bentonite waterstop as near as possible to the center of the joint and extend continuous around the entire joint. Minimum distance from edge of waterstop to face of member: 5 inches.

   b. Where thickness of concrete member to be placed on bentonite waterstop is less than 12 inches, place waterstop in grooves at least 3/4 inch deep and 1-1/4 inches wide formed or ground into concrete. Minimum distance from edge of waterstop placed in groove to face of member: 2.5 inches.

   c. Do not place bentonite waterstop when waterstop material temperature is below 40 degrees F. Waterstop material may be warmed so that it remains above 40 degrees F during placement but means used to warm it shall in no way harm the material or its properties. Do not install waterstop where air temperature falls outside manufacturer's recommended range.

   d. Place bentonite waterstop only on smooth and uniform surfaces; grind concrete smooth if necessary to produce satisfactory substrate, or bond waterstop to irregular surfaces using an epoxy grout which completely fills voids and irregularities beneath the waterstop material. Prior to installation, wire brush the concrete surface to remove laitance and other substances that may interfere with bonding of epoxy.

   e. In addition to the adhesive backing provided with the waterstop, secure bentonite waterstop in place with concrete nails and washers at 12-inch maximum spacing.

7. Adhesive Waterstop:

   a. With a wire brush thoroughly clean the concrete surface on which the waterstop is to be placed and then coat with primer.

   b. If the surface is too rough to allow the waterstop to form a complete contact, grind to form an adequately smooth surface.

   c. Install the waterstop with the top protective paper left in place. Overlap joints between strips a minimum of 1 inch and cover back over with protective paper.

   d. Do not remove protective paper until just before final formwork completion. Concrete shall be placed immediately. The time that the waterstop material is uncovered prior to concrete placement shall be minimized and shall not exceed 24 hours.

3.07 CONSTRUCTION JOINTS

A. Definitions:

1. Construction joint: Contact surface between plastic (fresh) concrete and concrete that has attained initial set.

2. Monolithic: Manner of concrete placement to reduce or eliminate construction joints; joints other than those indicated on Drawings will not be permitted without written approval of Engineer. Where so approved, make additional construction joints with details equivalent to those indicated for joints in similar locations.

3. Preparation for Construction Joints: Roughen surface of concrete previously placed, leaving some aggregate particles exposed. Remove laitance and loose materials by sandblasting or high-pressure water blasting. Keep surface wet for several hours prior to placing of plastic concrete.

3.08 CURING

A. Comply with ACI 308. Cure by preventing loss of moisture, rapid temperature change and mechanical injury for a period of 7 curing days when Type II or IP cement has been used and for 3 curing days when Type III cement has been used. Start curing as soon as free water has disappeared from the concrete surface after placing and finishing. A curing day is any calendar day in which the temperature is above 50 degrees F for at least 19 hours. Colder days may be counted if air temperature adjacent to concrete is maintained above 50 degrees F. In continued cold weather, when artificial heat is not provided, removal of forms and shoring may be permitted at the end of calendar days equal to twice the required number of curing days. However, leave soffit forms and shores in place until concrete has reached the specified 28-day strength, unless directed otherwise by the Engineer.

B. Cure formed surfaces not requiring rubbed-finished surface by leaving forms in place for the full curing period. Keep wood forms wet during the curing period. Add water as needed for other types of forms. Or, at Contractor's option, forms may be removed after 2 days and curing compound applied.

C. Rubbed Finish:

1. At formed surfaces requiring rubbed finish, remove forms as soon as practicable without damaging the surface.

2. After rubbed-finish operations are complete, continue curing formed surfaces by using either approved curing/sealing compounds or moist cotton mats until normal curing period is complete.

D. Unformed Surfaces: Cure by membrane curing compound method.

1. After concrete has received a final finish and surplus water sheen has disappeared, immediately seal surface with a uniform coating of approved curing compound, applied at the rate of coverage recommended by manufacturer or as directed by the Resident Project Representative. Do not apply less than 1 gallon per 180 square feet of area. Provide satisfactory means to properly control and check rate of application of the compound.

2. Thoroughly agitate the compound during use and apply by means of approved mechanical power pressure sprayers equipped with atomizing nozzles. For application on small miscellaneous items, hand-powered spray equipment may be used. Prevent loss of compound between nozzle and concrete surface during spraying operations.

3. Do not apply compound to a dry surface. If concrete surface has become dry, thoroughly moisten surface immediately prior to application. At locations where coating shows discontinuities, pinholes or other defects, or if rain falls on a newly coated surface before film has dried sufficiently to resist damage, apply an additional coat of compound at the specified rate of coverage.

3.09 REMOVAL OF FORMS AND SHORING

A. Remove forms from surfaces requiring rubbing only as rapidly as rubbing operation progresses. Remove forms from vertical surfaces not requiring rubbed-finish when concrete has aged for the required number of curing days. When curing compound is used, do not remove forms before 2 days after concrete placement.

B. Leave soffit forms and shores in place until concrete has reached the specified 28-day strength, unless directed otherwise by the Engineer.

3.10 DEFECTIVE WORK

A. Immediately repair any defective work discovered after forms have been removed. If concrete surface is bulged, uneven, or shows excess honeycombing or form marks which cannot be repaired satisfactorily through patching, remove and replace the entire section.

3.11 FINISHING

A. Patch honeycomb, minor defects and form tie holes in concrete surfaces with cement mortar mixed one part cement to two parts fine aggregate. Repair defects by cutting out unsatisfactory material and replacing with new concrete, securely keyed and bonded to existing concrete. Finish to make junctures between patches and existing concrete as inconspicuous as possible. Use a stiff mixture and thoroughly tamp into place. After each patch has stiffened sufficiently to allow for greatest portion of shrinkage, strike off mortar flush with the surface.

B. Apply a rubbed finish to exposed surfaces of formed concrete structures. After pointing has set sufficiently, wet the surface with a brush and perform first surface rubbing with No. 16 carborundum stone, or approved equal. Rub sufficiently to bring surface to paste, to remove form marks and projections, and to produce a smooth, dense surface. Add cement to form surface paste as necessary. Spread or brush material, which has been ground to paste, uniformly over surface and allow to reset. In preparation for final acceptance, clean surfaces and perform final finish rubbing with No. 30 carborundum stone or approved equal. After rubbing, allow paste on the surface to reset; then wash surface with clean water. Leave structure with a clean, neat and uniform-appearing finish.

C. Apply a wood float finish to concrete slabs unless shown otherwise.

3.12 FIELD QUALITY CONTROL

A. Testing shall be performed under provisions of Section 01454 - Testing Laboratory Services.

B. Unless otherwise directed by Engineer, the following minimum testing of concrete is required. Testing shall be performed by qualified individuals employed by an approved independent testing agency, and conform to the requirements of ASTM C 1077.

1. Take concrete samples in accordance with ASTM C 172.

2. Make one set of four compression test specimens for each mix design at least once per day and for each 150 cubic yards or fraction thereof. Make, cure and test the specimens in accordance with ASTM C 31 and ASTM C 39.

3. When taking compression test specimens, test each sample for slump according to ASTM C 143, for temperature according to ASTM C 1064, for air content according to ASTM C 231, and for unit weight according to ASTM C 138.

4. Inspect, sample and test concrete in accordance with ASTM C 94, Section 13, 14, and 15, and ACI 311-5R.

C. Test Cores: Conform to ASTM C 42.

D. Testing Type III Cement Concrete: When Type III cement is used in concrete, the specified 7-day and 28-day compressive strengths shall be applicable at 3 and 7 days, respectively.

E. If 7-day or 3-day test strengths (as applicable for type of cement being used) fail to meet established strength requirements, extended curing or resume curing on those portions of structure represented by test specimens may be required. If additional curing fails to produce the required strength, strengthening or replacement of portions of structure which fail to develop required strength may be required by the Engineer, at no additional cost to the Owner.

3.13 PROTECTION

A. Protect concrete against damage until final acceptance by the Owner.

B. Protect fresh concrete from damage due to rain, hail, sleet, or snow. Provide such protection while the concrete is still plastic, and whenever such precipitation is imminent or occurring.

C. Do not backfill around concrete structures or subject them to design loadings until components of the structure needed to resist the loading are complete and have reached the specified 28-day compressive strength, except as authorized otherwise by the Engineer.

END OF SECTION

Section 03350

CONCRETE FINISHING

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Repairing surface defects.

B. Finishing concrete surfaces including both formed and unformed surfaces.

C. Sealing concrete surfaces.

D. Installation of concrete fill and installation of concrete topping in bottoms of clarifiers and thickeners.

1.02 UNIT PRICES

A. No separate payment will be made for concrete finishing under this Section. Include payment in unit price for structural concrete.

1.03 REFERENCES

A. ASTM C 144 - Standard Specification for Aggregate for Masonry Mortar.

B. ASTM C 881 - Specification for Epoxy-Resin-Base Bonding Systems for Concrete.

C. ASTM C 1059 - Standard Specification for Latex Agents for Bonding Fresh to Hardened Concrete.

D. ASTM D 4587 - Conducting Tests on Paint and Related Coatings and Materials Using a Fluorescent UV-Condensation Light-and Water-Exposure Apparatus.

E. ASTM E 1155 - Standard Test Method for Determining Floor Flatness and Levelness Using the F Number System.

1.04 SUBMITTALS

A. Conform to Section 01 33 00 - Submittal Procedures

B. Submit manufacturer's technical literature on the following products proposed for use. Include manufacturer's installation and application instructions and, where specified, manufacturer's certification of conformance to requirements and suitability for use in the applications indicated.

1. Floor hardener.

2. Sealer.

3. Epoxy floor topping.

4. Epoxy penetrating sealer.

5. Latex bonding agent.

6. Epoxy adhesive.

7. Abrasive aggregate.

8. Evaporation retardant.

PART 2 PRODUCTS

2.01 MATERIALS

A. Sealer/Dustproofer (VOC Compliant): Water-based acrylic sealer; non-yellowing under ultraviolet light after 200-hour test in accordance with ASTM D 4587. Conform to local, state and federal solvent emission requirements.

B. Epoxy Floor Topping: Two-component epoxy resin meeting ASTM C 881 Type III, resistant to wear, staining and chemical attack, blended with granite, sand, trap rock or quartz aggregate, trowel-applied over concrete floor. Topping thickness, 1/8 inch; color, gray.

C. Abrasive Aggregate for Nonslip Finish: Fused aluminum oxide grit, or crushed emery aggregate containing not less than 40 percent aluminum oxide and not less than 25 percent ferric oxide. Material shall be factory graded, packaged, rustproof and nonglazing, and unaffected by freezing, moisture and cleaning materials.

D. Epoxy Penetrating Sealer: Low-viscosity, two-component epoxy system designed to give maximum penetration into concrete surfaces. Sealer shall completely seal concrete surfaces from penetration of water, oil and chemicals; prevent dusting and deterioration of concrete surfaces caused by heavy traffic; and be capable of adhering to floor surfaces subject to hydrostatic pressure from below. Color, transparent amber or gray; surface, nonslip.

E. Latex Bonding Agent: Non-redispersable latex base liquid conforming to ASTM C 1059. When used in water and wastewater treatment structures, bonding agent shall be suitable for use under continuously submerged conditions. Conformance and suitability certification by manufacturer is required.

F. Bonding Grout: Prepare bonding grout by mixing approximately one part cement to one part fine sand meeting ASTM C 144 but with 100 percent passing No. 30 mesh sieve. Mix with water to consistency of thick cream. At Contractor's option, a commercially-prepared bonding agent used in accordance with manufacturer's recommendations and instructions may be used. When used in water and wastewater treatment structures, bonding agent shall be suitable for use under continuously submerged conditions. Conformance and suitability certification by manufacturer is required. Submit manufacturer's technical information on proposed bonding agent.

G. Patching Mortar:

1. Make patching mortar of same materials and of approximately same proportions as concrete, except omit coarse aggregate. Substitute white Portland cement for part of gray Portland cement on exposed concrete in order to match color of surrounding concrete. Determine color by making trial patch. Use minimum amount of mixing water required for handling and placing. Mix patching mortar in advance and allow to stand. Mix frequently with trowel until it has reached stiffest consistency that will permit placing. Do not add water.

2. Proprietary compounds for adhesion or specially formulated cementitious repair mortars may be used in lieu of or in addition to foregoing patching materials provided that properties of bond

and compressive strength meet or exceed the foregoing and color of surrounding concrete can be matched where required. Use such compounds according to manufacturer's recommendations. When used in water and wastewater treatment structures, material shall be suitable for use under continuously submerged conditions. Conformance and suitability certification by manufacturer is required.

H. Epoxy Adhesive: Two-component, 100 percent solids, 100 percent reactive compound developing 100 percent of strength of concrete, suitable for use on dry or damp surfaces. Epoxy used to inject cracks and as a binder in epoxy mortar shall meet ASTM C 881, Type VI. Epoxy used as a bonding agent for fresh concrete shall meet ASTM C 881, Type V.

I. Non-shrink Grout: See Section 03600 - Structural Grout.

J. Spray-Applied Coating: Acceptable products are Thoro System Products "Thoroseal Plaster Mix" or equal. Color: Gray.

K. Concrete Topping: Class H concrete with 3/8-inch maximum coarse aggregate size, as specified in Section 03310 - Structural Concrete.

L. Concrete Fill: Class H concrete with 3/8-inch maximum coarse aggregate size, (Class C where fill thickness exceeds 3 inches throughout a placement), as specified in Section 03310 - Structural Concrete.

M. Evaporation Retardant: Confilm, manufactured by Master Builders; Eucobar, manufactured by Euclid Chemical Company; or equal.

PART 3 EXECUTION

3.01 AGGREGATE CONCEALMENT

A. Unless indicated otherwise on Drawings or approved by Engineer, all surfaces to be finished shall be free of exposed aggregate.

3.02 REPAIRING SURFACE DEFECTS

A. Defective Areas: Repair immediately after removal of forms. Remove honeycombed and other defective concrete down to sound concrete but in no case to a depth less than one inch. Make edges of cuts perpendicular to concrete surface. Thoroughly work bonding grout into the surface with a brush as that the entire surface is covered. Alternatively, a proprietary bonding agent may be used. Use bonding agent in accordance with manufacturer's instructions. While bonding coat is still tacky, apply premixed patching mortar. Thoroughly consolidate mortar into place and strike off to leave patch slightly higher than surrounding surface. To permit initial shrinkage, leave undisturbed for at least 1 hour before final finishing. Keep patched area damp for 7 days. Alternatively, a proprietary cementitious repair mortar may be used and placed in accordance with manufacturer's instructions. Do not use metal tools in finishing patches in formed walls which will be exposed.

B. Tie Holes: Patch holes immediately after removal of forms. After cleaning and roughening with a wire brush on a rotary drill, thoroughly dampen tie hole and fill solid with patching mortar. Taper tie holes shall have the plug, specified in Section 03100 - Concrete Formwork, driven into the hole to the center of the wall before grouting. Completely fill taper tie holes with patching mortar except that non-shrink grout shall be used for all walls in contact with soil or liquid. On wall faces exposed to view, fill the outer 2 inches of the taper tie hole with patching mortar blended to match adjacent concrete.

C. Cracks: Repair cracks in excess of 0.01 inch by pressure injection of moisture-insensitive epoxy-resin system. Submit proposed material and method of repair for approval prior to making repairs.

D. Structural Repair: When required, make structural repairs after prior approval of Engineer as to method and procedure, using specified epoxy adhesive or approved epoxy mortar.

3.03 FINISHING OF FORMED SURFACES

A. Unfinished Surfaces: Finish is not required on surfaces concealed from view in completed structure by earth, ceilings or similar cover, unless indicated otherwise on Drawings.

B. Rough Form Finish:

1. No form facing material is required on rough form finish surfaces.

2. Patch tie holes and defects. Chip off fins exceeding 1/4 inch in height.

3. Rough form finish may be used on concrete surfaces which will be concealed from view by earth in completed structure, except concealed surfaces required to have smooth form finish, as shown on Drawings.

C. Smooth Form Finish:

1. Form facing shall produce smooth, hard, uniform texture on concrete. Use plywood or fiberboard linings or forms in as large sheets as practicable, and with smooth, even edges and close joints.

2. Patch tie holes and defects. Rub fins and joint marks with wooden blocks to leave smooth, unmarred finished surface.

3. Provide smooth form finish on the wet face of formed surfaces of water-holding structures, and of other formed surfaces not concealed from view by earth in completed structure, except where otherwise indicated on Drawings. Walls that will be exposed after future construction, at locations indicated on Drawings, shall have smooth form finish. Smooth form finish on exterior face of exterior walls shall extend 2 feet below final top of ground elevation. Exterior face of all perimeter grade beams shall have smooth form finish for full depth of grade beam.

D. Rubbed Finish:

1. Use plywood or fiberboard linings or forms in as large sheets as practicable, and with smooth, even edges and close joints.

2. Remove forms as soon as practicable, repair defects, wet surfaces, and rub with No. 16 carborundum stone or similar abrasive. Continue rubbing sufficiently to bring surface paste, remove form marks and fins, and produce smooth, dense surface of uniform color and texture. Do not use cement paste other than that drawn from concrete itself. Spread paste uniformly over surface with brush. Allow paste to reset, then wash surface with clean water.

3. Use rubbed finish at locations indicated on Drawings, except where rubbed finish is indicated for a wall which will be containing a liquid, use spray-applied coating.

E. Spray-applied Coating: At Contractor's option, in lieu of rubbed finish, spray-applied coating may be applied after defects have been repaired and fins removed. Remove form oil, curing compound and other foreign matter that would prevent bonding of coating. Apply coating in uniform texture and color in accordance with coating manufacturer's instructions.

F. Related Unformed Surfaces: Tops of piers, walls, bent caps, and similar unformed surfaces occurring adjacent to formed surfaces shall be struck smooth after concrete is placed. Float unformed surfaces to texture reasonably consistent with that of formed surfaces. Continue final treatment on formed surfaces uniformly across unformed surfaces.

3.04 HOT WEATHER FINISHING

A. When hot weather conditions exist, as defined by Section 03310 - Structural Concrete and as judged by the Engineer, apply evaporation retardant to the surfaces of slabs, topping and concrete fill placements immediately after each step in the finishing process has been completed.

3.05 FINISHING SLABS AND SIMILAR FLAT SURFACES TO CLASS A, B, AND C TOLERANCES

A. Apply Class A, B, and C finishes at locations indicated on Drawings.

B. Shaping to Contour: Use strike-off templates or approved compacting-type screeds riding on screed strips or edge forms to bring concrete surface to proper contour. See Section 03100 - Concrete Formwork for edge forms and screeds.

C. Consolidation and Leveling: Concrete to be consolidated shall be as stiff as practicable Thoroughly consolidate concrete in slabs and use internal vibration in beams and girders of framed slabs and along bulkheads of slabs on grade. Consolidate and level slabs and floors with vibrating bridge screeds, roller pipe screeds or other approved means. After consolidation and leveling, do not permit manipulation of surfaces prior to finishing operations.

D. Tolerances for Finished Surfaces: Check tolerances by placing straightedge of specified length anywhere on slab. Gap between slab and straightedge shall not exceed tolerance listed for specified class.

Class	Straightedge Length in Feet	Tolerance in Inches
A	10	1/8
B	10	1/4
C	2	1/4

E. Raked Finish: After concrete has been placed, struck off, consolidated and leveled to Class C tolerance, roughen surface before final set. Roughen with stiff brushes or rakes to depth of approximately 1/4 inch. Notify Engineer prior to placing concrete requiring initial raked surface finish so that acceptable raked finish standard may be established for project. Protect raked, base-slab finish from contamination until time of topping. Provide raked finish for following:

1. Surfaces to receive bonded concrete topping or fill.

2. Steep ramps, as noted on Drawings.

3. Additional locations as noted on Drawings.

F. Float Finish:

1. After concrete has been placed, struck off, consolidated and leveled, do not work further until ready for floating. Begin floating when water sheen has disappeared, or when mix has stiffened sufficiently to permit proper operation of power-driven float. Consolidate surface with power-driven floats. Use hand floating with wood or cork-faced floats in locations inaccessible to power-driven machine and on small, isolated slabs.

2. After initial floating, re-check tolerance of surface with 10-foot straightedge applied at not less than two different angles. Cut down high spots and fill low spots to Class B tolerance. Immediately re-float slab to a uniform, smooth, granular texture.

3. Provide float finish at locations not otherwise specified and not otherwise indicated on Drawings.

G. Trowel Finish:

1. Apply float finish as previously specified. After power floating, use power trowel to produce smooth surface which is relatively free of defects but which may still contain some trowel marks. Do additional troweling by hand after surface has hardened sufficiently. Do final troweling when ringing sound is produced as trowel is moved over surface. Thoroughly consolidate surface by hand troweling operations.

2. Produce finished surface free of trowel marks, uniform in texture and appearance and conforming to Class A tolerance. On surfaces intended to support floor coverings, remove defects which might show through covering by grinding.

3. Provide trowel finish for floors which will receive floor covering and additional locations indicated on Drawings.

H. Broom or Belt Finish:

1. Apply float finish as previously specified. Immediately after completing floated finish, draw broom or burlap belt across surface to give coarse transverse scored texture.

2. Provide broom or belt finish at locations indicated on Drawings.

3.06 FINISHING SLABS AND SIMILAR FLAT SURFACES TO "F-NUMBER SYSTEM" FINISH

A. Shaping to Contour: Use strike-off templates or approved compacting-type screeds riding on screed strips or edge forms to bring concrete surface to proper contour. Edge forms and screeds: Conform to Section 03100 - Concrete Formwork.

B. Consolidation and Leveling: Concrete to be consolidated shall be as dry as practicable. Thoroughly consolidate concrete in slabs and use internal vibration in beams and girders of framed slabs and along bulkheads of slabs on grade. Consolidate and level slabs and floors with vibrating bridge screeds, roller pipe screeds or other approved means. After consolidation and leveling, do not manipulate surfaces prior to finishing operations.

C. Tolerances for Finished Surfaces: Independent testing laboratory will check floor flatness and levelness in accordance with Paragraph 3.12, Field Quality Control.

D. Float Finish:

1. After concrete has been placed, struck off, consolidated and leveled, do not work further until ready for floating. Begin floating when water sheen has disappeared, or when mix has stiffened sufficiently to permit proper operation of power-driven float. Consolidate surface with power-driven floats. Use hand floating with wood or cork-faced floats in locations inaccessible to power-driven machine and on small, isolated slabs.

2. Check tolerance of surface after initial floating with a 10-foot straightedge applied at not less than two different angles. Cut down high spots and fill low spots. Immediately refloat slab to uniform, smooth, granular texture to F_F20/F_L17 tolerance, unless shown otherwise on Drawings.

3. Provide "F-Number System" float finish at locations indicated on Drawings.

E. Trowel Finish:

1. Apply float finish as previously specified. After power floating, use power trowel to produce smooth surface which is relatively free of defects but which may still contain some trowel marks. Do additional trowelings by hand after surface has hardened sufficiently. Do final troweling when ringing sound is produced as trowel is moved over surface. Thoroughly consolidate surface by hand troweling operations.

2. Produce finished surface free of trowel marks, uniform in texture and appearance and conforming to an F_F25/F_L20 tolerance for slabs on grade and F_F25/F_L17 for elevated slabs, unless shown otherwise on Drawings. On surfaces intended to support floor coverings, remove defects, which might show through covering, by grinding.

3. Provide "F-Number System" trowel finish at locations indicated on Drawings.

3.07 BONDED CONCRETE TOPPING AND FILL

A. Surface Preparation:

1. Protect raked, base-slab finish from contamination until time of topping. Mechanically remove oil, grease, asphalt, paint, clay stains or other contaminants, leaving clean surface.

2. Prior to placement of topping or fill, thoroughly dampen roughened slab surface and leave free of standing water. Immediately before topping or fill is placed, scrub coat of bonding grout into surface. Do not allow grout to set or dry before topping or fill is placed.

B. Concrete Fill:

1. Where concrete fill intersects a wall surface at an angle steeper than 45 degrees from vertical, provide a 1.5-inch deep keyway in the wall at the point of intersection; size keyway so that no portion of the concrete fill is less than 1.5 inches thick. Form keyway in new walls; create by saw cutting the top and bottom lines and chipping in existing walls.

2. Apply wood float finish to surfaces of concrete fill.

3. Provide concrete fill at locations shown on Drawings.

C. Bonded Concrete Topping in Bottom of Clarifiers and Thickeners:

1. Minimum thickness of concrete topping: 1 inch. Maximum thickness when swept in by clarifier and thickener equipment: 3 inches.

2. Compact topping and fill by rolling or tamping, bring to established grade, and float. Topping grout placed on sloping slabs shall proceed uniformly from the bottom of the slab to the top, for the full width of the placement. Coat surface with evaporation retardant as needed between finishing operations to prevent plastic shrinkage cracks.

3. Screed topping to true surface using installed equipment. Protect equipment from damage during sweeping-in process. Perform sweeping-in process under supervision of equipment manufacturer's factory representative. After topping has been screeded, apply wood float finish. During finishing, do not apply water, dry cement or mixture of dry cement and sand to the surface.

4. As soon as topping or fill finishing is completed, coat surface with curing compound. After the topping is set and sufficiently hard in clarifiers and where required by the Engineer, fill the tank with sufficient water to cover the entire floor for 14 days.

5. Provide bonded concrete topping in bottom of all clarifiers and thickeners.

3.08 EPOXY PENETRATING SEALER

A. Surfaces to receive epoxy penetrating sealer: Apply wood float finish. Clean surface and apply sealer in compliance with manufacturer's instructions.

B. Rooms with concrete curbs or bases: Continue application of floor coating on curb or base to its juncture with masonry wall. Rooms with solid concrete walls or wainscots: Apply minimum 2-inch-high coverage of floor coating on vertical surface.

C. Mask walls, doors, frames and similar surface to prevent floor coating contact.

D. When coving floor coating up vertical concrete walls, curbs, bases or wainscots, use masking tape or other suitable material to keep a neat level edge at top of cove.

E. Provide epoxy penetrating sealer at locations indicated on Drawings.

3.09 EPOXY FLOOR TOPPING

A. Surfaces to receive epoxy floor topping: Apply wood float finish unless recommended otherwise by epoxy floor topping manufacturer. Clean surface and apply epoxy floor topping in compliance with manufacturer's recommendations and instructions. Thickness of topping: 1/8 inch.

B. Rooms with concrete curbs or bases: Continue application of floor coating on curb or base to its juncture with masonry wall. Rooms with solid concrete walls or wainscots: apply 2-inch-high coverage of floor coating on vertical surface.

C. Mask walls, doors, frames and similar surfaces to prevent floor coating contact.

D. When coving floor coating up vertical concrete walls, curbs, bases or wainscots, use masking tape or other suitable material to keep a neat level edge at top of cove.

E. Finished surface shall be free of trowel marks and dimples.

F. Provide epoxy floor topping at locations indicated on Drawings.

3.10 SEALER/DUSTPROOFER

A. Where sealer or sealer/dustproofer is indicated on Drawings, just prior to completion of construction, apply coat of specified clear sealer/dustproofing compound to exposed interior concrete floors in accordance with manufacturer's instructions.

3.11 NONSLIP FINISH

A. Apply float finish as specified. Apply two-thirds of required abrasive aggregate by method that ensures even coverage without segregation and re-float. Apply remainder of abrasive aggregate at right angles to first application, using heavier application of aggregate in areas not sufficiently covered by first application. Re-float after second application of aggregate and complete operations with troweled finish. Perform finishing operations in a manner that will allow the abrasive aggregate to be exposed and not covered with cement paste.

B. Provide nonslip finish at locations indicated on Drawings.

3.12 FIELD QUALITY CONTROL

A. Flatness and levelness of slabs and similar flat surfaces that are indicated on Drawings to receive "F-Number System" finish will be checked by independent testing laboratory employed by Owner in accordance with Section 01454 - Testing Laboratory Services.

B. Tolerances for "F-Number System" finished surfaces:

1. Floor tolerance shall be determined in accordance with ASTM E 1155.

2. Floor flatness and levelness tolerances:

a F_F defines maximum floor curvature allowed over 24 inches. Computed on the basis of successive 12-inch elevation differentials, F_F is commonly referred to as the "flatness F-Number."

b $F_F = \frac{4.57}{\text{Maximum difference in elevation, in decimal inches, between successive 12-inch elevation differences.}}$

c F_L defines relative conformity of floor surface to horizontal plane as measured over 10-foot distance. F_L is commonly referred to as "levelness F-number."

d $F_L = \frac{12.5}{\text{Maximum difference in elevation, in inches, between two points separated by 10 feet.}}$

1. Achieve specified overall slab tolerance. Minimum local tolerance (1/2 bay, unless otherwise designated by Engineer): 2/3 of specified tolerance.

2. Tolerance for floated finish: F_F20/F_L17, unless otherwise shown on Drawings.

3. Tolerance for troweled finish: F_F25/F_L20 for slabs on grade, and F_F25/F_L17 for elevated slabs, unless otherwise shown on Drawings.

3.13 CURING

A. Conform to requirements of Section 03390 - Concrete Curing.

END OF SECTION

Section 03390

CONCRETE CURING

PART 1 G E N E R A L

1.01 SECTION INCLUDES

A. Curing of structural concrete.

1.02 UNIT PRICES

A. No separate payment will be made for concrete curing under this Section. Include payment in unit price for structural concrete.

1.03 REFERENCES

A. ACI 308 - Standard Practice for Curing Concrete.

B. ASTM C 171 - Standard Specifications for Sheet Materials for Curing Concrete.

C. ASTM C 309 - Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete.

D. ASTM D 44587 - Conducting Tests on Paint and Related Coatings and Materials Using a Fluorescent UV-Condensation Light-and Water-Exposure Apparatus.

1.04 DEFINITIONS

A. Mass Concrete: Concrete sections 4 feet or more in least dimension.

1.05 SUBMITTALS

A. Conform to Section 01 33 00 - Submittal Procedures.

B. Product Data: Submit description of proposed curing method for concrete. When use of membrane-forming compound is proposed, submit manufacturer's technical information including material specifications, installation instructions and recommendations, and evidence that compound is satisfactory for intended application. State locations where curing compound will be used.

C. When membrane-forming compounds are to be used, submit certification by the manufacturer of compliance with specified requirements and compatibility with toppings, coatings, finishes, and adhesives to be applied.

PART 2 P R O D U C T S

2.01 MATERIALS

A. Membrane-forming Curing Compound: Conform to ASTM C 309, Type 1D, and following requirements.

1. Minimum solids content: 30 percent.

2. Compound shall not permanently discolor concrete. When used for liquid- containing structures, curing compound shall be white-pigmented.

3. When used in areas that are to be coated, or that will receive topping or floor covering, material shall not reduce bond of coating, topping, or floor covering to concrete. Curing compound manufacturer's technical information shall state conditions under which compound will not prevent bond.

4. Conform to local, state and federal solvent emission requirements.

B. Clear Curing and Sealing Compound (VOC Compliant): Conform to ASTM C 309, Type 1, Class B, and the following requirements: 30 percent solids content minimum; non-yellowing under ultraviolet light after 500-hour test in accordance with ASTM D 4587. Sodium silicate compounds are not permitted. Conform to local, state and federal solvent emission requirements.

C. Sheet Material for Curing Concrete: ASTM C 171; waterproof paper, polyethylene film or white burlap-polyethylene sheeting.

D. Curing Mats (for use in Curing Method 2): Heavy shag rugs or carpets, or cotton mats quilted at 4 inches on center; 12 ounce per square yard minimum weight when dry.

E. Water for curing: Clean and potable.

PART 3 E X E C U T I O N

3.01 CURING PROCEDURES

A. Comply with ACI 308 and the requirements specified herein. Protect freshly-deposited concrete from premature drying and excessively hot or cold temperatures. Maintain minimal moisture loss and relatively constant temperature during time necessary for hydration of cement and proper hardening of concrete.

B. Unformed Surfaces: For concrete surfaces not in contact with forms, use one of following procedures immediately after completion of placement and finishing.

1. Ponding or continuous sprinkling.

2. Absorptive mat or fabric kept continuously wet.

3. Sand or other covering kept continuously wet.

4. Continuous steam bath (not exceeding 150 degrees F at surface of concrete).

5. Vapor mist bath.

6. Membrane-forming curing compound applied according to manufacturer's recommendations. After the curing compound has dried, wet slab surfaces and cover with waterproof paper, polyethylene film, or white burlap-polyethylene sheeting after the application of the curing compound. Tape sheet seams together and provide sufficient weights to keep the sheeting in place. Wet the slab surface again if the sheeting becomes dislodged, and replace the sheeting.

7. Other moisture-retaining coverings as approved by Engineer.

C. Restrictions on Use of Curing Compounds: Unless curing compound manufacturer certifies that curing compound will not prevent bond to cured surface, do not use curing compound on surfaces that will be rubbed or receive additional concrete, mortar, topping, terrazzo or other cementitious finishing materials, on slabs under resilient floors or built-up roofing, or on surfaces to be waterproofed, sealed, hardened or painted.

D. Curing and Sealing Compounds: At locations indicated, cure exposed interior slabs and troweled slabs receiving mastic-applied adhesives with specified clear curing and sealing compound in accordance with manufacturer's recommendations. Do not store materials directly on curing membranes. Use plywood to protect curing membrane from damage. Immediately repair membranes damaged by foot traffic or other operations.

E. Duration of Curing: Continue curing until cumulative number of days or fractions of days during which ambient temperature is above 50 degrees F has totaled 7. Continue curing of water-retaining structures for a total of 14 days. When high-early-strength concrete has been used, continue curing for total of 3 days. Prevent rapid drying at end of curing period.

F. Formed Surfaces: During the curing period keep wet steel forms heated by sun and wood forms in contact with concrete. When forms are to be removed during curing period, employ curing materials or methods immediately. Continue such curing for remainder of curing period.

G. Temperature:

1. Cold Weather. When mean daily temperature of atmosphere is less than 40 degrees F, maintain temperature of concrete between 50 and 70 degrees F for required curing period. When necessary, make arrangements for heating, covering, insulating or housing concrete work in advance of placement to maintain required temperature and moisture conditions. Prevent damage or injury due to concentration of heat. When combustion heaters are necessary in enclosed or protected area where concrete slabs are being placed, vent heaters.

2. Hot Weather. In advance of placement make arrangements for shading, fog spraying, sprinkling, ponding or installation of windbreaks or wet covering of light color. Take such protective measures as quickly as concrete hardening and finishing operations will allow.

3. Temperature Changes. Control so rate of change in temperature of concrete is as uniform as possible. Do not permit temperature change to exceed 5 degrees F in any one hour or 50 degrees F in any 24-hour period.

H. Protection from Mechanical Injury. During curing period, protect concrete from damaging mechanical disturbances, particularly load stresses, heavy shock, and excessive vibration. Protect finished concrete surfaces from damage caused by construction equipment, materials or methods, and by rain or running water. Do not load self-supporting structures in a way that over stresses concrete.

3.02 CURING MASS CONCRETE

A. Observe the following additional restrictions when curing mass concrete.

1. Minimum curing period: 2 weeks.

2. When ambient air temperature falls below 32 degrees F, protect surface of concrete against freezing.

3. Do not use steam or other curing methods that will add heat to concrete.

4. Keep forms and exposed concrete continuously wet for at least the first 48 hours after placing, and whenever surrounding air temperature is above 90 degrees F during final curing period.

5. During 2-week curing period, provide necessary controls to prevent ambient air temperature immediately adjacent to concrete from falling more than 30 degrees F in 24 hours.

END OF SECTION

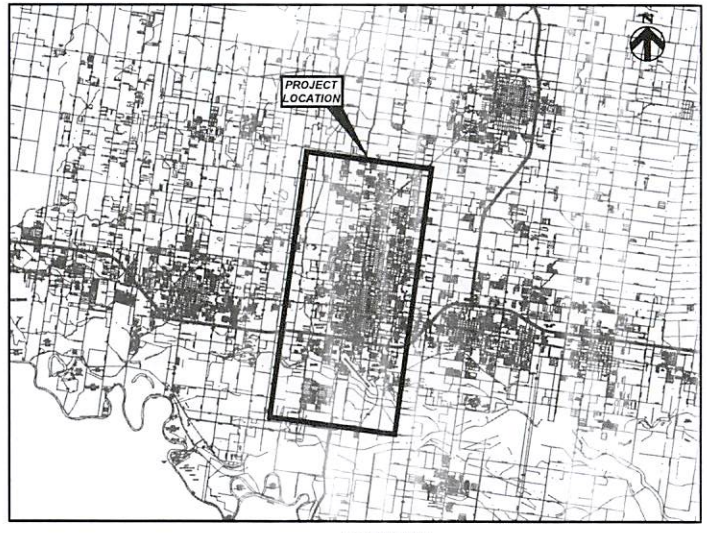
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

McALLEN, TEXAS

McALLEN INDEPENDENT SCHOOL DISTRICT

McALLEN ISD BOARD MEMBERS

SAM SALDIVAR JR.	PRESIDENT
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DEBBIE CRANE ALISEDA	BOARD MEMBER
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JOSEPH CAPORUSSO	BOARD MEMBER



LOCATION MAP
NTS

SHEET INDEX

SHEET	DRAWING NO.	TITLE
GENERAL		
1	0000G-001	COVER SHEET & SHEET INDEX
2	0000G-002	LOCATION MAP
3	0000G-003	GENERAL NOTES, COMMON SYMBOLOGY & LEGEND
4	0000C-001	EROSION CONTROL GENERAL DETAILS
5	0000C-002	CML DETAILS
SITE		
6	0100C-001	GARZA ELEMENTARY SCHOOL STAFF PARKING & DRIVEWA EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
7	0100C-002	ELEMENTARY SCHOOL STAFF PARKING & DRIVEWAY- GRADING AND OVERLAY LAYOUT
8	0100C-003	GARZA ELEMENTARY SCHOOL STAFF PARKING & DRIVEWA STRIPING LAYOUT
9	0200C-001	LAMAR ACADEMY PARKING LOT- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
10	0200C-002	LAMAR ACADEMY PARKING LOT- GRADING AND OVERLAY LAYOUT
11	0200C-003	LAMAR ACADEMY PARKING LOT- STRIPING LAYOUT
12	0300C-001	CHRISTA McAULIFFE ELEMENTARY SCHOOL PLAY AREA- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
13	0300C-002	CHRISTA MCAULIFFE ELEMENTARY SCHOOL PLAY AREA- GRADING AND OVERLAY LAYOUT
14	0300C-003	CHRISTA MCAULIFFE ELEMENTARY SCHOOL PLAY AREA- STRIPING LAYOUT
15	0400C-001	MEMORIAL HIGH SCHOOL STUDENT PARKING LOT- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
16	0400C-002	MEMORIAL HIGH SCHOOL STUDENT PARKING LOT- GRADING AND OVERLAY LAYOUT
17	0400C-003	MEMORIAL HIGH SCHOOL STUDENT PARKING LOT- STRIPING LAYOUT
18	0500C-001	BEN MILAM ELEMENTARY PARKING LOT- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
19	0500C-002	BEN MILAM ELEMENTARY PARKING LOT- GRADING AND OVERLAY LAYOUT
20	0500C-003	BEN MILAM ELEMENTARY PARKING LOT- STRIPING LAYOUT
21	0600C-001	THEODORE ROOSEVELT ELEMENTARY PARKING LOT- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
22	0600C-002	THEODORE ROOSEVELT ELEMENTARY PARKING LOT- GRADING AND OVERLAY LAYOUT
23	0600C-003	THEODORE ROOSEVELT ELEMENTARY PARKING LOT- STRIPING LAYOUT
24	0700C-001	McALLEN HIGH SCHOOL BULLDOG DRIVE AND ALLEY DRI EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT
25	0700C-002	MCALLEN HIGH SCHOOL BULLDOG DRIVE AND ALLEY DRI GRADING AND OVERLAY LAYOUT
26	0700C-003	MCALLEN HIGH SCHOOL BULLDOG DRIVE AND ALLEY DRI STRIPING LAYOUT

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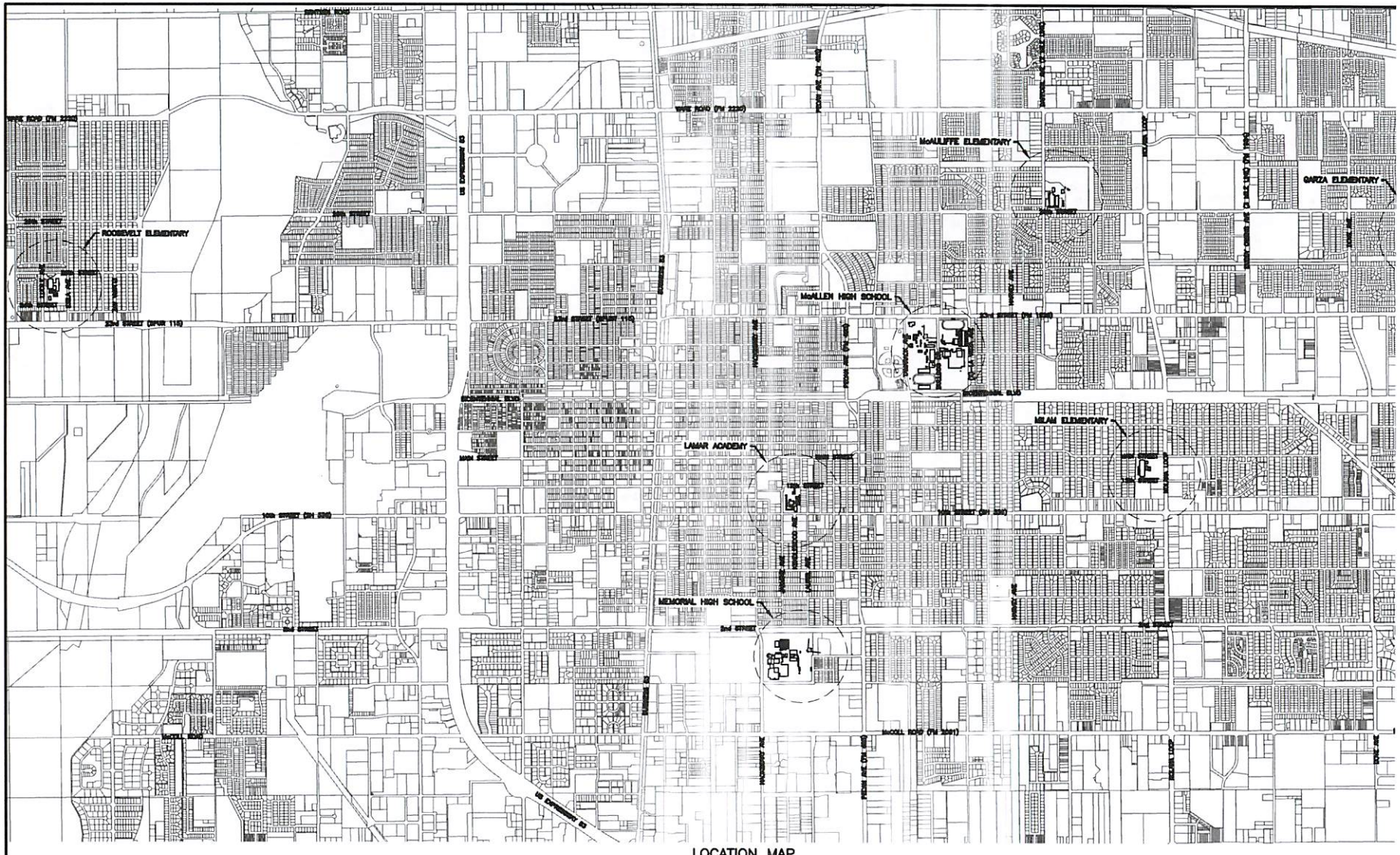
FEBRUARY 2013

REVISIONS			
No	DATE	DESCRIPTION	APP
	FEBRUARY 2013	ISSUED FOR BID	

STATE OF TEXAS — OMAR ARMANDO GUERRA — 97248 — LICENSED PROFESSIONAL ENGINEER

PROJECT 4657-01
DRAWING 0000G-001
SHEET No

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LOCATION MAP
1" = 1200'

DESIGNED BY	HRV/MR
DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No.	DATE	DESCRIPTION	APP
A	12/10/2012	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

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OMAR ANCHONDO JR. 97249 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS
12-4-13

McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

CITY OF McALLEN
MISD PROJECT LOCATIONS MAP

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SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT No. 4657-01
DRAWING No. 00
SHEET No.

Feb 05, 2013 - 2:40pm vargasfr
G:\1540\4657-01 McAllen ISD\04 Eng\Design\Sheets Files\000000-002 Location Map.dwg

GENERAL NOTES

GENERAL NOTES

1. THE FOLLOWING NOTES ARE GENERAL AND APPLY TO ALL SHEETS OF THESE CONTRACT DOCUMENTS AS IF THEY WERE WRITTEN IN THEIR ENTIRETY ON EACH SHEET.
2. CONTRACTOR SHALL CONTACT THE OWNER 48 HOURS PRIOR TO START OF ANY CONSTRUCTION WITHIN PROJECT SITE.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING ALL EXISTING CONDITIONS INCLUDING LOCATION AND DIMENSIONS OF ALL EXISTING CONSTRUCTION AND UTILITIES. CONTRACTOR SHALL NOTIFY ENGINEER IF THERE IS A CONFLICT BETWEEN THE CONTRACT DOCUMENTS AND EXISTING CONSTRUCTION BEFORE PROCEEDING WITH WORK.
4. CONTRACTOR TO NOTIFY ALL UTILITY COMPANIES WITHIN THE CONSTRUCTION AREA 48 HOURS PRIOR TO EXCAVATION NEAR THEIR UTILITIES.
5. UNLESS DETAILED, SPECIFIED OR OTHERWISE INDICATED ON THE DRAWINGS CONSTRUCTION SHALL BE AS INDICATED IN THE APPLICABLE TYPICAL DETAILS AND GENERAL NOTES. TYPICAL DETAILS SHALL APPLY EVEN THOUGH NOT REFERENCED AT SPECIFIC LOCATIONS ON DRAWINGS.
6. WHERE NO CONSTRUCTION DETAILS ARE SHOWN OR NOTED FOR ANY PART OF WORK, DETAILS SHALL BE THE SAME AS FOR OTHER SIMILAR WORK.
7. PRIOR TO EXCAVATION FOR NEW STRUCTURES, ELECTRICAL CONDUIT, FABRICATION OF NEW PIPING AND/OR OTHER PROPOSED UTILITIES, CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING PIPING AND UTILITIES IN THE CONSTRUCTION AREA. THE CONTRACTOR SHALL TEMPORARILY RELOCATE CONFLICTING EXISTING UTILITIES AT TIE-IN/CONNECTION LOCATIONS AND REINSTALL THEM AS REQUIRED TO ELIMINATE THE CONFLICT AT NO ADDITIONAL COST TO THE OWNER.
8. EXISTING FACILITY AND UTILITY INFORMATION SHOWN ON THE DRAWING WAS OBTAINED FROM AVAILABLE RECORDS OR ELECTRONIC FILES. THE CONTRACTOR SHALL FIELD VERIFY ALL LOCATIONS, SIZES, MATERIAL TYPES, AND ELEVATIONS SHOWN AROUND OR NEAR AREAS OF CONSTRUCTION PRIOR TO START OF CONSTRUCTION.
9. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO PROTECT FROM DAMAGE, ALL EXISTING FACILITIES AND UTILITIES SHOWN OR NOT SHOWN WHICH ARE TO REMAIN IN PLACE. ALL FACILITIES DAMAGED BY THE CONTRACTOR'S OPERATION SHALL BE EXPEDITIOUSLY REPAIRED OR RECONSTRUCTED TO THE ORIGINAL OR BETTER CONDITION AT THE CONTRACTOR'S EXPENSE WITHOUT ADDITIONAL COMPENSATION.
10. CONTRACTOR TO OBTAIN ALL CONSTRUCTION PERMITS NOT SUPPLIED BY OWNER AT HIS EXPENSE PRIOR TO COMMENCEMENT OF WORK.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ADEQUATE DRAINAGE AT ALL TIMES DURING CONSTRUCTION OF PROPOSED FACILITIES. NATURAL GROUND ADJACENT TO UTILITY TRENCH EXCAVATION TO BE CLEARED AND GRUBBED PRIOR TO PLACEMENT OF EXCESS TRENCH MATERIAL (NO ADDITIONAL PAYMENT-INCLUDE IN UNIT PRICES OF UNDERGROUND UTILITIES CONSTRUCTION.)
12. CONTRACTOR IS RESPONSIBLE FOR CLEANING MUD AND/OR DIRT TRACKED ONTO EXISTING STREETS BY HIS WORKMEN'S, SUPPLIER'S, OR SUBCONTRACTOR'S VEHICLES. STREETS MUST BE CLEANED WITHIN 2 HOURS OF WHEN THE TRACKING OCCURS. NO SEPARATE PAY.
13. PROVIDE ALL SHEETING/SHORING REQUIRED TO PROTECT EXISTING STRUCTURES, PIPE, AND FACILITIES. CONTRACTOR IS HEREBY INFORMED THAT ALL TRENCHING AND SHORING WILL BE DONE IN STRICT ACCORDANCE WITH THE LATEST OSHA STANDARDS.
14. ANY ADDITIONAL SOIL BORINGS THE CONTRACTOR REQUIRES ARE TO BE DONE BY THE CONTRACTOR AT HIS EXPENSE.
15. CONSTRUCTION STAKING (ALIGNMENT AND GRADE) TO BE PROVIDED BY THE CONTRACTOR AT NO SEPARATE PAY.
16. SURPLUS EXCAVATED MATERIAL SHALL BE REMOVED AND DISPOSED OF OFF SITE AS DIRECTED BY THE ENGINEER. IF THE ENGINEER NOTIFIES THE CONTRACTOR THAT THE OWNER DOES NOT HAVE USE FOR THIS MATERIAL, THE SURPLUS MATERIAL BECOMES THE PROPERTY OF THE CONTRACTOR, AND IT IS HIS RESPONSIBILITY TO DISPOSE OF THE MATERIAL.
17. ALL WORK SHALL BE DONE IN ACCORDANCE WITH APPLICABLE LOCAL REQUIREMENTS.
18. PAVED SURFACES SHALL BE PROTECTED FROM DAMAGE FROM ANY EQUIPMENT.
19. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY IRON RODS DISTURBED DURING CONSTRUCTION AND SHALL BE REPLACED BY REGISTERED PUBLIC LAND SURVEYOR TO ORIGINAL PROPERTY CORNER AT NO SEPARATE PAY.
20. WORK PERFORMED UNDER THIS CONTRACT IS GOVERNED BY REQUIREMENTS OF SEVERAL PUBLIC, GOVERNMENTAL, AND PRIVATE ENTITIES. CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS OF SAID ENTITIES.
21. CONTRACTOR SHALL SECURE THE CONSTRUCTION SITE AT ALL TIMES INCLUDING EVENTS OF INCLEMENT WEATHER.

GENERAL UTILITY NOTES

1. INFORMATION ON EXISTING BURIED PIPING, ELECTRICAL CONDUITS, HAS NOT BEEN VERIFIED AND THE ACCURACY OF SUCH INFORMATION IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO LOCATE UNDERGROUND FEATURES SUFFICIENTLY IN ADVANCE OF OPERATION TO AVOID DAMAGE OR CONFLICTS.
2. IN THE EVENT OF DAMAGE TO UNDERGROUND FACILITIES WHETHER OR NOT SHOWN IN THE DRAWINGS, THE CONTRACTOR SHALL MAKE THE NECESSARY REPAIRS TO PLACE THE FACILITIES BACK IN SERVICE AT NO INCREASE IN THE CONTRACT PRICE. SUCH REPAIRS SHALL CONFORM TO THE REQUIREMENTS OF THE COMPANY OR AGENCY SERVICING THE FACILITY.
3. TRENCHING FOR UTILITY INSTALLATION SHALL BE NO MORE THAN 200' AHEAD OF PIPE INSTALLATION AND BACKFILL. NO TRENCH SHALL BE LEFT OPEN AFTER NORMAL WORKING HOURS. TRENCH PLATES SHALL BE USED TO COVER OPEN TRENCHES AT ROAD CROSSINGS.
4. UNLESS SHOWN OTHERWISE ON PLANS OR SPECIFICATIONS, DEWATERING FOR UTILITY INSTALLATION, INCLUDING ALL MANHOLES & CULVERTS, WILL NOT BE PAID FOR DIRECTLY BUT CONSIDERED SUBSIDIARY TO THE VARIOUS BID ITEMS.
5. ALL PIPELINES 12" AND LARGER SHALL HAVE A MINIMUM COVER OF 36" UNLESS THE COVER AND DEPTH IS SPECIFICALLY INDICATED N THE DRAWINGS. PIPE SMALLER THAN 12" SHALL HAVE A MINIMUM COVER OF 30" UNLESS NOTED OTHERWISE. PIPES SHALL BE ROUTED AS SHOWN UNLESS MINOR REVISIONS ARE NECESSARY TO MISS EXISTING PIPES, STRUCTURES, ETC. CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING ALL FITTINGS AND ADAPTERS REQUIRED TO MAKE THE ROUTING CHANGES AT NO ADDITIONAL COST TO THE OWNER.
6. CONTRACTOR SHALL MAKE CONNECTIONS TO EXISTING PIPE, EQUIPMENT, ETC. AS REQUIRED AND SHALL PROVIDE ALL FITTINGS, ADAPTERS AND APPURTENANCES REQUIRED TO MAKE THE CONNECTIONS. PROVIDE ALL SUPPORTS REQUIRED FOR A RIGIDLY SUPPORTED, COMPLETE AND WORKING SYSTEM.
7. ALL EXISTING PIPES THAT ARE TO BE ABANDONED IN PLACE OR REMOVED MAY NOT BE SHOWN. WHERE PIPING IS TO BE ABANDONED AND MUST REMAIN IN SERVICE UNTIL COMPLETION OF OTHER PHASES OF WORK, AND IT CONFLICTS WITH NEW PIPING, TEMPORARILY RELOCATE PIPING AS REQUIRED TO MAINTAIN SERVICE AT NO ADDITIONAL COST TO THE OWNER.
8. ABANDONED FITTINGS, VALVES, EQUIPMENT, ETC, SHALL BE RECOVERED AND STOCKPILED AT A SECURE LOCATION BY THE CONTRACTOR FOR SALVAGE BY THE CITY. HOWEVER, ALL RELATED ITEMS THAT ARE UNWANTED BY THE CITY SHALL BECOME PROPERTY OF THE CONTRACTOR AND DISPOSED OF IN AN APPROPRIATE MANNER.
9. OVERHEAD LINES MAY EXIST ON THE PROPERTY AND CONTRACTOR SHALL TAKE SPECIAL PRECAUTIONS IN THE VICINITY OF ANY OVERHEAD ELECTRIC LINES. LINES HAVE NOT BEEN MARKED SINCE THEY ARE CLEARLY VISIBLE, BUT CONTRACTOR SHOULD LOCATE THEM PRIOR TO CONSTRUCTION. CONTRACTOR SHALL ABIDE BY NATIONAL ELECTRIC CODE AND ANY REQUIREMENT BY OWNER OF ELECTRIC LINES. TEXAS LAW, SECTION 752, HEALTH & SAFETY CODE, FORBIDS ALL ACTIVITIES IN WHICH PERSONS OR THINGS MAY COME WITHIN SIX (6) FEET OF LIVE OVERHEAD HIGH VOLTAGE LINES. CONTRACTORS AND OWNERS ARE LEGALLY RESPONSIBLE FOR SAFETY OF CONSTRUCTION WORKERS UNDER THIS LAW. THIS LAW CARRIES BOTH CRIMINAL AND CIVIL LIABILITY. THE CONTRACTOR SHALL TAKE SPECIAL PRECAUTIONS IN THE VICINITY OF ANY OVERHEAD ELECTRIC LINES.
10. LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THE DRAWINGS WERE OBTAINED FROM AVAILABLE RECORDS. NEITHER THE OWNER NOR ENGINEER ASSUMES ANY RESPONSIBILITY FOR UTILITIES NOT SHOWN OR NOT IN THE LOCATION SHOWN. THE CONTRACTOR SHALL VERIFY ALL LOCATIONS AND ELEVATIONS AND SHALL TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO PROTECT UTILITY LINES WHETHER SHOWN OR NOT SHOWN. CONTRACTORS SHALL NOTIFY TEXAS EXCAVATION SAFETY SYSTEM (1-800-344-8377), VERIZON DIG ALERT (1-800-483-8279) AND THE LONE STAR NOTIFICATION COMPANY (1-800-869-8344) TWO WORKING DAYS PRIOR TO ANY EXCAVATION WORK.
11. CONTRACTOR TO MAKE ARRANGEMENTS WITH THE APPROPRIATE UTILITY COMPANY FOR SECURING POLES, IF NECESSARY, WHILE CONSTRUCTION PASSES BY POLES. COSTS OF SECURING POLES WILL BE PAID FOR BY THE CONTRACTOR, NO SEPARATE PAY.
12. CONTRACTOR SHALL MAINTAIN THE FUNCTION OF THE EXISTING STORM SEWER INFRASTRUCTURE DURING THE COURSE CONSTRUCTION.

MISCELLANEOUS

1. CONTRACTOR SHALL VISIT THE SITE OF THE WORK AND EXAMINE LOCAL CONDITIONS TO BE ENCOUNTERED, IMPROVEMENTS TO BE PROTECTED, PERMITS AND FEES REQUIRED, AND OTHER RESEARCH NECESSARY TO ASSURE THAT THE PROJECT IS THOROUGHLY UNDERSTOOD AND IS FULLY AWARE OF ALL CONDITIONS AND CONSTRAINTS WHICH MAY BE ENCOUNTERED DURING THE COURSE OF CONSTRUCTION.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR COMPLETING SUBMITTING, AND POSTING THE SWPPP, LISTING OF ENDANGERED SPECIES, NOTICE OF INTENT, CONSTRUCTION SITE NOTICE AND NOTICE OF TERMINATION AS REQUIRED BY THE APPROPRIATE REGULATORY AGENCIES.
3. WHERE CALLED FOR IN THE PLANS, CEMENT STABILIZED SAND SHALL CONSIST OF SAND PER PROJECT SPECIFICATIONS AND 1-1/2 SACKS OF PORTLAND CEMENT PER CUBIC YARD (141LBS/CY). THIS WORK SHALL NOT BE PAID FOR DIRECTLY BUT CONSIDERED SUBSIDIARY TO THE VARIOUS BID ITEMS.
4. IN GENERAL, AVOID THE REMOVAL OF EXISTING TREES. TREE REMOVAL MAY OCCUR, BUT ONLY WHEN NECESSARY FOR CONSTRUCTION.
5. ALL AREAS DISTURBED DURING EXCAVATION AND GRADING ACTIVITIES SHALL BE HYDRO-SEEDING.

DEMOLITION

1. AFTER REMOVAL OF PIPING AND STRUCTURES DESIGNATED IN PLANS, EXCAVATIONS SHALL BE BACKFILLED USING NATIVE MATERIAL AND COMPACTED TO 93% STANDARD PROCTER DENSITY.
2. EXISTING PIPE LEFT IN PLACE AFTER DEMOLITION/REMOVAL ACTIVITIES SHALL BE PLUGGED OR CAPPED USING RESTRAINED FITTING. IF RESTRAINED FITTINGS CAN NOT BE USED THEN THRUST BLOCKING SHALL BE INSTALLED.
3. THE CONTRACTOR WILL BE REQUIRED TO CONTACT THE ENGINEER AND CITY TO COORDINATE ANY DEMOLITION ACTIVITIES AT LEAST 48 HOURS PRIOR TO INITIATING ANY SUCH ACTIVITY.
4. THE CONTRACTOR IS REQUIRED TO DISPOSE OF ALL MATERIALS AND PAY FOR ALL FEES RELATING TO DISPOSAL OF ALL MATERIAL IN COMPLIANCE WITH TCEQ AND EPA RULES AND REGULATIONS AT PERMITTED DISPOSAL SITES AND PROVIDE ALL HAULING MANIFESTS. THIS PROJECT WILL NOT BE ACCEPTED UNTIL CONTRACTOR PRODUCES THIS DOCUMENTATION.

STREET & EXCAVATION

1. ASPHALT LAYING MACHINE SHALL BE CAPABLE OF LAYING A 14' WIDTH.
2. DURING SUBGRADE PREPARATION, THE DEVELOPMENT OF ANY SOFT AREAS SHALL BE REMOVED AND REPLACED WITH ACCEPTABLE MATERIAL AND COMPACTED AS PER PROJECT SPECIFICATIONS. A SOFT AREA SHALL BE DEFINED AS AN AREA THAT EXHIBITS A DEPRESSION GREATER THAN 1" MEASURED VERTICALLY WHEN ROLLED AT 2" INTERVALS OR LESS BY A 14 YARD DUMP TRUCK FULLY LOADED. THIS WORK SHALL NOT BE PAID FOR DIRECTLY BUT CONSIDERED SUBSIDIARY TO THE VARIOUS BID ITEMS.
3. WHERE EXISTING ASPHALT IS TO BE CUT, THESE CUTS SHALL BE VERTICAL CUTS MADE WITH A SAW.
4. FLEXIBLE BASE SHALL BE IN ACCORDANCE WITH TECHNICAL SPECIFICATION 02601.
5. FLEXIBLE BASE SHALL BE COMPACTED TO A MINIMUM OF 95% STANDARD PROCTER DENSITY.
6. PRIME COAT MATERIAL SHALL BE MC-30 APPLIED AT A RATE OF 0.20 GAL/SY.
7. CARE SHALL BE TAKEN TO PROTECT CURB AND GUTTER AND OTHER CONCRETE SURFACES FROM ASPHALT SPLATTER DURING PRIMING, SEALING, AND TACKING OPERATIONS.
8. PRIMING AND HOT MIX OPERATIONS SHALL NOT BE CONDUCTED ON DAYS WHEN OZONE ADVISORY HAS BEEN ISSUED; EXCLUDING DIRECTED REPAIRS.
9. THE COMPLETED FLEXIBLE BASE SHALL RECEIVE A PRIME COAT CONSISTING OF MC-30 AND A TACK COAT CONSISTING OF SS-1 PRIOR TO THE PLACEMENT OF THE HOT MIX ASPHALTIC CONCRETE PAVEMENT.

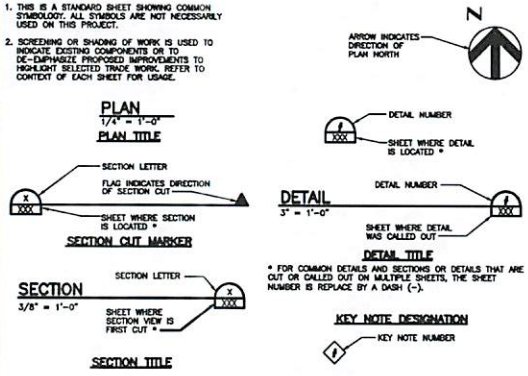
TRAFFIC CONTROL

1. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE TEXAS MANUAL OF UNIFORM CONTROL DEVICES (MUTCD), LATEST EDITION.
2. THE CONTRACTOR SHALL PLAN AND SEQUENCE ALL CONSTRUCTIOON ACIVITY IN SUCH A MANNER THAT WILL PERMIT SAFE PEDESTRIAN AND VEHICULAR MOVEMENT.

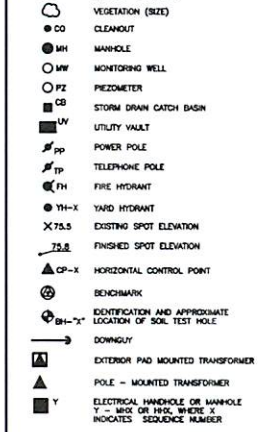
GENERAL SYMBOLOGY

GENERAL NOTES:

1. THIS IS A STANDARD SHEET SHOWING COMMON SYMBOLOGY. ALL SYMBOLS ARE NOT NECESSARILY USED ON THIS PROJECT.
2. SCREENING OR SHADING OF WORK IS USED TO INDICATE EXISTING COMPONENTS OR TO DE-EMPHASIZE PROPOSED IMPROVEMENTS TO HIGHLIGHT SELECTED TRADE WORK. REFER TO CONTEXT OF EACH SHEET FOR USAGE.

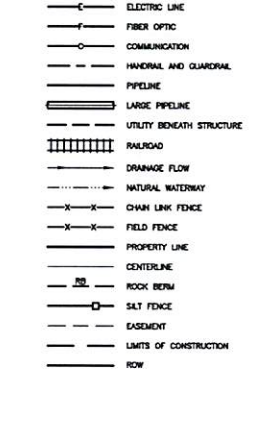


SITE PLAN SYMBOLOGY



NOTES:

1. UTILITIES THAT ARE SUSPENDED ABOVE GRADE ARE DESIGNATED BY THE PREFIX "OH" (OVERHEAD).



SHEET NAMING C

AREA DESIGNATION

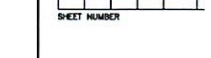
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0100	SITE

DISCIPLINE DESIGNATOR &

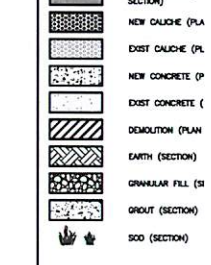
G	GENERAL
V	SURVEYING/MAPPING
B	GEOTECHNICAL
C	CIVIL
S	STRUCTURAL
A	ARCHITECTURAL
D	PROCESS
M	MECHANICAL (HVAC)
P	PLUMBING
E	ELECTRICAL
Y	INSTRUMENTATION

EXAMPLE

SITE PLAN CIVIL, SHEET 01



MATERIALS IN PLA



DESIGNED BY	HRV/MR	REVISIONS		
DRAWN BY	HRV/MR	No	DATE	DESCRIPTION
CHECKED BY	OA	A	FEBRUARY 2013	ISSUED FOR BID
APPROVED BY	SLM			
DATE	FEBRUARY 2013			

McALLEN INDEPENDENT SCHOOL DISTRICT

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1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS — OMAR ALEJANDRO BALLESTEROS — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

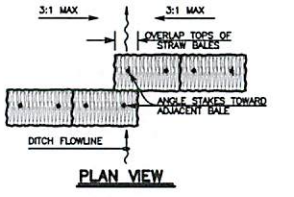
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

GENERAL NOTES, COMMON SYMBOLOGY & LEGEND

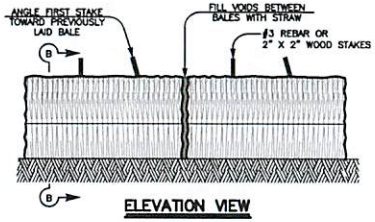
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
SHEET No

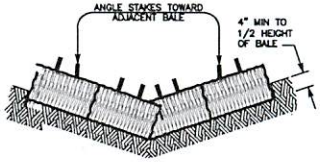
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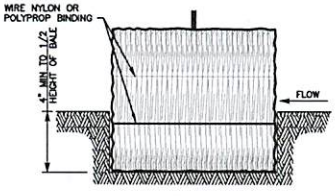
PLAN VIEW



ELEVATION VIEW



PROFILE VIEW



SECTION

STRAW BALE GENERAL NOTES:

1. STRAW BALE SHALL BE A MINIMUM OF 30" IN LENGTH AND WEIGH A MINIMUM OF 50 LBS.
2. STRAW BALES SHALL BE BOUND BY EITHER WIRE OR NYLON OR POLYPROPYLENE STRING. THE BALES SHALL BE COMPOSED ENTIRELY OF VEGETATIVE MATTER.
3. STRAW BALES SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF 4" AND WHERE POSSIBLE 1/2 THE HEIGHT OF THE BALES.
4. STRAW BALES SHALL BE PLACED IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT BALES. THE BALES SHALL BE PLACED WITH BINDINGS PARALLEL TO THE GROUND.
5. STRAW BALES SHALL BE SECURELY ANCHORED IN PLACE WITH #3 REBAR OR 2" x 2" WOOD STAKES, DRIVEN THROUGH THE BALES. THE FIRST STAKE SHALL BE ANGLED TOWARDS THE PREVIOUSLY LAID BALE TO FORCE THE BALES TOGETHER.
6. THE GUIDELINES SHOWN HEREON ARE SUGGESTIONS ONLY AND MAY BE MODIFIED BY THE OWNER.

STRAW BALE FENCE USAGE GUIDLINES:

A STRAW BALE FENCE INSTALLATION SHALL BE CONSTRUCTED NEAR THE DOWNSTREAM PERIMETER OF A DISTURBED AREA ACROSS A DITCH OR SWALE TO INTERCEPT SEDIMENT FROM RUNOFF. THE INSTALLATION SHOULD BE SIZED TO FILTER A MAXIMUM FLOW THRU RATE OF 5 GPM/FT OF CROSS SECTIONAL AREA. BALED STRAW MAY BE USED AT THE FOLLOWING LOCATIONS.

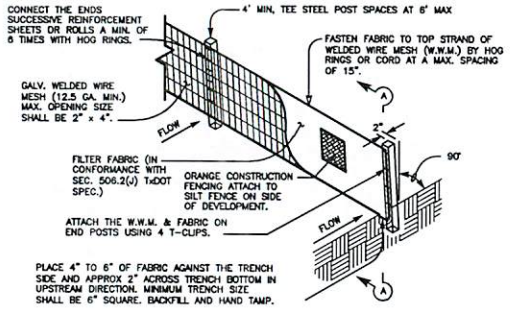
1. WHERE THE RUNOFF APPROACHING THE BALED STRAW FLOWS OVER DISTURBED SOIL FOR LESS THAN 100'. IF THE SLOPE OF THE DISTURBED SOIL EXCEEDS 10%, THE LENGTH OF THE SLOPE UPSTREAM THE BALED STRAW SHOULD BE LESS THAN 50'.
2. WHERE THE INSTALLATION WILL BE REQUIRED FOR LESS THAN 3 MONTHS.
3. WHERE THE CONTRIBUTING DRAINAGE AREA IS LESS THAN 1/2 ACRE.

FOR STRAW BALE INSTALLATIONS IN SMALL DITCHES, THE ADDITIONAL FOLLOWING CONSIDERATIONS APPLY:

1. THE DITCH SIDE SLOPES SHOULD BE GRADED AS FLAT AS POSSIBLE TO MAXIMIZE THE DRAINAGE FLOW RATE THRU THE STRAW.
2. THE DITCH SHOULD BE GRADED LARGE ENOUGH TO CONTAIN THE OVERTOPPING DRAINAGE WHEN SEDIMENT HAS FILLED TO THE TOP OF THE BALED STRAW.

BALES SHOULD BE REPLACED EVERY 2 MONTHS OR MORE OFTEN DURING WET WEATHER WHEN LOSS OF STRUCTURAL INTEGRITY IS ACCELERATED.

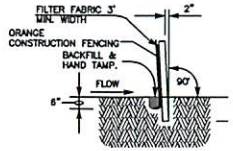
STRAW BALE FENCE FOR EROSION CONTROL 1



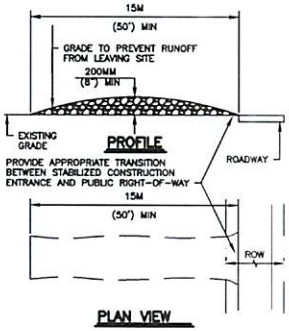
SILT & CONSTRUCTION FENCE DETAILS

SEDIMENT CONTROL FILTER FABRIC FENCE I GUIDELINES

1. A SEDIMENT CONTROL FENCE SHALL BE NEAR THE DOWNSTREAM PERIMETER OF AREA ALONG A CONTOUR TO INTERCEPT FROM OVERLAND RUNOFF.
2. SEDIMENT CONTROL FENCE SHOULD BE FILTER A MAX. FLOW THRU RATE OF SEDIMENT CONTROL FENCE IS NOT REC CONTROL EROSION FROM A DRAINAGE THAN 2 ACRES.



SECTION

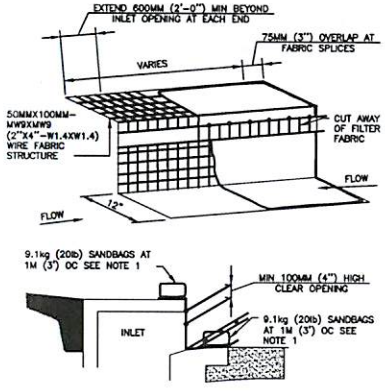


PLAN VIEW

NOTES:

1. STONE SIZE: 75-125 mm (3-5") OPEN GRADED ROCK.
2. LENGTH: AS EFFECTIVE BUT NOT LESS THAN 15 m (50').
3. THICKNESS: NOT LESS THAN 200 mm (8").
4. WIDTH: NOT LESS THAN FULL WIDTH OF ALL POINTS OF INGRESS/EGRESS.
5. WASHING: WHEN NECESSARY, VEHICLE WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC ROADWAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE AND DRAINS INTO AN APPROVED TRAP OR SEDIMENT BASIN. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE USING APPROVED METHODS.
6. MAINTENANCE: THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND, AS WELL AS REPAIR AND CLEAN OUT OF ANY MEASURE DEVICES USED TO TRAP SEDIMENT. ALL SEDIMENTS THAT IS SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC ROADWAY MUST BE REMOVED IMMEDIATELY.
7. DRAINAGE: ENTRANCE MUST BE PROPERLY GRADED OR INCORPORATE A DRAINAGE SWALE TO PREVENT RUNOFF FROM LEAVING THE CONSTRUCTION SITE.

STABILIZED CONSTRUCTION ENTRANCE 3



FILTER DIKE CURB INLET PROTECTION 4

NOTES:

1. WHERE MINIMUM CLEARANCE DRIVE IN THE GUTTER, THE SUBSTITUTE A 25MM X 100 SECURED WITH CONCRETE N NAILED INTO THE GUTTER IN TO HOLD THE FILTER DIKE REMOVAL, CLEAN ANY DIRT/ LOCATIONS, APPLY CHEMIC AND APPLY NON-SHRINK GR SURFACE OF GUTTER.
2. A SECTION OF FILTER FABRI AS SHOWN ON THIS DETAIL THE ENGINEER OR DESIGNAT FABRIC MUST BE SECURED WITH CLIPS OR HOG RINGS
3. DAILY INSPECTION SHALL BE CONTRACTOR AND SILT ACCU REMOVED WHEN DEPTH REA
4. CONTRACTOR SHALL MONITO OF INLET PROTECTION DURIN EVENT AND IMMEDIATELY RE PROTECTIONS IF THE STORM OVERTOP THE CURB.
5. INLET PROTECTIONS SHALL E AS THE SOURCE OF SEDIME

DESIGNED BY:	HRV/MR
DRAWN BY:	HRV/MR
CHECKED BY:	GA
APPROVED BY:	SLM
DATE:	FEBRUARY 2013

REVISIONS

No.	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	GA

McALLEN INDEPENDENT SCHOOL DISTRICT

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STATE OF TEXAS — OMAR ARGUELLES — 97248 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

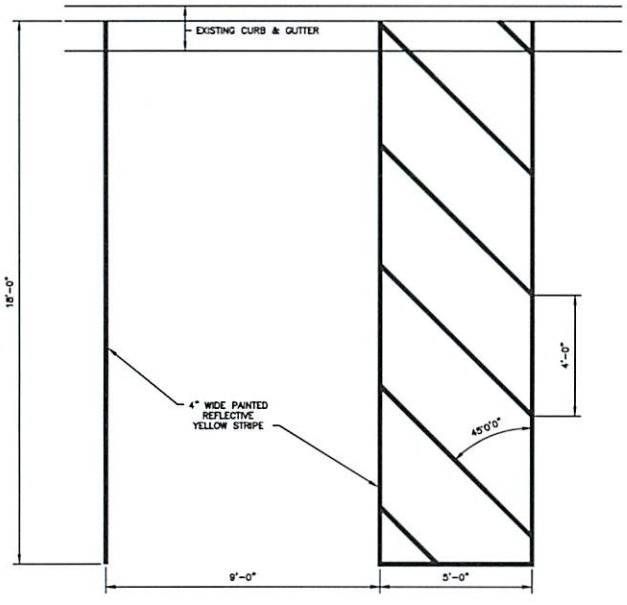
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

EROSION CONTROL
GENERAL DETAILS

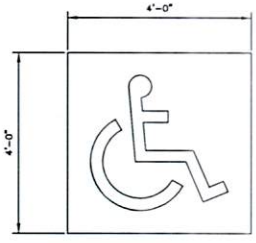
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

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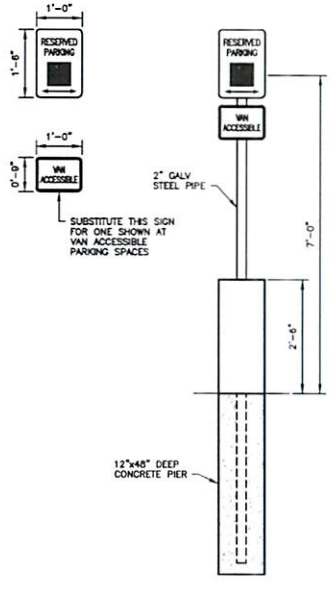


PARKING SPACE STRIPING DETAIL — A — 06000-002
SCALE: 1/2=1'-0

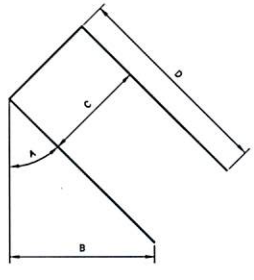


NOTE:
1. 48"x48" BLUE FIELD WHITE WHEELCHAIR 36"x36"

HANDICAP STRIPING DETAIL — B — 06000-002
SCALE: 3/4=1'-0

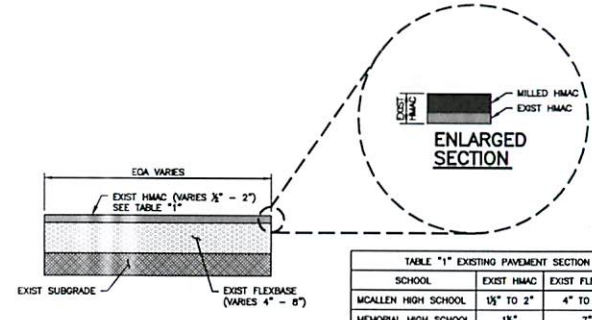


HANDICAP SIGN DETAILS — D — 06000-002
SCALE: 3/4=1'-0



ACCEPTABLE PARKING DESIGN			
PARKING ANGLE	STALL DEPTH	STRIPE WIDTH	STRIPE LENGTH
A	B	C	D
45°	13.44'	9.00'	19.00'
60°	9.50'	9.00'	19.00'
90°	18.00'	9.00'	18.00'

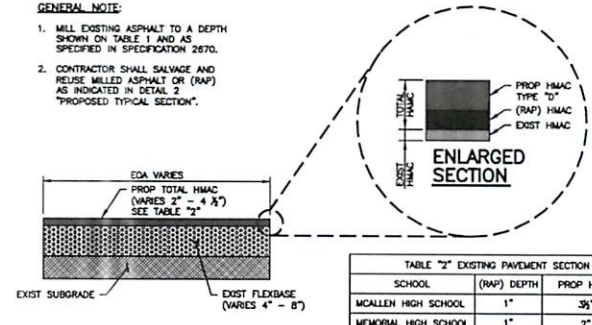
PARKING SPACE STRIPING DEMENSIONS DETAILS — C — 06000-002
SCALE: 1/2=1'-0



EXISTING TYPICAL SECTION — 1 — 06000-002
SCALE: 3/4=1'-0

TABLE "1" EXISTING PAVEMENT SECTION THICKNESS		
SCHOOL	EXIST HMAC	EXIST FLEXBASE
MCALLEN HIGH SCHOOL	1½" TO 2"	4" TO 5½"
MEMORIAL HIGH SCHOOL	1½"	7"
LAMAR ACADEMY	1½" TO 2"	7½" TO 8"
ROOSEVELT ELEMENTARY	1½" TO 2"	6" TO 6½"
McAULIFFE ELEMENTARY	1" TO 2"	4"
GARZA ELEMENTARY	1½"	4½" TO 5½"
MILAM ELEMENTARY	½" TO 1½"	4½"

GENERAL NOTE:
1. MILL EXISTING ASPHALT TO A DEPTH SHOWN ON TABLE 1 AND AS SPECIFIED IN SPECIFICATION 2670.
2. CONTRACTOR SHALL SALVAGE AND REUSE MILLED ASPHALT OR (RAP) AS INDICATED IN DETAIL 2 "PROPOSED TYPICAL SECTION".



PROPOSED TYPICAL SECTION — 2 — 06000-002
SCALE: 3/4=1'-0

TABLE "2" EXISTING PAVEMENT SECTION THICKNESS		
SCHOOL	(RAP) DEPTH	PROP HMAC
MCALLEN HIGH SCHOOL	1"	3½"
MEMORIAL HIGH SCHOOL	1"	2"
LAMAR ACADEMY	1"	1"
ROOSEVELT ELEMENTARY	1"	1"
McAULIFFE ELEMENTARY	1"	1"
GARZA ELEMENTARY	1"	1"
MILAM ELEMENTARY	½"	3"

Feb 05, 2013 - 2:41pm vargasfv
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DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

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McALLEN INDEPENDENT SCHOOL DISTRICT

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T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

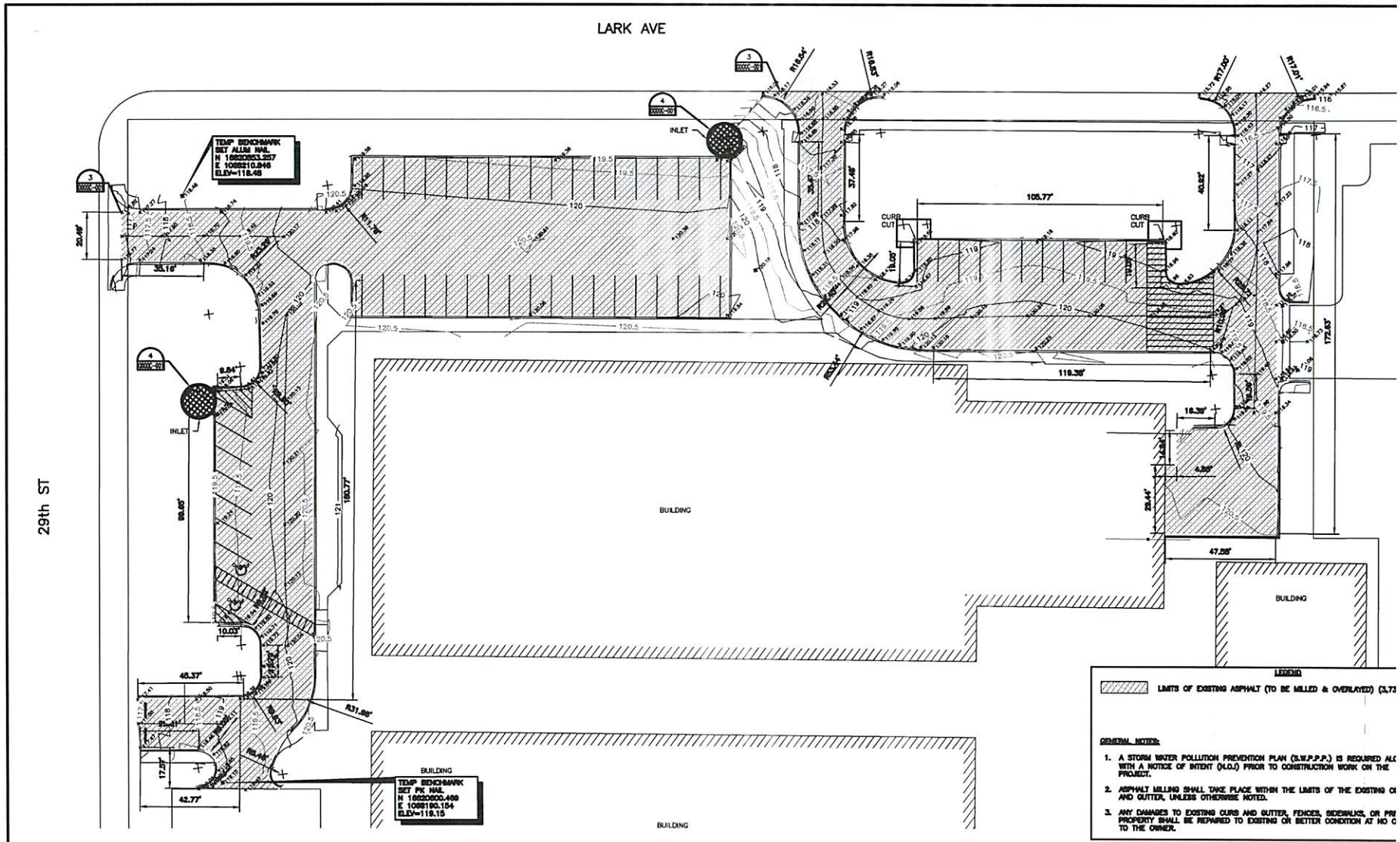
OMAR ANCALEJA JR. 87249 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS 2-4-13

McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

CIVIL DETAILS

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
SHEET No



GARZA ELEMENTARY
1"=20'

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APPROVED BY	SLM
DATE	FEBRUARY 2013

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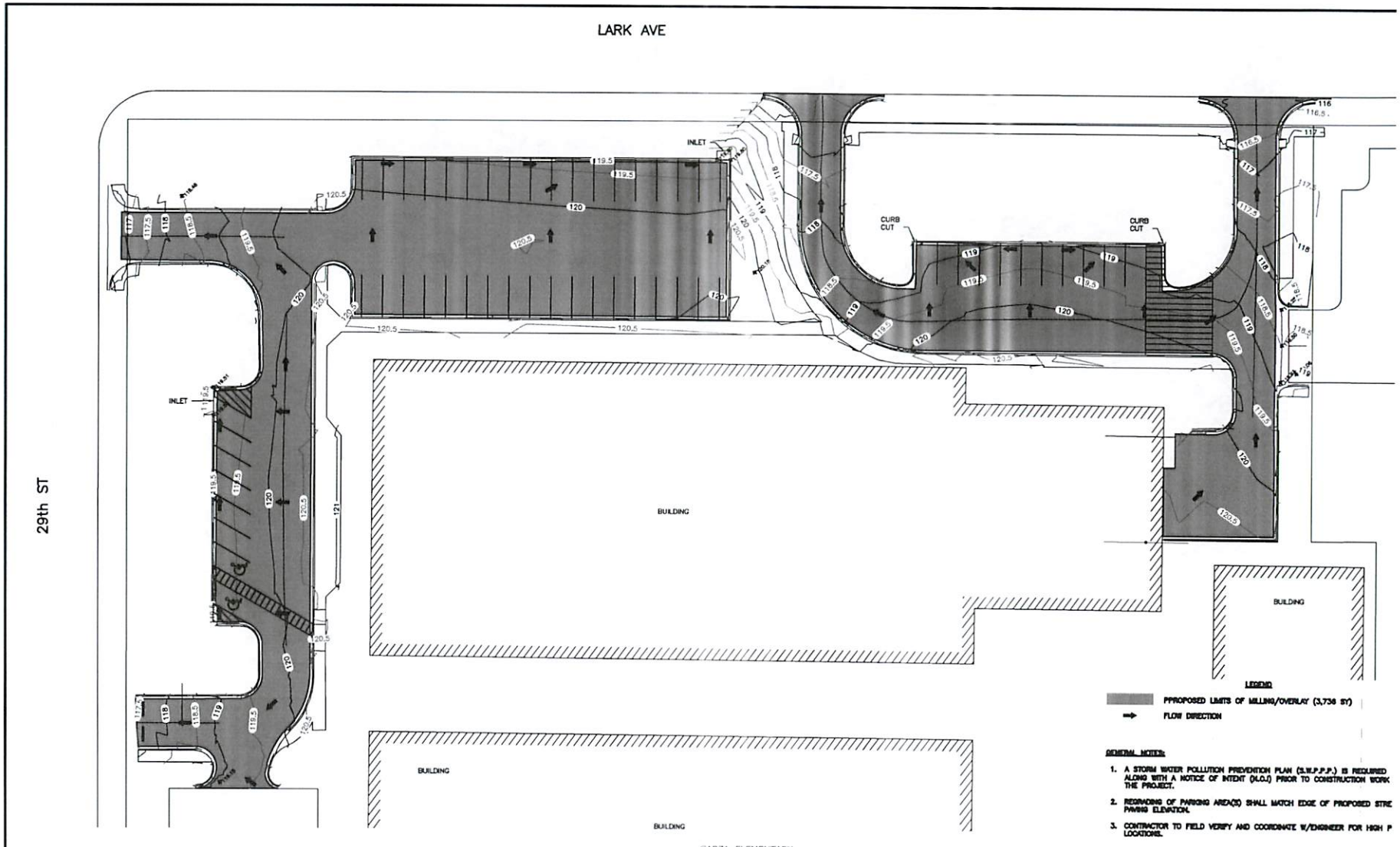
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

GARZA ELEMENTARY SCHOOL STAFF PARKING & DRIVEWAY
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
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GARZA ELEMENTARY
1"=20'

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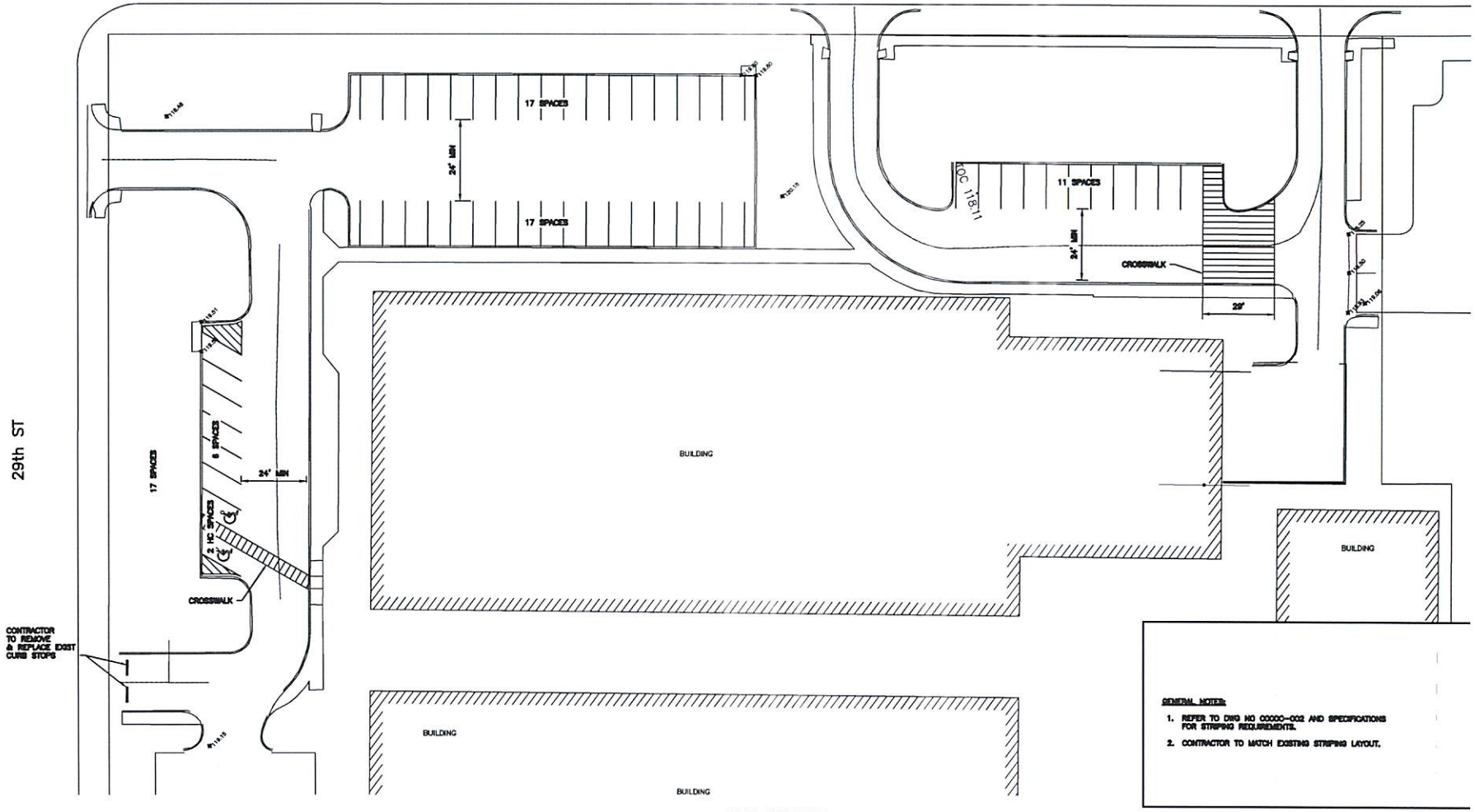
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

GARZA ELEMENTARY SCHOOL STAFF PARKING & DRIVEWAY - GRADING AND OVERLAY LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT
4657-01
DRAWING
SHEET No

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GARZA ELEMENTARY
1" = 20'

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APPROVED BY	SLM						
DATE	FEBRUARY 2013						

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STATE OF TEXAS — OMAR ANZALDUA JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

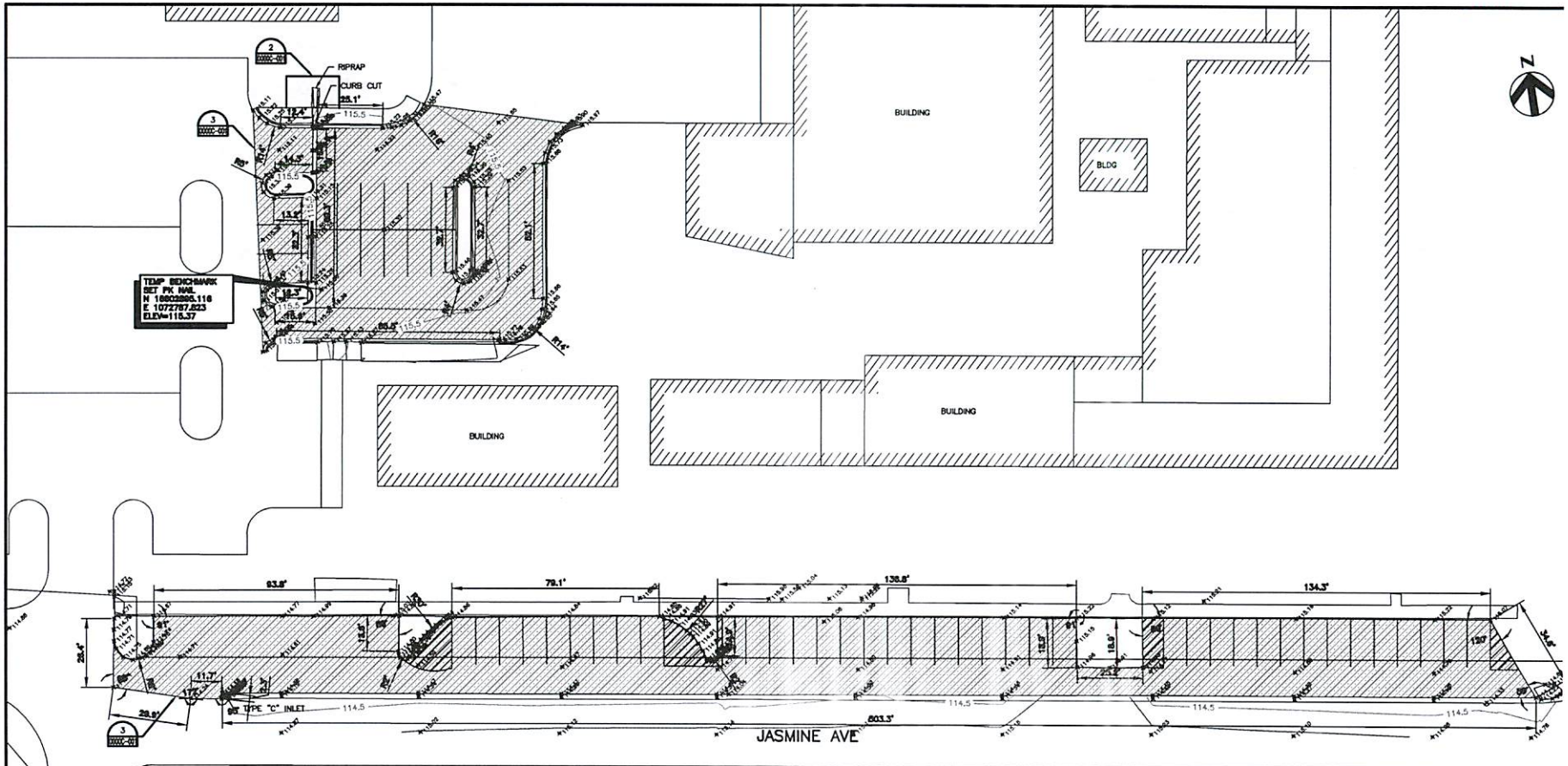
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

GARZA ELEMENTARY SCHOOL STAFF PARKING & DRIVEWAY - STRIPING LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
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LAMAR ACADEMY
1"=20'

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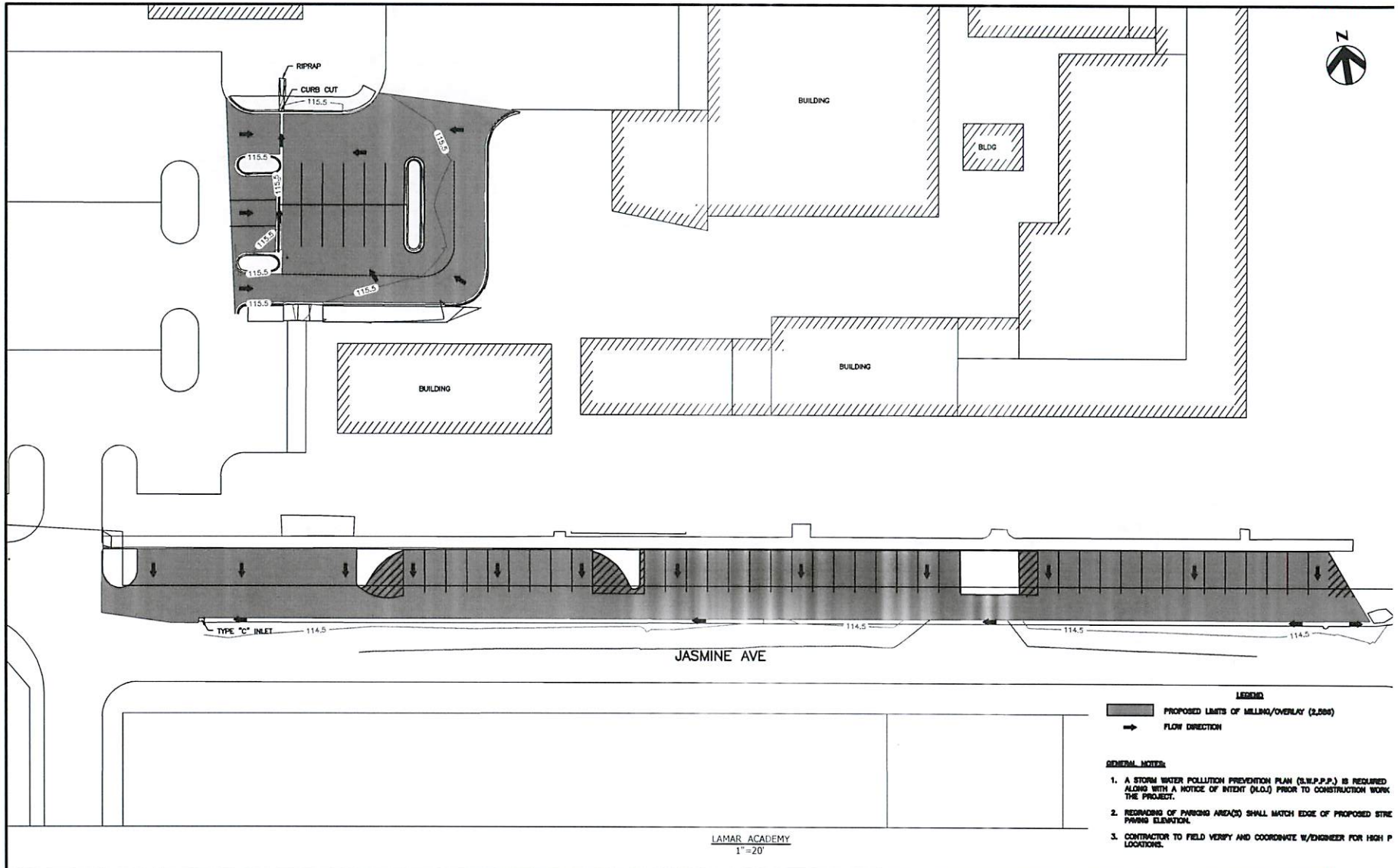
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

LAMAR ACADEMY PARKING LOT
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

SCALE BAR IS ONE INCH
ON ORIGINAL DRAWINGS

PROJECT
4657-01
DRAWING
02
SHEET No.

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STATE OF TEXAS — OMAR ANGUIANO JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

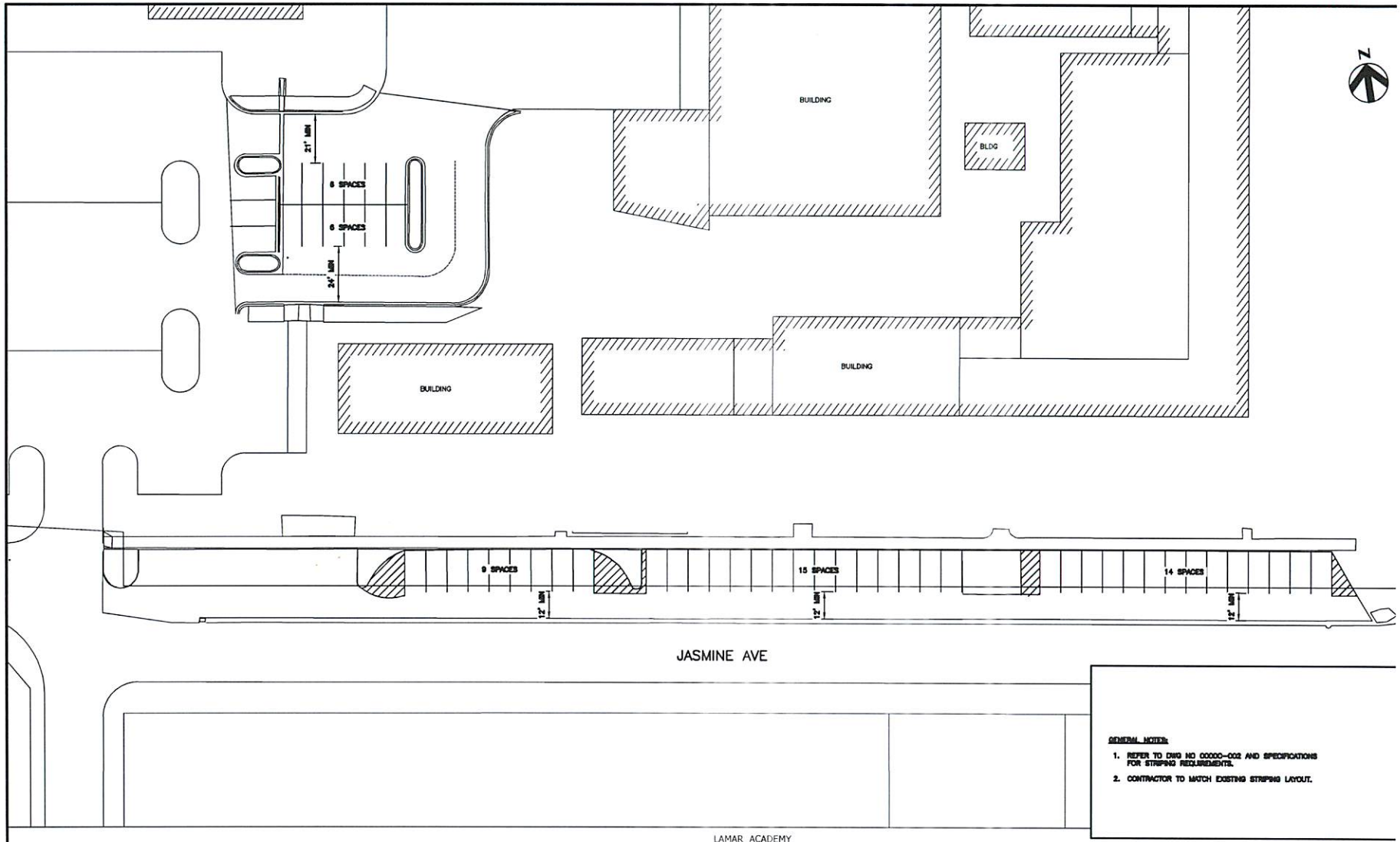
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

LAMAR ACADEMY PARKING LOT
- GRADING AND OVERLAY LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4857-01
DRAWING
SHEET No

Feb 05, 2013 - 2:42pm vargasjr
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GENERAL NOTES:

1. REFER TO DWG NO 00000-002 AND SPECIFICATIONS FOR STRIPING REQUIREMENTS.
2. CONTRACTOR TO MATCH EXISTING STRIPING LAYOUT.

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APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

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STATE OF TEXAS — OMAR ANDALUZ JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

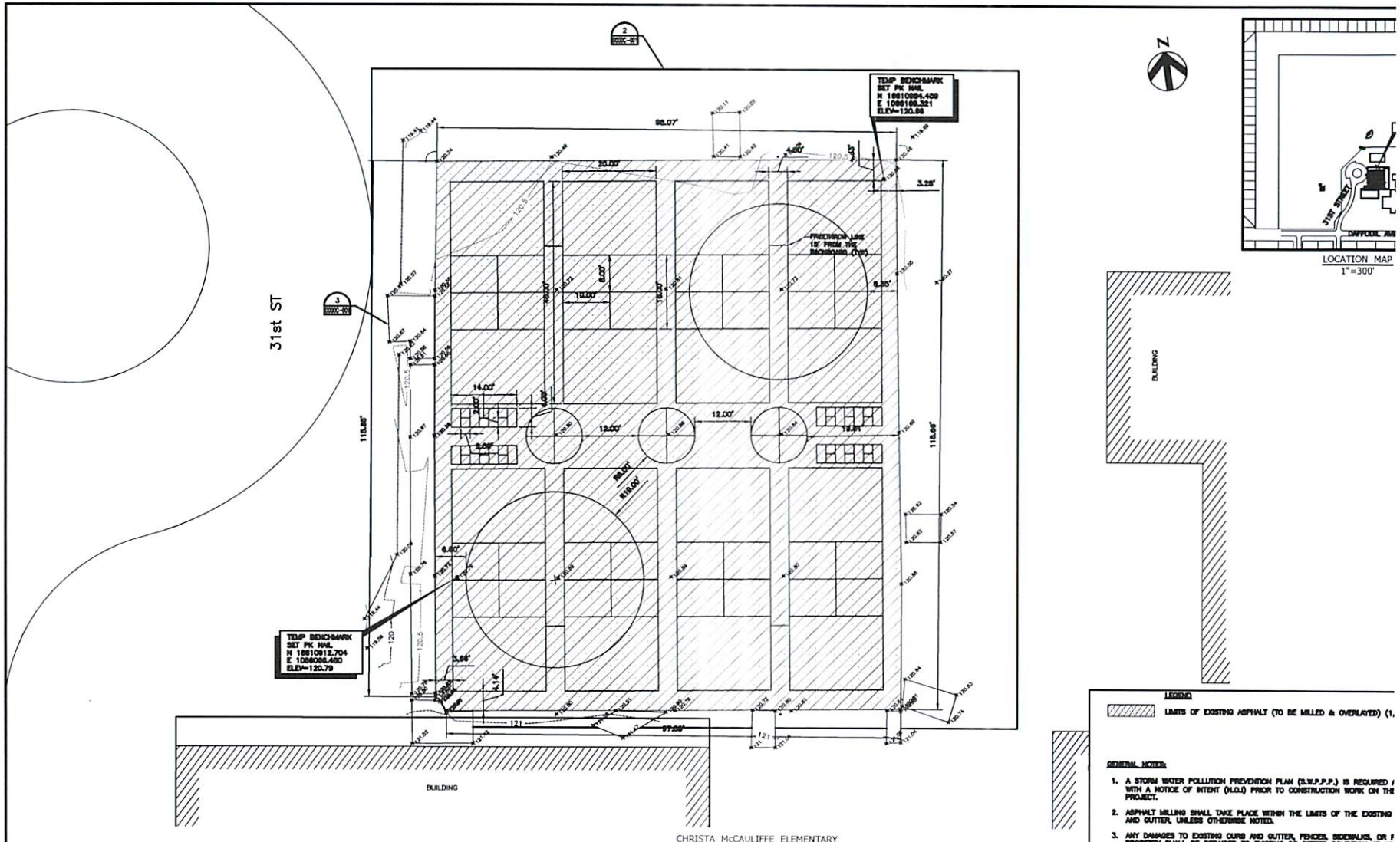
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

LAMAR ACADEMY PARKING LOT
- STRIPING LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT No 4657-01
DRAWING No 02
SHEET No

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CHRISTA McCAULIFFE ELEMENTARY
1"=10'

LOCATION MAP
1"=300'

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DRAWN BY	HRV/MR	No	DATE	DESCRIPTION	APP
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APPROVED BY	SLM				
DATE	FEBRUARY 2013				

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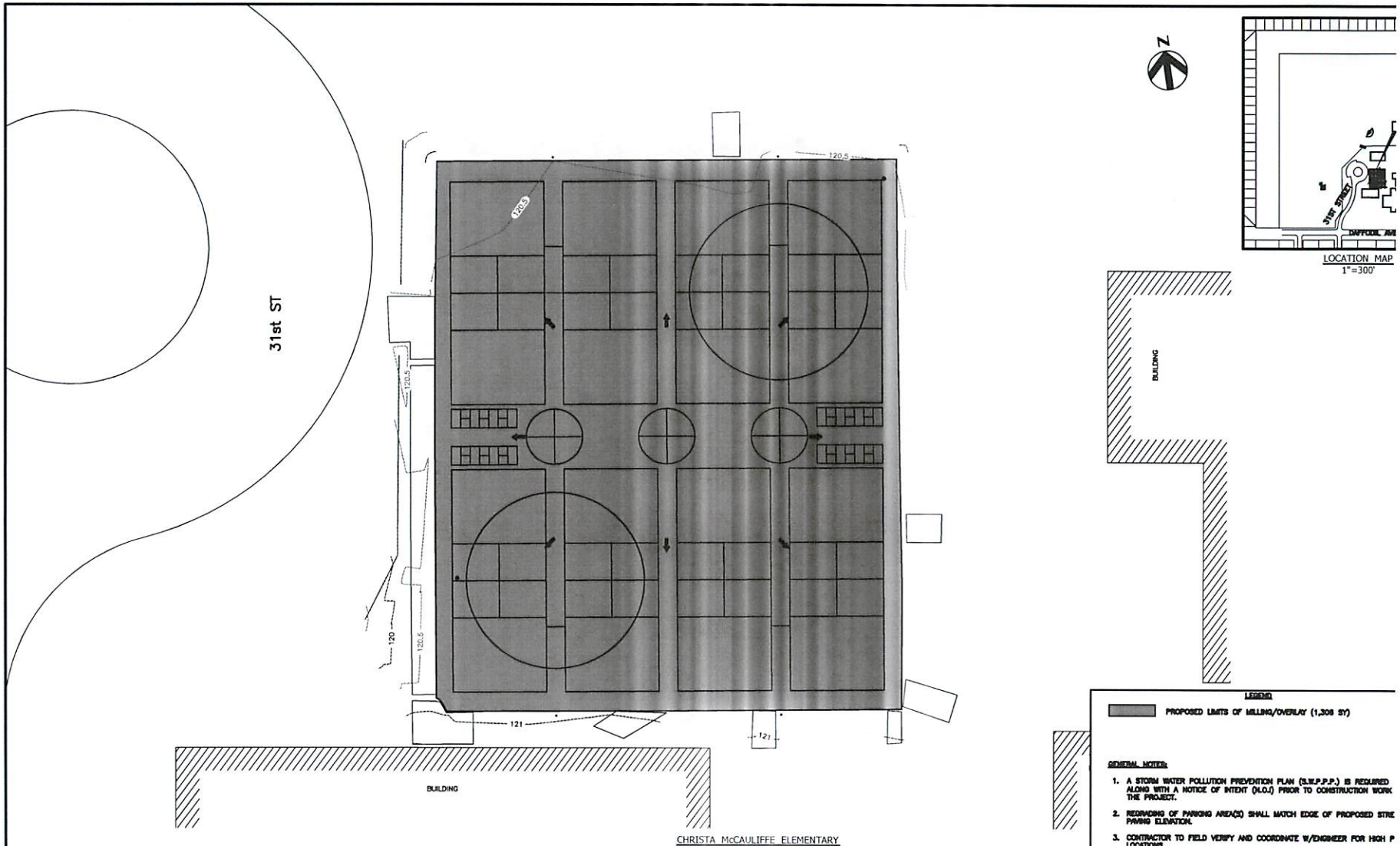
OMAR ANGUIANO 97249 LICENSED PROFESSIONAL ENGINEER 2-4-13

McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

CRISTA McCAULIFFE ELEMENTARY SCHOOL PLAY AREA
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING 03
SHEET No



Feb 05, 2013 - 2:43pm vanpatri
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DATE	FEBRUARY 2013

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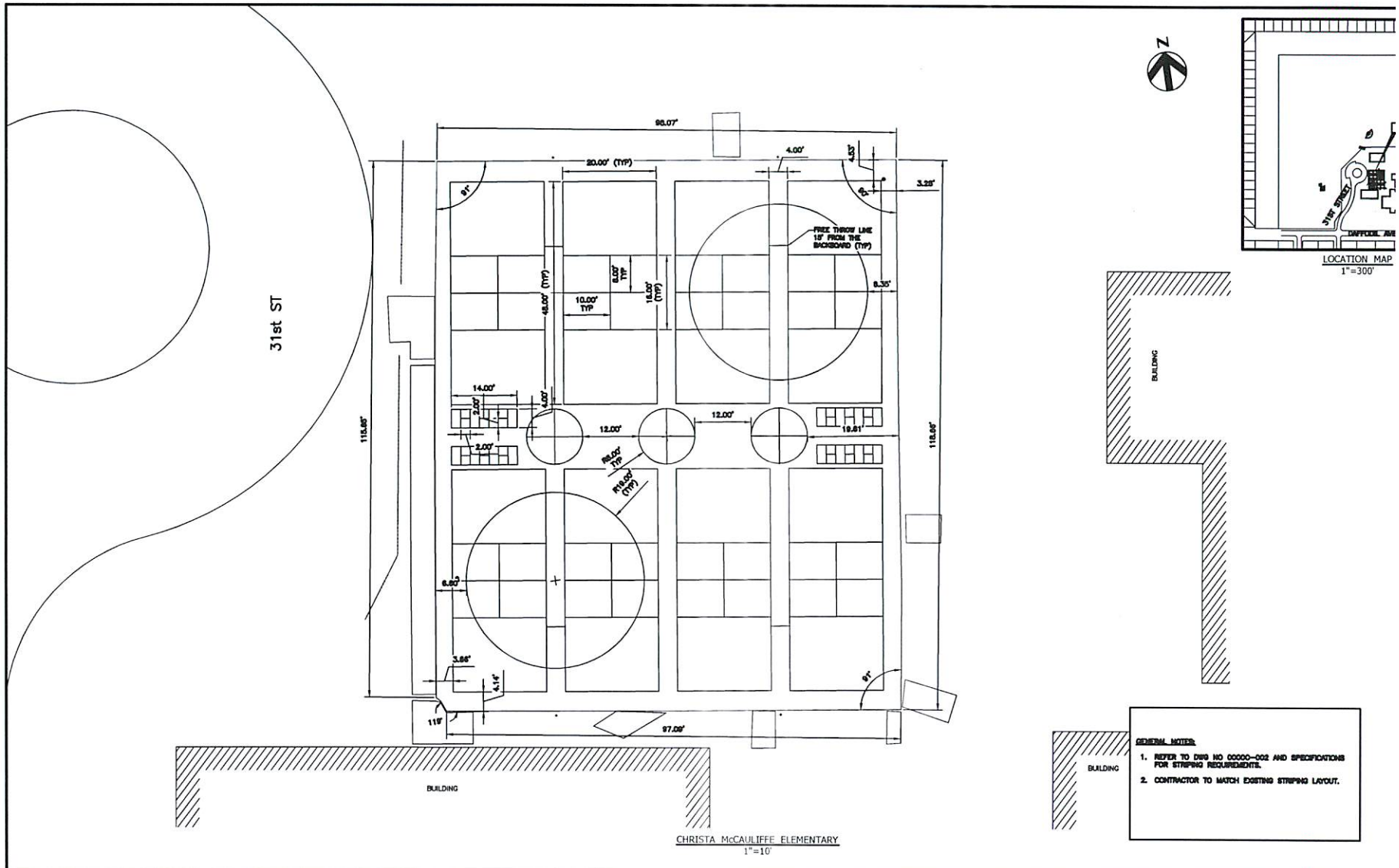
STATE OF TEXAS — OMAR AVENDAÑO — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

CRISTA McCAULIFFE ELEMENTARY SCHOOL
- GRADING AND OVERLAY LAYOUT

0 1"
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PROJECT N 4657-01
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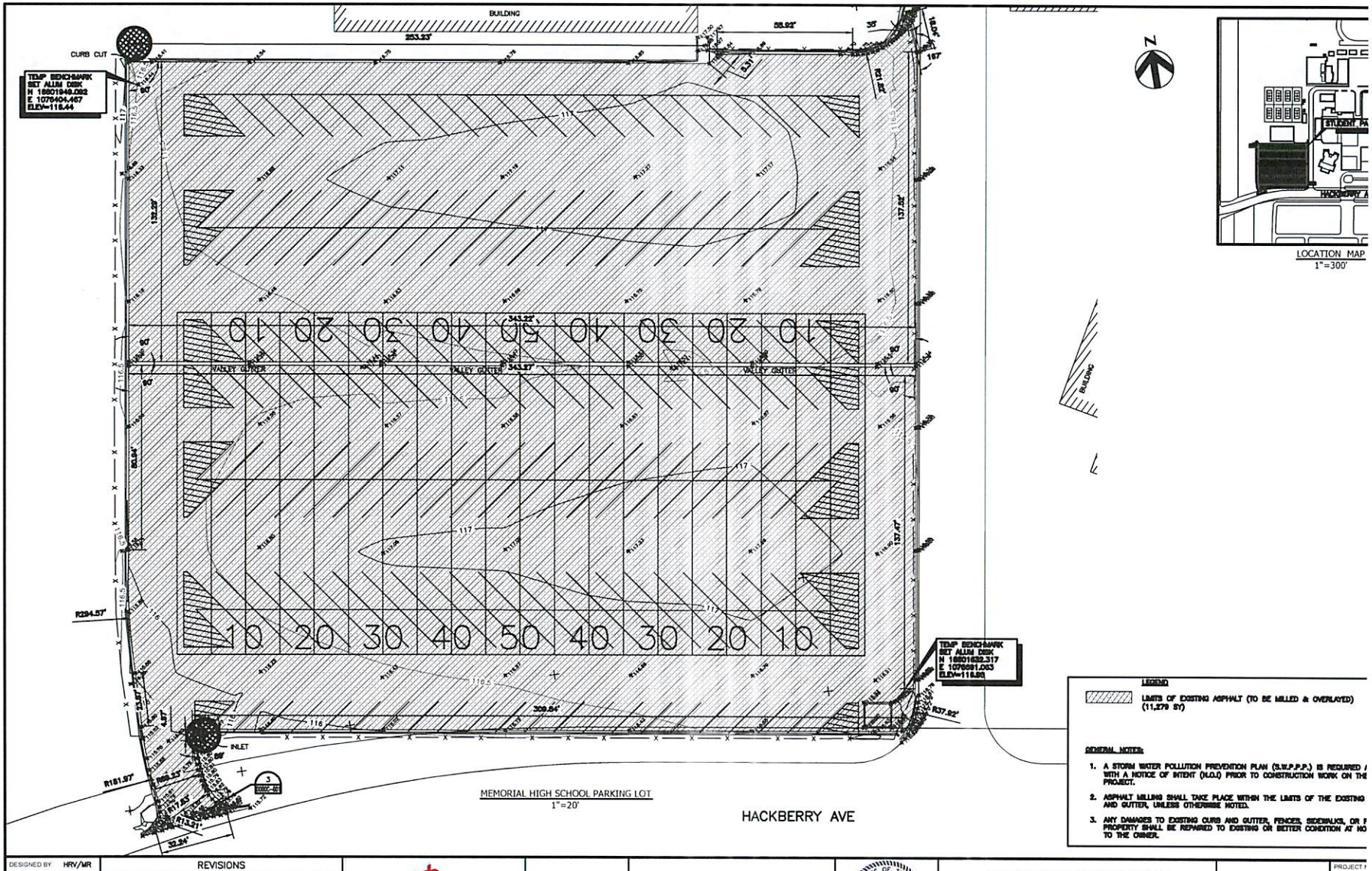
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

CRISTA McCAULIFFE ELEMENTARY SCHOOL
STRIPING LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

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MEMORIAL HIGH SCHOOL PARKING LOT
1"=20'

DESIGNED BY:	HRV/MR
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DATE:	FEBRUARY 2013

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STATE OF TEXAS — OMAR ANDUJAR JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

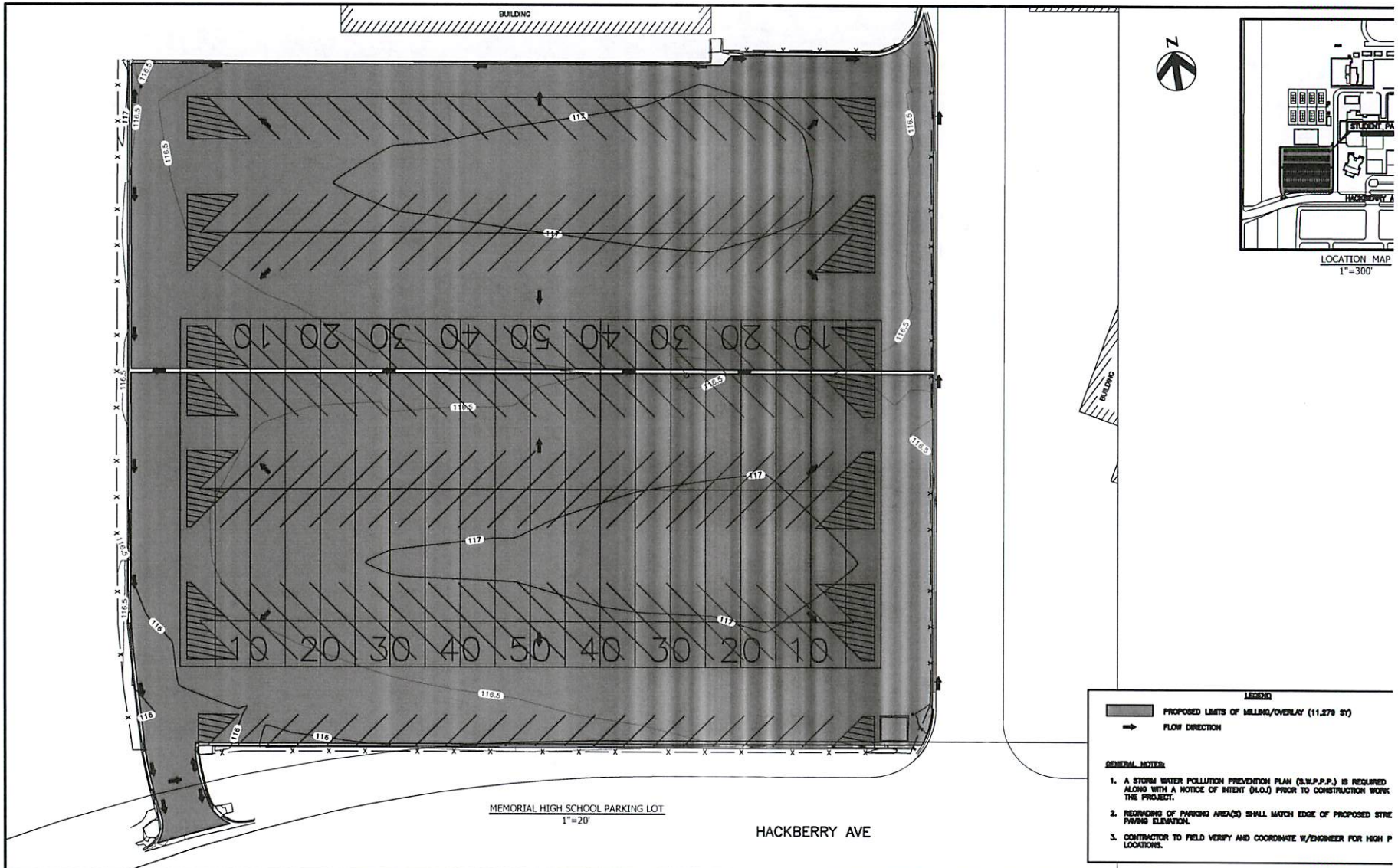
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

MEMORIAL HIGH SCHOOL STUDENT PARKING LOT
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT No: 4657-01
DRAWING No: 04
SHEET No:

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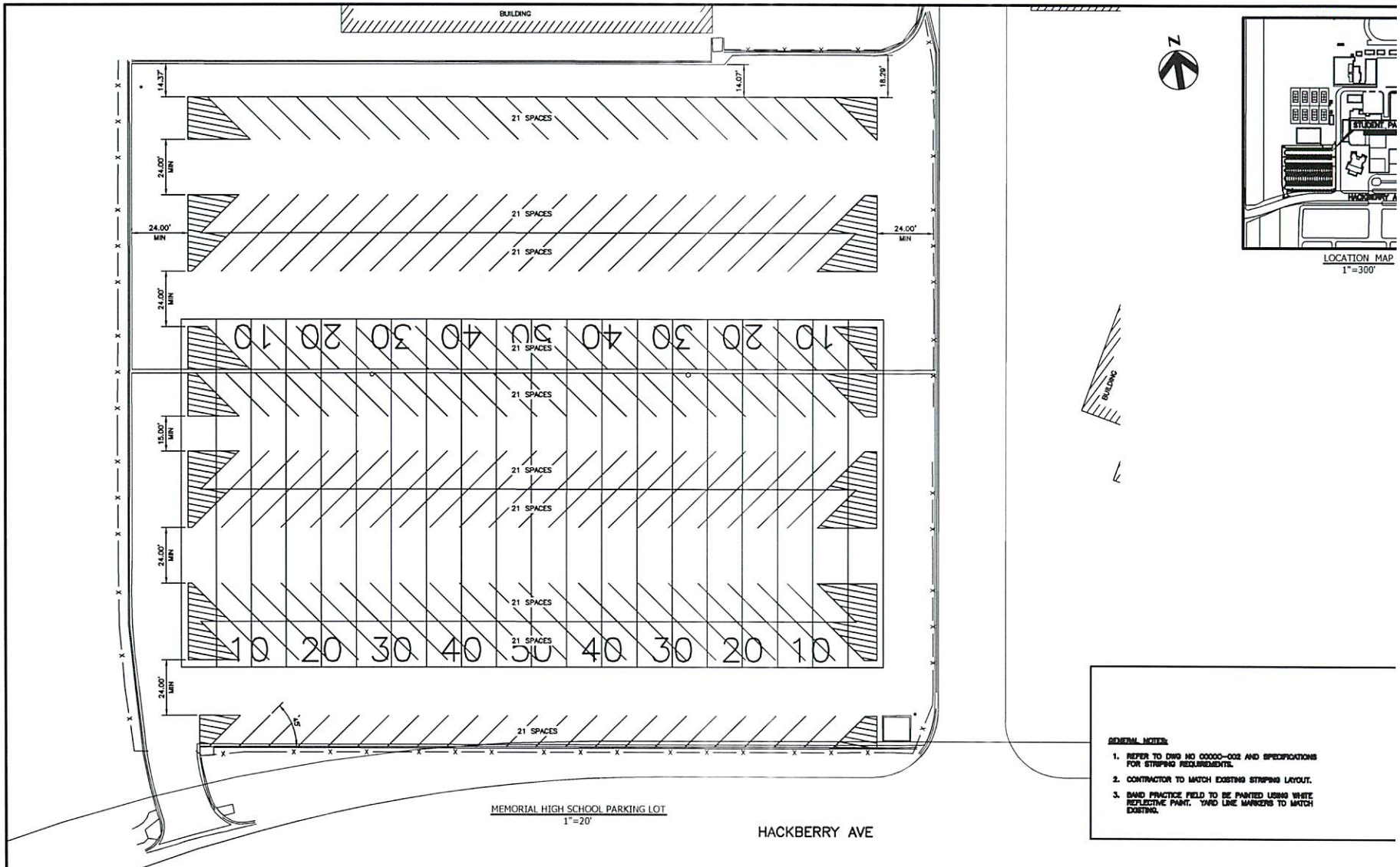
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

MEMORIAL HIGH SCHOOL STUDENT PARKING LOT
- GRADING AND OVERLAY LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
SHEET No

Feb 05, 2013 - 2:44pm vargasfr
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LOCATION MAP
1"=300'

MEMORIAL HIGH SCHOOL PARKING LOT
1"=20'

GENERAL NOTES:

1. REFER TO DWG NO 00000-002 AND SPECIFICATIONS FOR STRIPING REQUIREMENTS.
2. CONTRACTOR TO MATCH EXISTING STRIPING LAYOUT.
3. BAND PRACTICE FIELD TO BE PAINTED USING WHITE REFLECTIVE PAINT. YARD LINE MARKERS TO MATCH EXISTING.

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DRAWN BY	HRV/MR
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APPROVED BY	SLM
DATE	FEBRUARY 2013

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OMAR ANZALDUA JR. 97249 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS
2-4-13

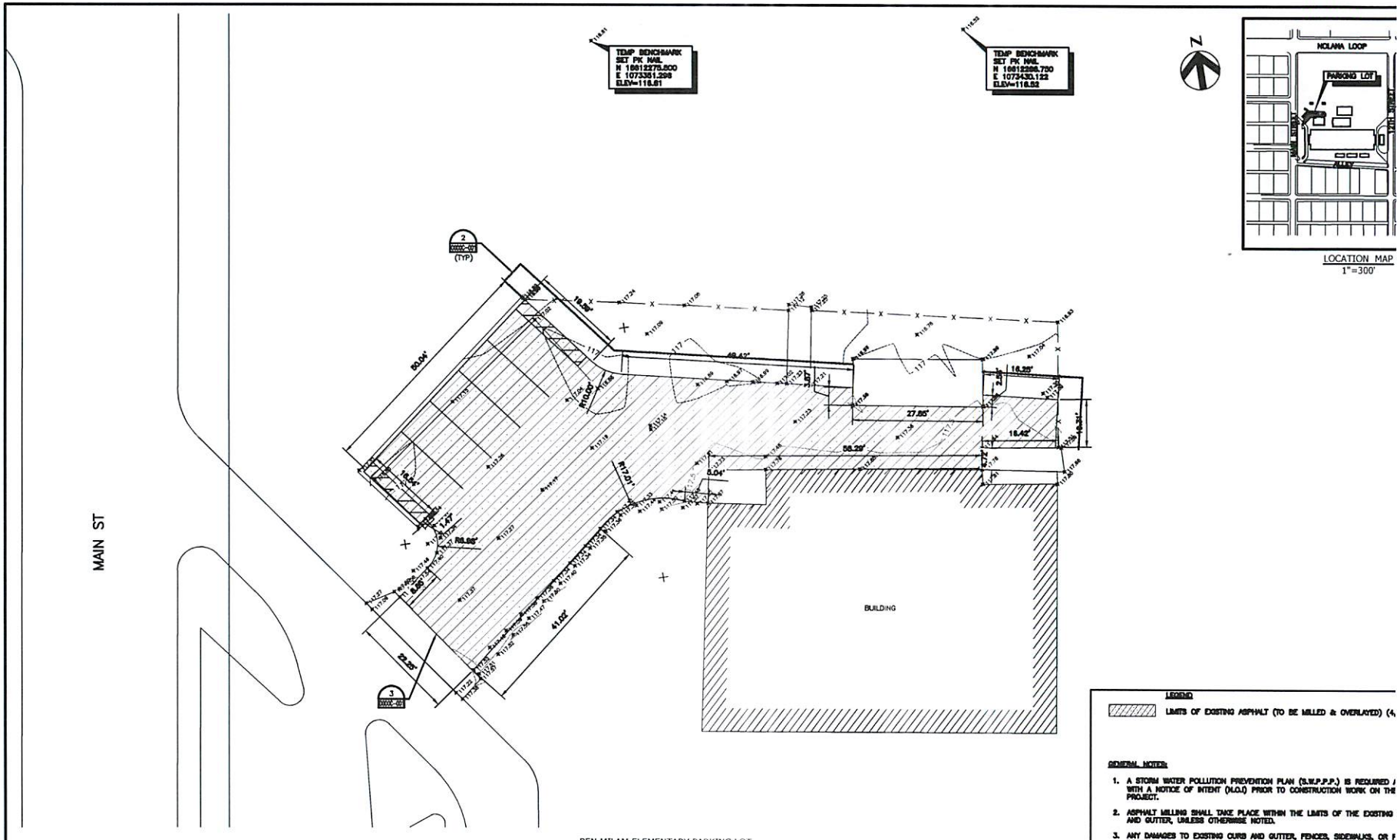
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

MEMORIAL HIGH SCHOOL STUDENT PARKING LOT
- STRIPING LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT No 4657-01
DRAWING No 04
SHEET No

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LOCATION MAP
1"=300'

BEN MILAM ELEMENTARY PARKING LOT
1"=10'

LEGEND

LIMITS OF EXISTING ASPHALT (TO BE MILLED & OVERLAYED) (4,

GENERAL NOTES:

1. A STORM WATER POLLUTION PREVENTION PLAN (S.W.P.P.P.) IS REQUIRED A WITH A NOTICE OF INTENT (N.O.I.) PRIOR TO CONSTRUCTION WORK ON THE PROJECT.
2. ASPHALT MILLING SHALL TAKE PLACE WITHIN THE LIMITS OF THE EXISTING AND GUTTER, UNLESS OTHERWISE NOTED.
3. ANY DAMAGES TO EXISTING CURB AND GUTTER, FENCES, SIDEWALKS, OR P PROPERTY SHALL BE REPAIRED TO EXISTING OR BETTER CONDITION AT NO TO THE OWNER.

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CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

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STATE OF TEXAS
OMAR ANDRUS JR.
97249
LICENSED
PROFESSIONAL ENGINEER
2-4-13

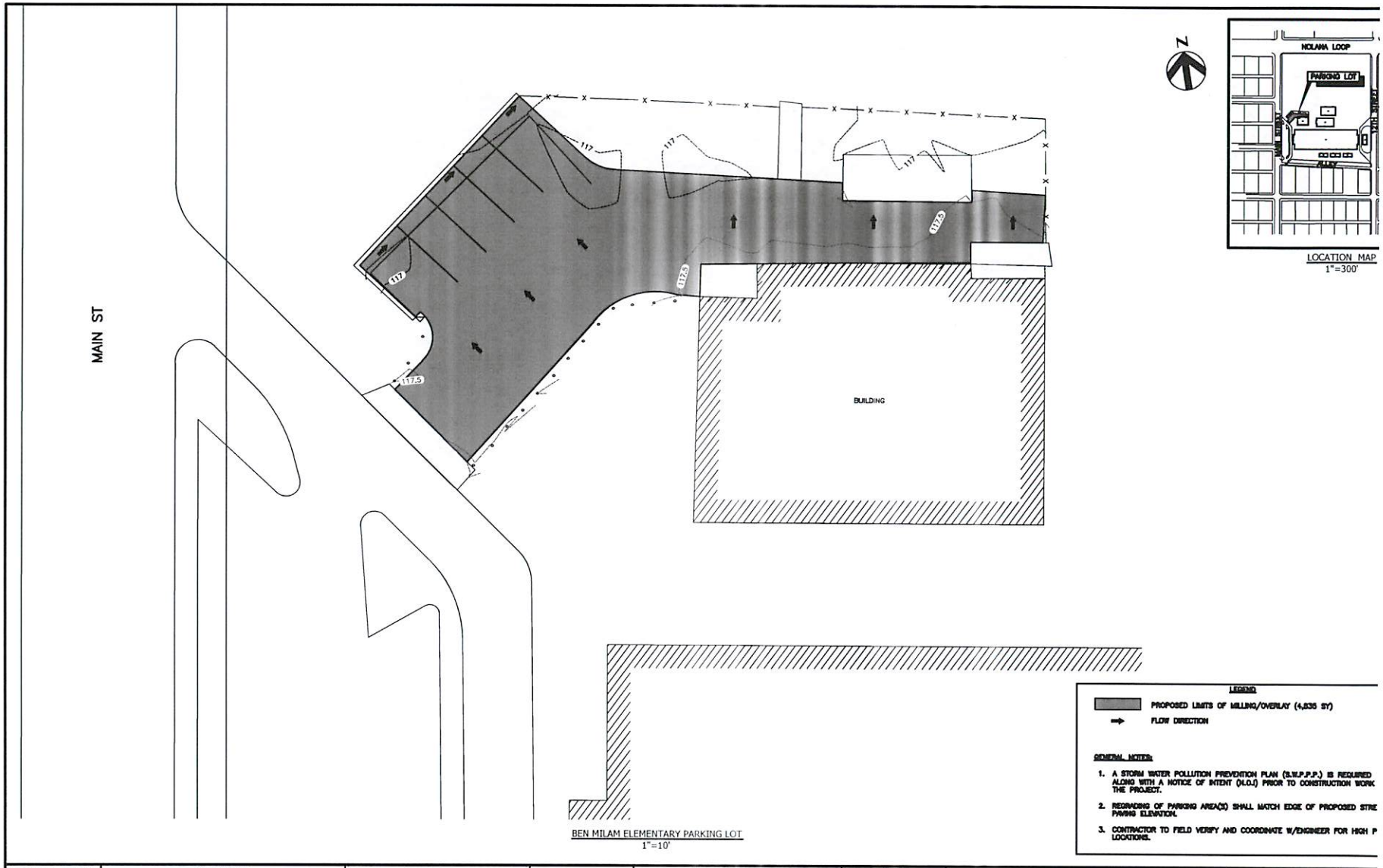
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

BEN MILAM ELEMENTARY PARKING LOT
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

0 1"
SCALE BAR IS ONE INCH
ON ORIGINAL DRAWINGS

PROJECT No
4657-01
DRAWING No
05
SHEET No

Feb 05, 2013 - 2:45pm vargash/
G:\1540\4657-01 McAllen ISD\04 Eng\Design\Sheets Files\05000-001 Milam Elementary Overall Layout.dwg



DESIGNED BY:	HRV/MR
DRAWN BY:	HRV/MR
CHECKED BY:	OA
APPROVED BY:	SLM
DATE:	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS — OMAR ANDRES JR — 97249 — LICENSED — PROFESSIONAL ENGINEER — 2-4-13

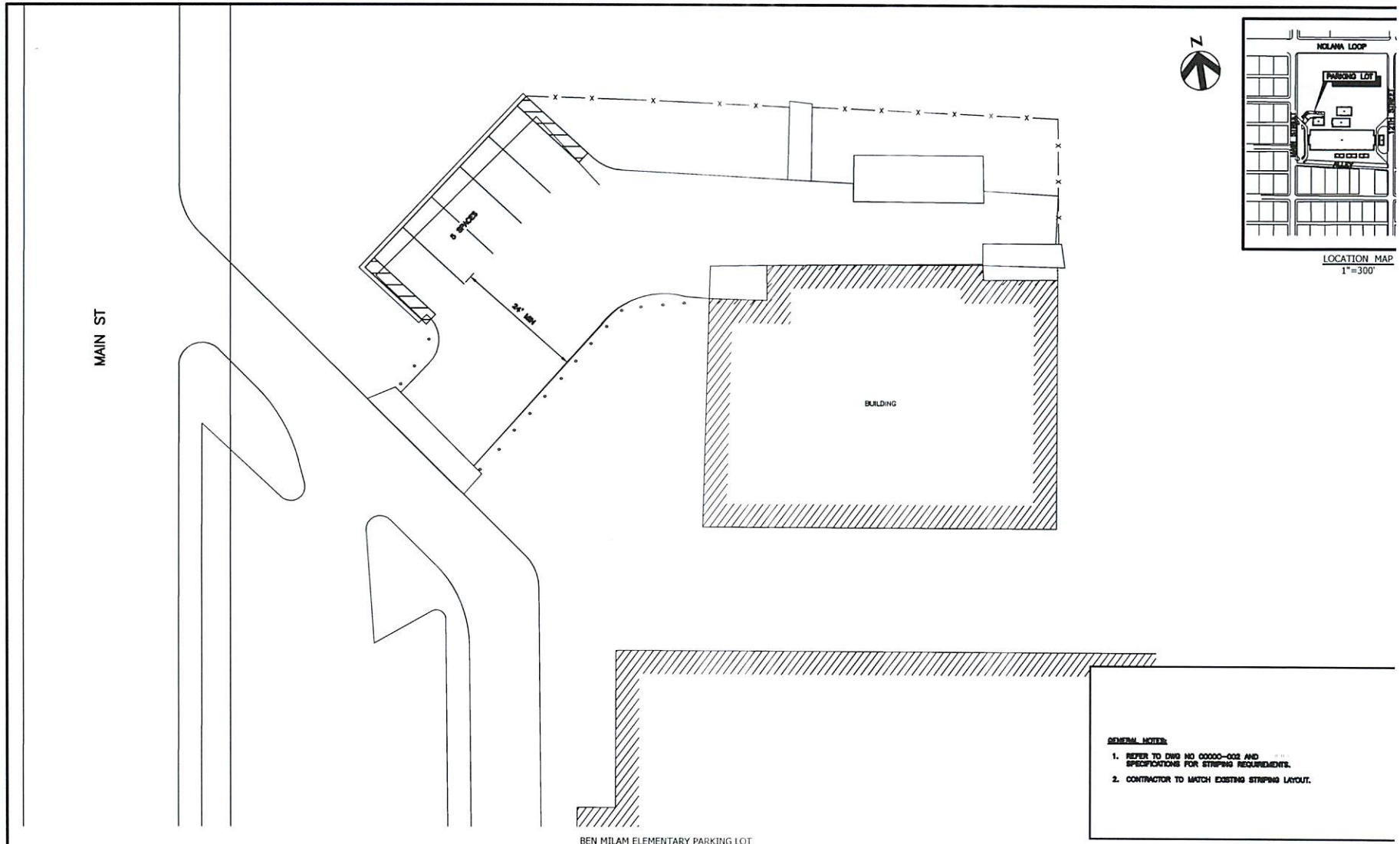
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

BEN MILAM ELEMENTARY PARKING LOT
- GRADING AND OVERLAY LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT #: 4657-01
DRAWING #: 05
SHEET No:

Feb 05, 2013 - 2:45pm vargasb
G:\1940\4657-01 McAllen ISD\04 Eng\Design\Sheets Files\05000-002 Milam Elementary Grading Layout.dwg



LOCATION MAP
1"=300'

BEN MILAM ELEMENTARY PARKING LOT
1"=10'

GENERAL NOTES:

1. REFER TO DWG NO 00000-002 AND SPECIFICATIONS FOR STRIPING REQUIREMENTS.
2. CONTRACTOR TO MATCH EXISTING STRIPING LAYOUT.

DESIGNED BY	HRV/MR
DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

OMAR ANGELDA JR. 97249 LICENSED PROFESSIONAL ENGINEER 2-4-13

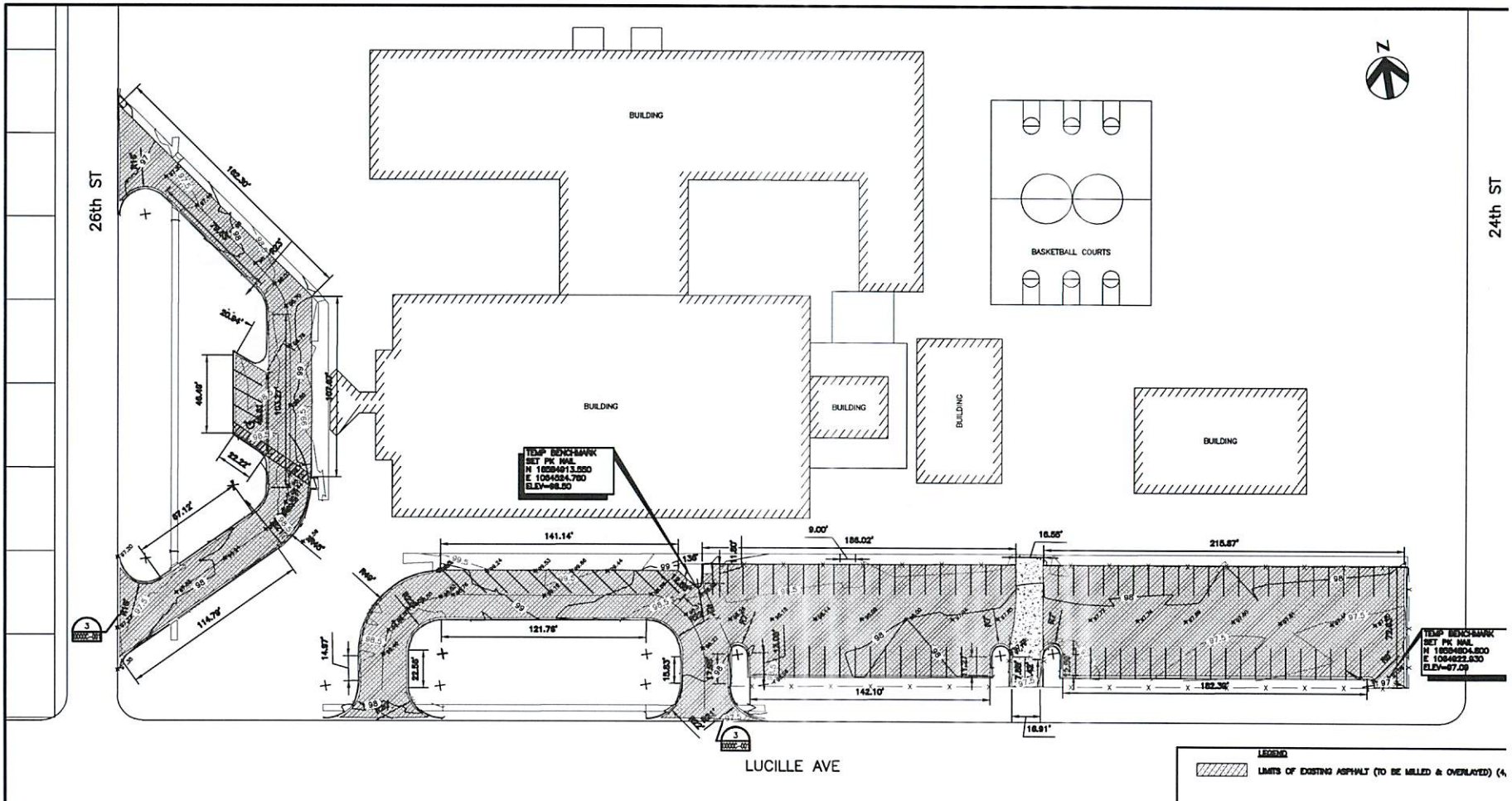
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

BEN MILAM ELEMENTARY PARKING LOT
- STRIPING LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657-01
DRAWING
SHEET No

Feb 05, 2013 - 2:45pm vargasbr
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THEODORE ROOSEVELT ELEMENTARY PARKING LOT
1"=30'

DESIGNED BY	HRV/MR
DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS — OMAR ANZALDUA JR. — 97249 — LICENSED PROFESSIONAL ENGINEER
2-4-13

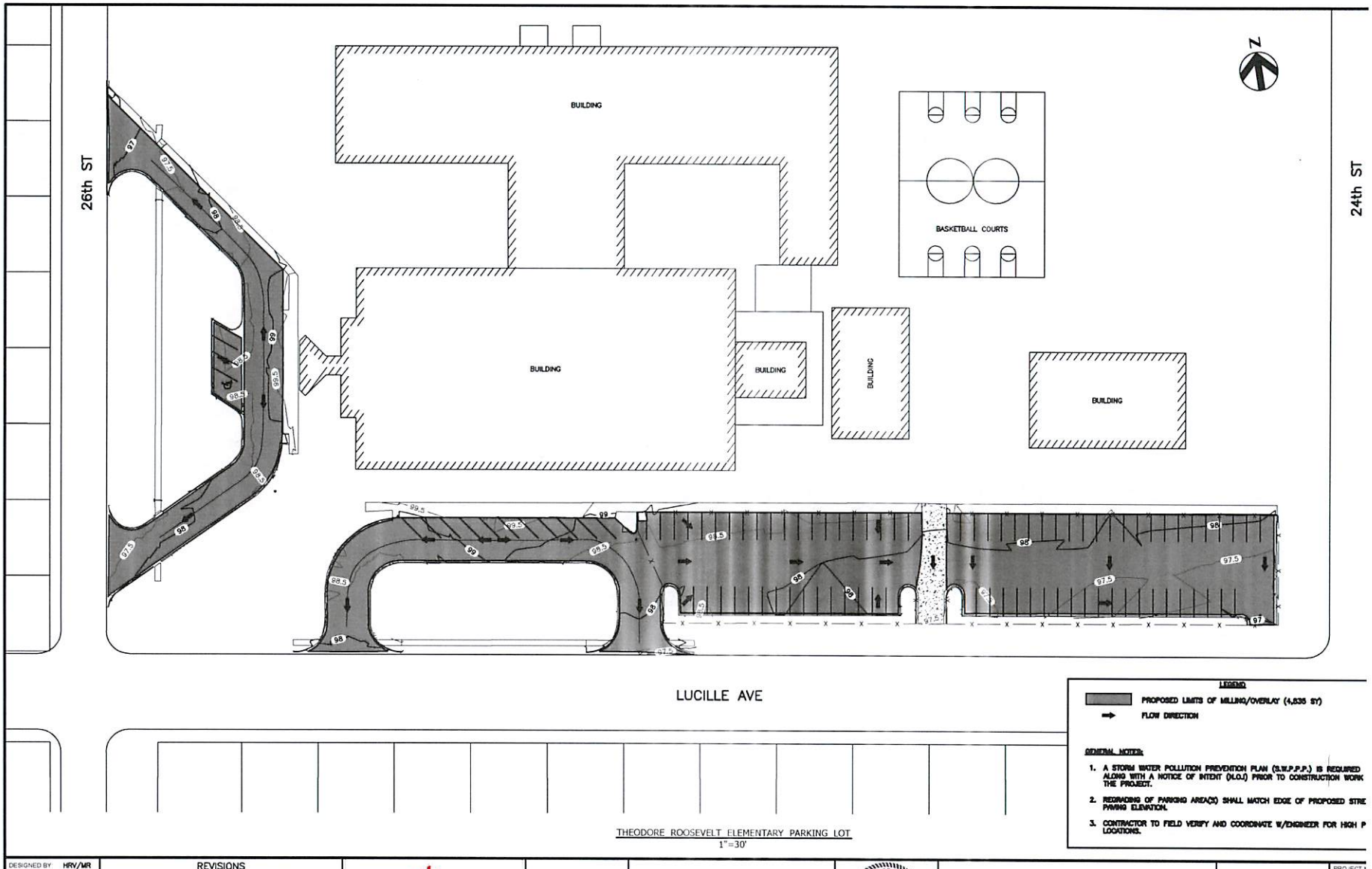
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

THEODORE ROOSEVELT ELEMENTARY PARKING LOT
- EXISTING TOPOGRAPHY AND
EROSION CONTROL LAYOUT

SCALE BAR IS ONE INCH
ON ORIGINAL DRAWINGS

PROJECT
4657-01
DRAWING
SHEET No

Feb 05, 2013 - 2:45pm mirgashr
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THEODORE ROOSEVELT ELEMENTARY PARKING LOT
1"=30'

DESIGNED BY:	HRV/MR
DRAWN BY:	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

OMAR ANDALCIA JR. 97249 LICENSED PROFESSIONAL ENGINEER 2-4-13

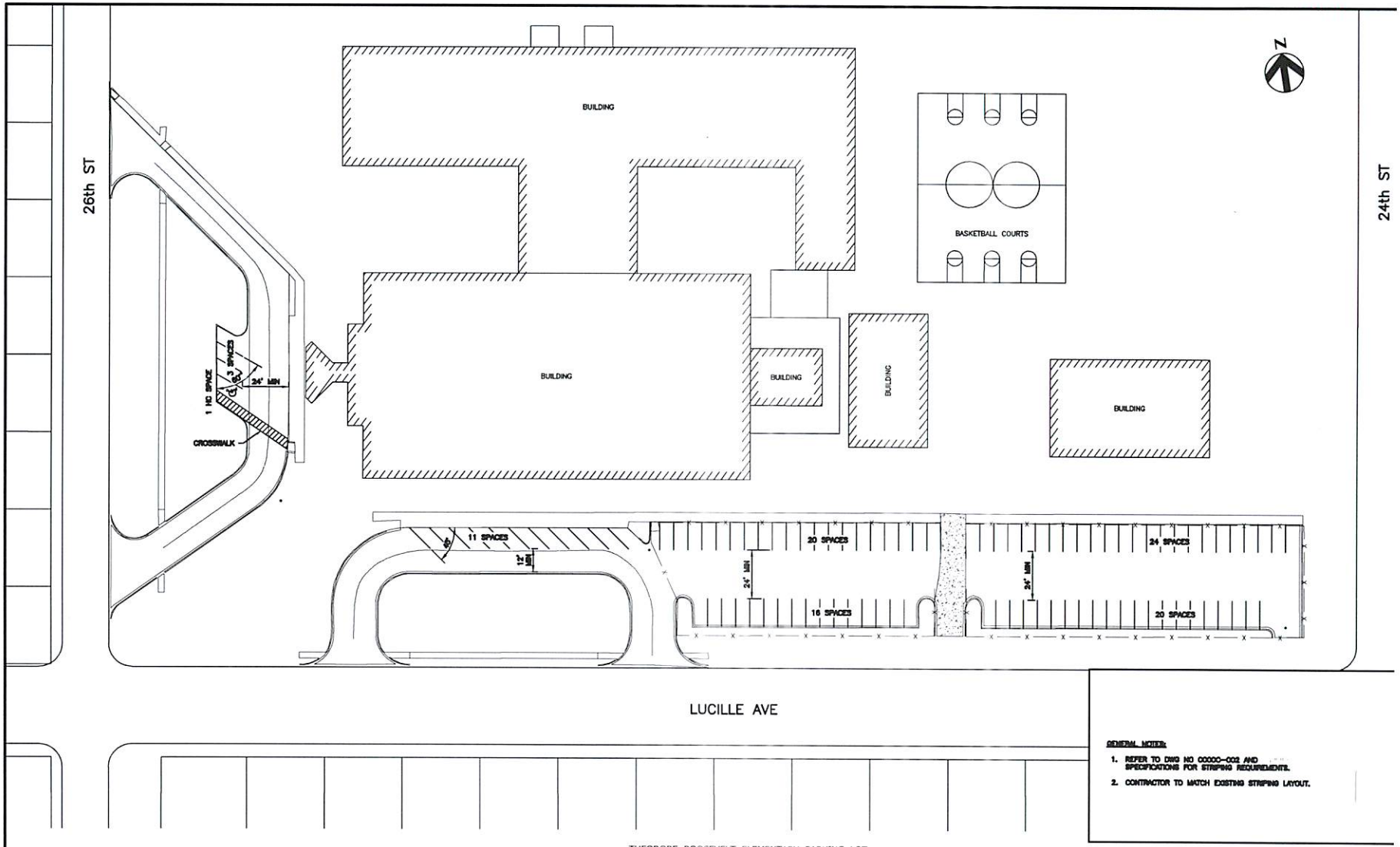
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

THEODORE ROOSEVELT ELEMENTARY PARKING LOT
- GRADING AND OVERLAY LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT N 4657-01
DRAWING N 09
SHEET No

Feb 05, 2013 - 2:46pm vargasbr
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THEODORE ROOSEVELT ELEMENTARY PARKING LOT
1"=30'

GENERAL NOTES:

1. REFER TO DWG NO C0000-002 AND SPECIFICATIONS FOR STRIPING REQUIREMENTS.
2. CONTRACTOR TO MATCH EXISTING STRIPING LAYOUT.

DESIGNED BY:	HRV/MR
DRAWN BY:	HRV/MR
CHECKED BY:	OA
APPROVED BY:	SLM
DATE:	FEBRUARY 2013

REVISIONS

No.	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS — OMAR ANDALEON JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

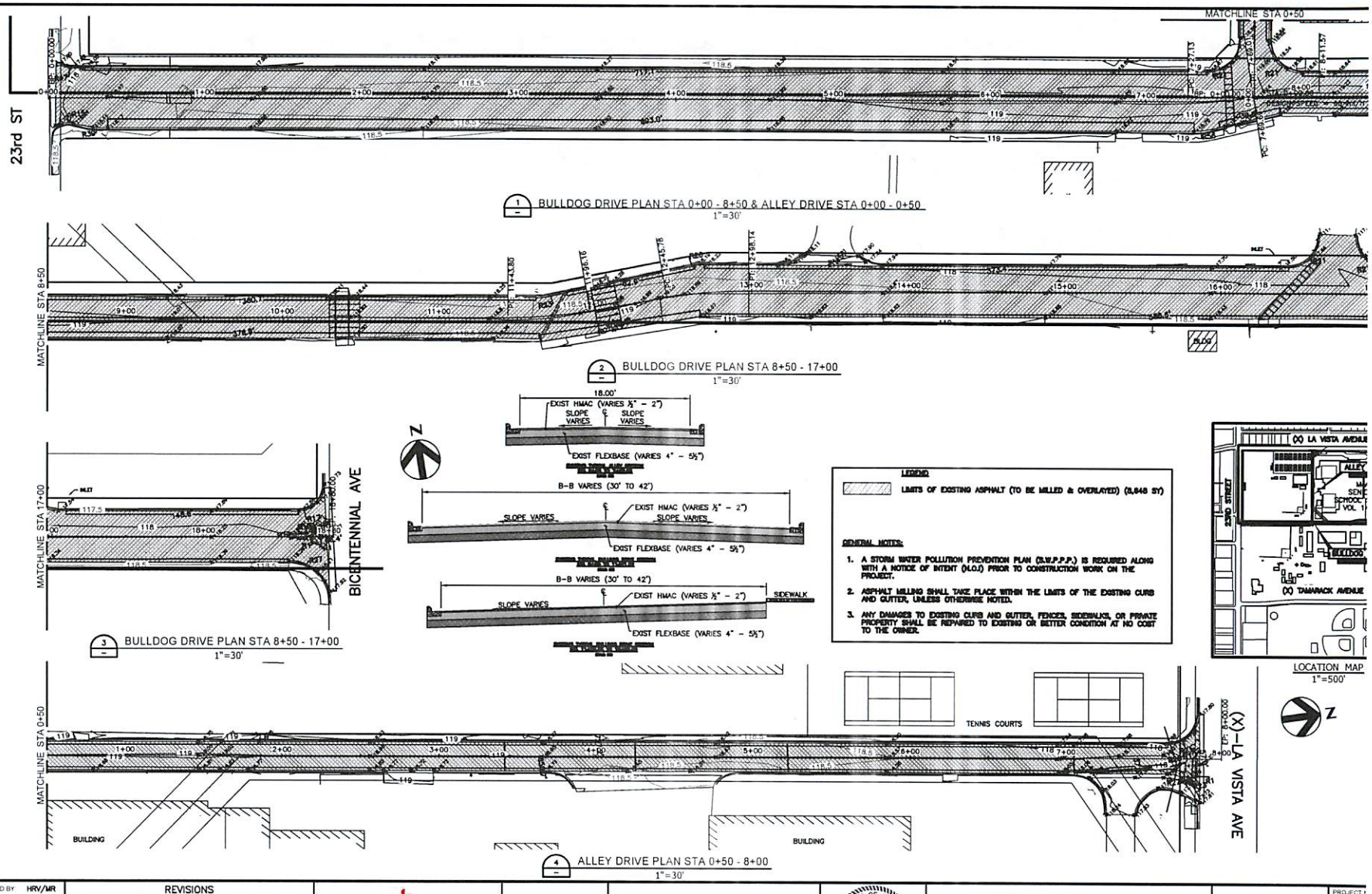
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

THEODORE ROOSEVELT ELEMENTARY PARKING LOT
- STRIPING LAYOUT

0 1"
SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT NO: 4657-01
DRAWING NO: 09
SHEET No:

Feb 05, 2013 - 2:46pm vargasbr
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DESIGNED BY	HRV/MR
DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS
OMAR ANDALEJA JR.
97249
LICENSED
PROFESSIONAL ENGINEER
2-4-13

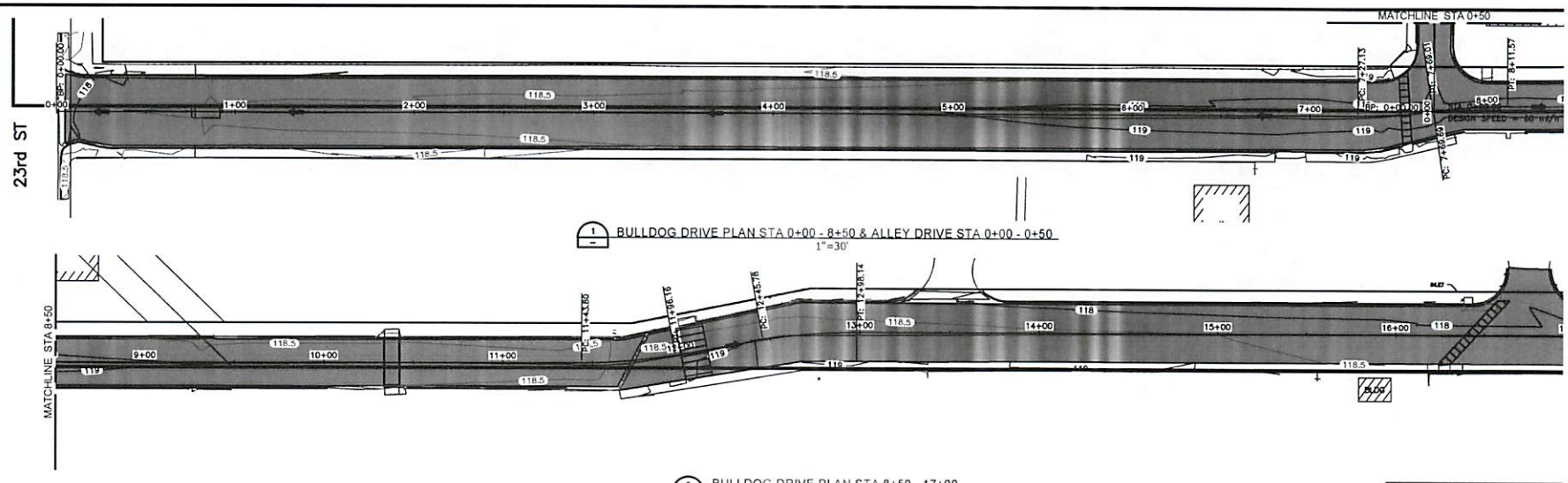
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

McALLEN HIGH SCHOOL
BULLDOG DRIVE AND ALLEY DRIVE
- EXISTING TOPOGRAPHY AND EROSION CONTROL LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

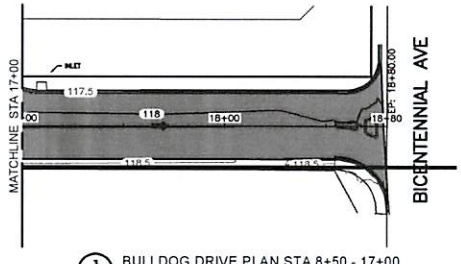
PROJECT No 4657-01
DRAWING No 07-
SHEET No

Feb 05, 2013 - 2:46pm vargasfr
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1 BULLDOG DRIVE PLAN STA 0+00 - 8+50 & ALLEY DRIVE STA 0+00 - 0+50
1"=30'

2 BULLDOG DRIVE PLAN STA 8+50 - 17+00
1"=30'



3 BULLDOG DRIVE PLAN STA 8+50 - 17+00
1"=30'

N

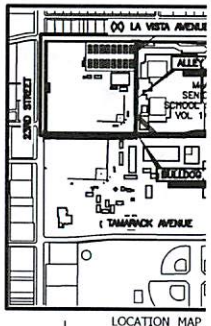
LEGEND

PROPOSED LIMITS OF MILLING/OVERLAY (8,648 SY)

FLOW DIRECTION

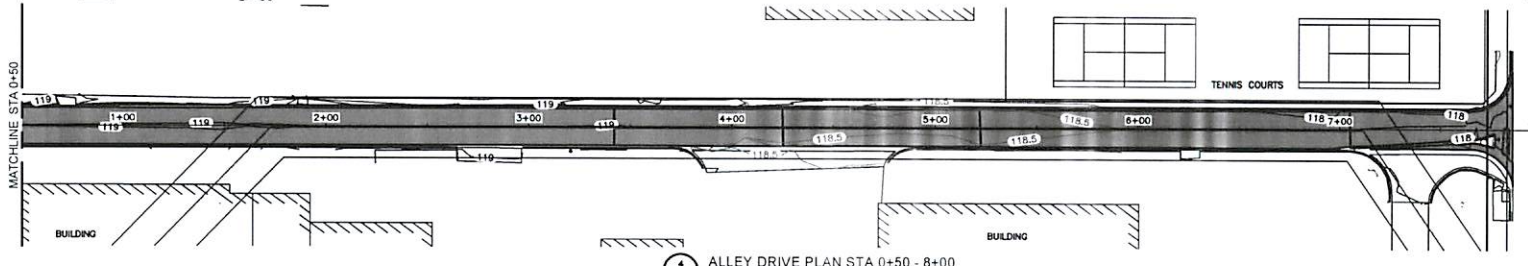
GENERAL NOTES:

1. A STORM WATER POLLUTION PREVENTION PLAN (SW.P.P.P.) IS REQUIRED ALONG WITH A NOTICE OF INTENT (N.O.I) PRIOR TO CONSTRUCTION WORK ON THE PROJECT.
2. REGRADING OF PARKING AREA(S) SHALL MATCH EDGE OF PROPOSED STREET PAVING ELEVATION.
3. CONTRACTOR TO FIELD VERIFY AND COORDINATE W/ENGINEER FOR HIGH POINT LOCATIONS.



LOCATION MAP
1"=500'

N



4 ALLEY DRIVE PLAN STA 0+50 - 8+00
1"=30'

DESIGNED BY	HRV/MR
DRAWN BY	HRV/MR
CHECKED BY	OA
APPROVED BY	SLM
DATE	FEBRUARY 2013

REVISIONS

No	DATE	DESCRIPTION	APP
A	FEBRUARY 2013	ISSUED FOR BID	OA

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

OMAR ANZALDUA JR. 97249 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS
2-5-13

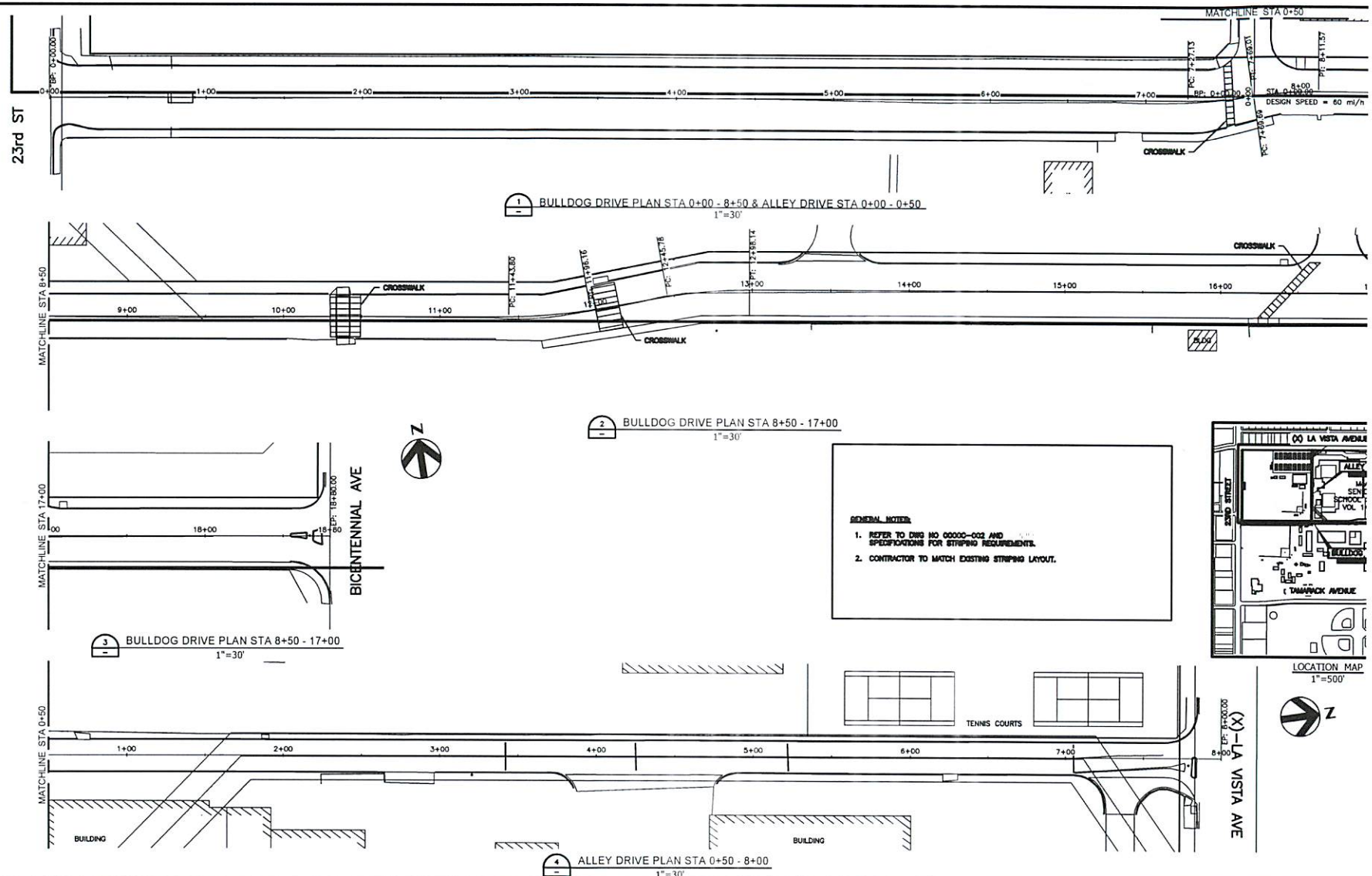
McALLEN INDEPENDENT SCHOOL DISTRICT
PARKING LOT AND STREET IMPROVEMENTS PROJECT

McALLEN HIGH
BULLDOG DRIVE - GRADING LAYOUT

SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS

PROJECT 4657.01
DRAWING
SHEET No

Feb 05, 2013 - 2:47pm vorpashr
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DESIGNED BY: HRV/MR	REVISIONS				McALLEN INDEPENDENT SCHOOL DISTRICT		PROJECT
DRAWN BY: HRV/MR	No	DATE	DESCRIPTION	APP	PARKING LOT AND STREET IMPROVEMENTS PROJECT		4657-01
CHECKED BY: OA	A	FEBRUARY 2013	ISSUED FOR BID	OA			DRAWING
APPROVED BY: SLM					McALLEN HIGH SCHOOL BULLDOG DRIVE AND ALLEY DRIVE - STRIPING LAYOUT	SCALE BAR IS ONE INCH ON ORIGINAL DRAWINGS	SHEET No
DATE: FEBRUARY 2013							

McALLEN INDEPENDENT SCHOOL DISTRICT

DANNENBAUM
ENGINEERING COMPANY - McALLEN, LLC
T.B.P.E. FIRM REGISTRATION #8999
1109 NOLANA LOOP, STE 208 McALLEN, TX 78504 (956) 682-3677

STATE OF TEXAS — OMAR ANDALUZ JR. — 97249 — LICENSED PROFESSIONAL ENGINEER — 2-4-13

Feb 05, 2013 - 2:48pm vargasbr
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AI-39023 **Budget and Management 22. A.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Rolando Garcia, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Approval of revised Designated Applicant's Agent form with Primary/Secondary Agent and Chief Financial Officer/Certifying Officer information in connection with Public Assistance for FEMA related documentation.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No Fiscal Impact - revision of Designation/Appointment Only.

Attachments

DAA Form

Form Review

Inbox	Reviewed By	Date
Roland Garcia (Originator)	Rolando Garcia	06/14/2013 01:56 PM
Budget & Management	Obdett Calzada	06/14/2013 02:20 PM
Obdett Calzada	Obdett Calzada	06/14/2013 04:20 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Rolando Garcia Started On: 05/30/2013 04:56 PM

Final Approval Date: 06/14/2013

DESIGNATION OF APPLICANT'S AGENT -

PUBLIC ASSISTANCE

Governors Division of Emergency Management

Organization Name (hereafter named Organization)
HIDALGO COUNTY

Primary Agent	Secondary Agent
Agent's Names SERGIO CRUZ	Agent's Name REY SALAZAR
Organization HIDALGO COUNTY	Organization HIDALGO COUNTY
Official Position BUDGET OFFICER	Official Position DIRECTOR OF STRATEGIC PLANNING SECTION
Mailing Address 2818 S. BUS. HWY. 281	Mailing Address 2818 S. BUS. HWY. 281
City ,State, Zip EDINBURG, TEXAS 78539	City ,State, Zip EDINBURG, TEXAS 78539
Daytime Telephone 956-292-7025	Daytime Telephone 956-292-7025
Facsimile Number 956-292-7035	Facsimile Number 956-292-7035
Pager or Cellular Number 956-533-4527	Pager or Cellular Number 956-207-3864

The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of Texas for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.

Chief Financial Officer	Certifying Official
Name SERGIO CRUZ	Official's Name RAMON GARCIA
Organization HIDALGO COUNTY	Organization HIDALGO COUNTY
Official Position BUDGET OFFICER	Official Position COUNTY JUDGE
Mailing Address 2818 S. BUS. HWY. 281	Mailing Address 302 W. UNIVERSITY DRIVE
City ,State, Zip EDINBURG, TEXAS 78539	City ,State, Zip EDINBURG,TEXAS 78539
Daytime Telephone 956-292-7025	Daytime Telephone 956-318-2600
Facsimile Number 956-292-7035	Facsimile Number 956-318-2699
Pager or Cellular Number 956-533-4527	Pager or Cellular Number --

Applicant's State Cognizant Agency for Single Audit purposes (If a Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start

Month: 01 Day: 01

Applicant's Federal Employer's Identification Number

74-6000717

Applicant's State Payee Identification Number

Certifying Official's Signature

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and 44 Code of Federal Regulations, Part 13, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.

3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.

4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.

5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.

6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.

10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.

11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.

18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.

19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.

20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.

21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.

23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.

24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

AI-39054 **Budget and Management 22. B.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Auxiliary Court **Submitted By:** Manuel Chapa, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Edward Byrne Memorial:
1. Public Hearing on the FY 2013 Edward Byrne Justice Assistance Grant (JAG) Program Application/Strategies/Narrative.
2. Discussion, consideration, review, and approval of the program application/strategies/narrative of the FY 2013 Edward Byrne Justice Assistance Grant.

BACKGROUND

Authorization to apply for the FY 2013 JAG grant refer to AI#38342 CC 6-04-13.

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1282-412-00-115-047-6-XXX

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

BUDGETARY IMPACT:

Hidalgo Co. is eligible to receive $56,980.00 Funds will be used to fund Salaries & Fringes for the Auxiliary court (Court Coordinator and Bailiff). Please refer to the attached narratives.

Attachments

38342 AI to apply reference
application
Att1
Att 2
Att3
Att4

Form Review

Inbox	Reviewed By	Date
Manuel Chapa (Originator)	Manuel Chapa	06/14/2013 04:09 PM
Budget & Management	Obdett Calzada	06/14/2013 04:24 PM
Obdett Calzada	Obdett Calzada	06/14/2013 04:54 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Manuel Chapa Started On: 06/03/2013

Final Approval Date: 06/14/2013

AI-38342 **Budget and Management 22. B.**

CC REGULAR

Meeting Date: 06/04/2013

Submitted For: Auxiliary Court **Submitted By:** Manuel Chapa, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Edward Byrne Memorial:
1. Authorization and approval to apply for the FY 2013 Edward Byrne Memorial - Justice Assistance Grant (JAG) Program with the U.S. Department of Justice.
2. Authorization for County Judge to sign the required documents.

BACKGROUND

Due date to apply: July 9, 2013.
Local allocation $56,980.00
No County cash match required.

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1282-412-00-115-047-X-XXX

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

BUDGETARY IMPACT:

Approval to apply for JAG FY 13 Grant.
No budgetary impact.

Grant amount $56,980.00

Attachments

FY 13 local solicitation
email
allocations

Form Review

Inbox	Reviewed By	Date
Manuel Chapa (Originator)	Manuel Chapa	05/31/2013 01:36 PM
Budget & Management	Obdett Calzada	05/31/2013 02:11 PM
Obdett Calzada	Obdett Calzada	05/31/2013 04:34 PM
Purchasing Department	Monica Badillo	05/31/2013 05:24 PM

Form Started By: Manuel Chapa Started On: 04/22/2013

Final Approval Date: 05/31/2013

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ Construction	☐ Construction
☑ Non-Construction	☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name: Hidalgo County	**Organizational Unit:** Department: Judge's Office
Organizational DUNS: 103110834	Division:
Address: Street: 100 E. Cano St. 2nd Floor	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: First Name: Manuel
City: Edinburg	Middle Name
County: Hidalgo	Last Name Chapa
State: Tx / Zip Code 78539	Suffix:
Country:	Email:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 74-6000717	Phone Number (give area code) 956-292-7025 / Fax Number (give area code) 956-292-7035

8. TYPE OF APPLICATION:

☑ **New** ☐ **Continuation** ☐ **Revision**

If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

B - County

Other (specify)

9. NAME OF FEDERAL AGENCY:
Bureau of Justice Assistance

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

16-738

TITLE (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Hidalgo County Auxiliary Court

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:
Hidalgo County

13. PROPOSED PROJECT

Start Date:	Ending Date:
October 1, 2013	September 30, 2015

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project
15	

15. ESTIMATED FUNDING:

a. Federal	$ 56,980.00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ 56,980.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name	Middle Name
Mr.	Ramon	
Last Name: Garcia		Suffix
b. Title: Hidalgo County Judge		c. Telephone Number (give area code): 956-318-2600
d. Signature of Authorized Representative		e. Date Signed

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

2013-H4463-TX-DJ
Program Narrative (Attachment I)

Hidalgo County is 1,588 square miles and is located at the south most tip of the state of Texas. Its southern border covers seventy-eight miles of Texas/Mexico border along the Rio Grande River. As per most recent census estimates, Hidalgo County reflects a population of slightly over 774,769.

As a result of its proximity to the border, Hidalgo County experiences a high volume of criminal activity that is stemmed by various factors including a high unemployment rate, economically disadvantaged households, below national average education levels, illegal immigrant entries, drug trafficking and human smuggling, among others.

The aforementioned factors along with the increasing population have an exponential and adverse effect on the overall criminal justice system in Hidalgo County (see Exhibit A).

EXHIBIT A:

Number of cases Heard and Disposed – 2012 Auxiliary Court Report:

COURT	Hearings	Disposed	Writs/Fugatives	TOTAL
Auxiliary A&B	375	62	385	822
92	460	118	15	593
93	298	37	26	361
139	1	1	0	2
206	1,028	292	27	1,347
275	1,288	509	53	1,850
332	104	41	5	150
370	90	63	9	162
389	705	178	21	904
398	1,279	322	43	1,644
430	449	103	9	561
449				
TOTAL	6,077	1,726	593	8,396

2013-H4463-TX-DJ
Program Narrative (Attachment I) pg 2

The Hidalgo County criminal justice system is comprised, at the moment, of eleven (11) district courts, six county courts at law and two auxiliary courts (auxiliary court A and auxiliary court B). The auxiliary courts main purpose is to provide support to the district courts. This support is managed by having the auxiliary courts hear and dispose of the overflow of criminal cases from all of the eleven district courts. Ten district courts are housed in the Hidalgo County's main courthouse building, one district court is located at the Judge Mario E. Ramirez Juvenile Detention center, auxiliary court A is housed in the Hidalgo County courthouse annex, and auxiliary court B is housed in the Hidalgo County administration building located across from the courthouse.

Hidalgo County data reflects the immense support the auxiliary courts have provided to all eleven district courts. This support has translated into having a more manageable criminal caseload for all eleven Hidalgo County District Courts thus improving Hidalgo County's stance in complying with an individuals' right guaranteed in the Sixth Amendment.

Since the JAG Program allows a recipient to support a broad range of activities to enhance or improve its criminal justice system, it is through the auxiliary courts that Hidalgo County has decided to utilize the Edward J. Byrne Memorial Justice Assistance Grant Program.

The auxiliary courts are a component of the entire Hidalgo County criminal justice system and their function and activities play an integral part in improving the criminal justice system in Hidalgo County.

2013-H4463-TX-DJ
Program Narrative (Attachment I) pg 3

Below is the full-time staff structure of the auxiliary courts in Hidalgo County:

Two Judges
Two Bailiffs
Two Court Reporters
One Court Coordinator
One Court Liaison

All staff members employed in these positions set forth a collaborative effort to ensure the criminal caseload system is processed timely and efficiently; however, due to the availability of funds from the JAG Program, Hidalgo County has decided to use the JAG Program monies to fund the staff positions of one Bailiff and the Court Coordinator.

Below is a summary of the activities these two staff member perform within the auxiliary courts; thus, improving the overall criminal justice system in Hidalgo County:

Bailiff:

The Bailiff is in charge of courtroom security and procedures in auxiliary court B, assures the courtroom is open and prepared for court sessions, oversees the maintenance of juries and witnesses, assists Judge, Coordinator and District Clerk's office with courtroom clerical duties, acts as a Spanish translator for the court, maintains order in the courtroom, completes and reviews various court-related forms assuring the documents are complete with all necessary information and signatures, conducts appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail.

Court Coordinator:

The Court Coordinator's functions encompass both auxiliary court A and auxiliary court B. The Court Coordinator maintains awareness of new developments in court administration, nationally and locally and maintains special materials and files relating to records, rules of procedures and other items relating to court activity; reviews files and makes sure the cases are set for a hearing, trial, etc. (makes sure the case is moving along smoothly); makes daily docket entries (from court hearings) on court files; acts as a liaison between the Judge and Counsel.

Again, the activities from these two staff positions have demonstrated a significant positive impact on the improvement of the criminal justice system in Hidalgo County through the auxiliary courts. They have proven to be essential and the prospect of not having these positions in place would have a profound adverse effect on the criminal justice system in Hidalgo County. Consequently, Hidalgo County has recognized the

possibility of a shortfall of grant funding, particularly the Edward J. Byrne Memorial Justice Assistance Grant Program. Nonetheless, in the event that the statutory authority for the JAG Program would cease, the Judges and Budget Officer would petition the Hidalgo County Commissioners Court for a continuation of funding with the use of local funds.

Meanwhile, Hidalgo County will continue to use the JAG Program monies to fund the same Bailiff and Court Coordinator positions which were also funded by the JAG FY 05, JAG FY 06, JAG FY 07, JAG FY 08, JAG FY 09, JAG FY 10, JAG FY 11, and JAG FY 2012 grants. As with the other JAG grants, the new JAG FY 13 grant will be utilized after the preceding JAG grant funds have been exhausted. Our projection reflects the JAG FY 13 grant will start funding these positions from October 2013 and end on March 2014 approximately.

2013-H4463-TX-DJ
Budget Narrative (Attachment II)

Below is breakdown of the salaries and fringes for the Bailiff and the Court Coordinator.
Due to limited funds from the JAG Grant Program, it was concluded the total JAG funds awarded would be enough to fund 5.4 months of salary and fringes for these two staff members from the Auxiliary Courts starting on October 2013 and ending on March 2014 approximately. Hidalgo County will continue to use the JAG Program monies to continue funding the same Bailiff and Court Coordinator positions which were also funded by the JAG FY 05, JAG FY 06, JAG FY 07, JAG FY 08, JAG FY 09, JAG FY 10, JAG FY 11, JAG FY 12 grants, and will be funded by JAG FY 13 too. The new JAG grant will be utilized after the preceding JAG grant funds have been exhausted. Hidalgo County Commissioners Court has approved interpreter and Longevity pay. Interpreter pay is additional pay paid to certain employees who possess a skill in speaking another language other than English. Since Bailiffs interact with the public, the position requires they speak Spanish considering the high percentage of Spanish speaking people in Hidalgo County. Longevity pay is additional pay paid for every year after five years of Hidalgo County employment.

The following Budget Detail includes budgeted salary and fringe amounts. For simplicity purposes, some of these projected computations have been rounded.

Budget Detail:

Description	Monthly Amounts x the Number of Months 100%	Employee: Bailiff/ Interpreter Total Compensation for 5.4716 Months
JAG-F/T Employee	3,414.97 *5.4716 months	18,685
JAG-Longevity Pay	105.00 *5.4716 months	575
JAG-Interpreter Pay	500.00 *5.4716 months	2,736
JAG-Health Insurance	347.00 *5.4716 months	1,899
JAG-Life Insurance	2.25 *5.4716 months	12
JAG-FICA	307.53 *5.4716 months	1,683
JAG-Retirement	414.86 *5.4716 months	2,270
JAG-Unemployment	20.10 *5.4716 months	110
JAG-Workers Comp.	14.10 *5.4716 months	77
	Total	28,047

2013-H4463-TX-DJ
Budget Narrative (Attachment II) pg. 2

Description	Monthly Amounts x the Number of Months 100%	Employee: Court Coordinator Total Compensation for 5.4716 Months
JAG-F/T Employee	4,096.83 *5.4716 months	22,416
JAG-Longevity Pay	60.00 *5.4716 months	328
JAG-Interpreter Pay	0.00 *5.4716 months	0
JAG-Health Insurance	347.00 *5.4716 months	1,899
JAG-Life Insurance	2.25 *5.4716 months	12
JAG-FICA	318.00 *5.4716 months	1,740
JAG-Retirement	428.98 *5.4716 months	2,347
JAG-Unemployment	20.78 *5.4716 months	114
JAG-Workers Comp.	14.10 *5.4716 months	77
	Total	28,933

The salary computation in the Budget Detail was computed using the annual salary amount for each staff member divided by twelve months and multiplying the monthly amount by 5.4716 months.

The fringes computation in the Budget Detail was computed using the actual rate Hidalgo County uses for each fringe and arriving to the monthly amount of fringes in relation to the employee's monthly salary. The monthly fringe amount was multiplied by 5.4716 months.

Budget Summary:

Personnel	41,101
Fringes Benefits	15,879
Total Project Cost	56,980
Federal Request	56,980

2013-H4463-TX-DJ
Review Narrative (Attachment III)

The JAG FY 13 grant application was hand delivered to the Hidalgo County governing body, on June 18, 2013. Notification to the Hidalgo County residents of the JAG Grant Program was included in the Hidalgo County Agenda for the Hidalgo County Commissioner's Court meeting held on June 18, 2013. The JAG Grant Program was presented in public forum and was also televised on the area's public television channel, KMBH – 60 on June 18, 2013.

2013-H4463-TX-DJ
Abstract (Attachment IV)

Hidalgo County is 1,588 square miles and is located at the south most tip of the state of Texas. Its southern border covers seventy-eight miles of Texas/Mexico border along the Rio Grande River. As per most recent census estimates, Hidalgo County reflects a population of slightly over 774,769.

The Hidalgo County criminal justice system is comprised, at the moment, of eleven (11) district courts, six county courts at law and two auxiliary courts (auxiliary court A and auxiliary court B). The auxiliary courts main purpose is to provide support to the district courts. This support is managed by having the auxiliary courts hear and dispose of the overflow of criminal cases from all of the eleven district courts.

Hidalgo County data reflects the immense support the auxiliary courts have provided to all eleven district courts. This support has translated into having a more manageable criminal caseload for all eleven Hidalgo County District Courts thus improving Hidalgo County's stance in complying with an individuals' right guaranteed in the Sixth Amendment.

The following project identifiers are associated with the Auxiliary Courts proposed project activities: Adjudication, Court Security and Standards.

AI-39269 **Budget and Management 22. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Auditor's Office **Submitted By:** Erika Zamora, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

WIC Adm (1292):
1. Approval of certification of revenues, as certified by the County Auditor, for 2012 capital lease expenditures.
2. Approval of 2012 appropriation of revenues and expenditures in the total amount of $654,878.23 to fund capital lease expenditures (agreements) for WIC Adm.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** WIC Adm

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

BUDGETARY IMPACT:

Approval of 2012 appropriation of revenues and expenditures in the total amount of $654,878.23 to fund capital lease expenditures (agreements)for WIC Adm.

Attachments

Appropriation

Cert of Rev

Form Review

Inbox	Reviewed By	Date
Erika Zamora (Originator)	Erika Zamora	06/14/2013 03:09 PM
Budget & Management	Obdett Calzada	06/14/2013 03:42 PM
Manuel Chapa	Manuel Chapa	06/14/2013 04:24 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Erika Zamora Started On: 06/14/2013 02:50 PM

Final Approval Date: 06/14/2013

DATE: JUNE 10, 2013
DEPARTMENT HEAD: RAY EUFRACIO, CPA, HIDALGO COUNTY AUDITOR
DEPARTMENT NAME: HIDALGO COUNTY AUDITOR'S OFFICE
ACCOUNT NUMBER: 2-XXXX-XXX-XX-XXX-XXX-X-XXX

SUBJECT: Interfund transfer(s) (Increases(decrease)) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioners' Court of Hidalgo County:

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

	INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
1.	2-1292-441-00-350-001-2-780	WIC ADM-CAPITAL LEASES	Dr.Jcksn C-12-052-06-26	4,341.88
	2-1292-393-70-350-001-2-000	OTHER FINANCING SOURCES-CAPITAL LEASES		4,341.88
	2-1292-441-00-350-001-3-780	WIC ADM-CAPITAL LEASES		136,697.92
	2-1292-393-70-350-001-3-000	OTHER FINANCING SOURCES-CAPITAL LEASES		136,697.92
2.	2-1292-441-00-350-001-3-780	WIC ADM-CAPITAL LEASES	GBB-WSLCO C-12-104-08-28	171,609.49
	2-1292-393-70-350-001-3-000	OTHER FINANCING SOURCES-CAPITAL LEASES		171,609.49
3.	2-1292-441-00-350-001-2-780	WIC ADM-CAPITAL LEASES	SPI VENTURES C-11-114A-09-06	47,861.85
	2-1292-393-70-350-001-2-000	OTHER FINANCING SOURCES-CAPITAL LEASES		47,861.85
	2-1292-441-00-350-001-3-780	WIC ADM-CAPITAL LEASES		294,367.09
	2-1292-393-70-350-001-3-000	OTHER FINANCING SOURCES-CAPITAL LEASES		294,367.09
	TOTAL BUDGET INCREASE REQUEST			**$ 654,878.23**

REASON: TO APPROPRIATE FOR CAPITAL LEASE AGREEMENTS APPROVED BY ~~ON~~ COMMISSIONERS' COURT ON DIFFERENT DATES AND TO ESTIMATE REVENUES FOR THE SAME AMOUNT.

There are no areas in my current budget to reduce in order to fund the above mentioned item's.

DEPARTMENT HEAD SIGNATURE

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

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

June 14, 2013

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar, Jr., Commissioner, Precinct No. 1
The Honorable Hector "Tito" Palacios, Commissioner, Precinct No. 2
The Honorable Jose M. Flores, Commissioner, Precinct No. 3
The Honorable Joseph Palacios, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.07075 SPECIAL BUDGET FOR REVENUE RECEIVED AFTER START OF FISCAL YEAR:

> The county auditor shall certify to the commissioners court the receipt of revenue from a new source not anticipated before the adoption of the budget and not included in the budget for that fiscal year. On certification, the court may adopt a special budget for the limited purpose of spending the revenue for general purposes or for any of its intended purposes.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the revenue from other financing sources for capital leases in the amount of $654,878.23 for various departments. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

6/14/13
Date

HIDALGO COUNTY DISTRICT JUDGES

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

AI-39124 **Purchasing Department 23. A. 3.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Roy Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting approval to declare as "Surplus" for the purpose of destruction, with the assistance of Hidalgo County Sheriff's Office, three (3) Point Blank Body Armor, two (2) Blue Shield Body Armor, one (1) Portable Breath Tester (Detailed in Exhibit attached)

B. Requesting authorization to remove said assets from Hidalgo County Inventory List

BACKGROUND

Request for approval on the destruction of law enforcement body armor and equipment, Surplus for destruction due to the risk of illegal use of this equipment in our local community.

Attachments

List

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	06/07/2013 08:59 AM
Budget & Management	Obdett Calzada	06/07/2013 09:38 AM
Olga Garza	Olga Garza	06/14/2013 10:24 AM
Auditor's Office	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Roy Garcia Started On: 06/05/2013 04:02 PM

Final Approval Date: 06/14/2013

DESCRIPTION OF ITEM	SERIAL NO./ VIN	Department Number
POINT BLANK BODY ARMOR VEST	501307292	80
POINT BLANK BODY ARMOR VEST	501307289	80
BLUE SHIELD BODY ARMOR	RC468283	294
BLUE SHIELD BODY ARMOR	RC468282	294
POINT BLANK BODY ARMOR VEST	F0601408273 / B0601408215	294
PORTABLE BREATH TESTER	31232	1103

AI-39132 **Purchasing Department 23. B. 1.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Rocio Villarreal,
PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to execute an "On Call" professional engineering services contract with Millenium Engineers Group for, "Construction Material Testing for All Projects" for Precinct No. 2 as approved for negotiations on CC 5/21/13.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 3-1200-431-00-122-006-0-731

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

BUDGETARY IMPACT:

Avail. Bal. $31,328.75 on as needed basis.

Attachments

C-13-185-06-18

Form Review

Inbox	Reviewed By	Date
Purchasing Department		06/07/2013 09:00 AM
Budget & Management	Obdett Calzada	06/07/2013 09:57 AM
Obdett Calzada	Obdett Calzada	06/14/2013 04:50 PM
Auditor's Office	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Rocio Villarreal Started On: 06/05/2013 05:03 PM

Final Approval Date: 06/14/2013

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES AGREEMENT
C-13-185-06-18

THIS AGREEMENT is made effective the 18th day of June, 2013 by and between **HIDALGO COUNTY, TEXAS,** ("County") and **Millennium Engineers Group, Inc.** a Texas Corporation ("Laboratory").

W I T N E S S E T H:

WHEREAS, the County is vested with the responsibility of providing construction materials testing (the "Services") for "Hidalgo County Precinct No. 2 Projects;" **(ON AN AS NEEDED3 BASIS)**

WHEREAS, the County has determined that the services of a professional laboratory company is necessary to carry out the required Services;

WHEREAS, pursuant to Texas Government Code Chapter 2254 (the "Texas Professional Services Procurement Act"), the County requested proposals from a professional laboratory to assist the County by providing the Services;

WHEREAS, County has selected the Laboratory to provide the Services within Hidalgo County Precinct No. 2, in accordance to Exhibit "A-1" Request for Qualifications (RFQ) Procurement Packet.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, County and Laboratory do mutually agree as follows:

1. **Scope of Services.** The County will provide to Laboratory the services described in Exhibit "A" attached hereto and entitled "Services to be Performed by County." Laboratory agrees to provide to County with the work described in Exhibit "B", "Services to be Performed by the Laboratory."

2. **Non-Exclusive Services of Laboratory.** Hidalgo County reserves the right to request these services from other sources other than the Laboratory and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Agreement becomes effective when fully executed by both parties and will terminate one (1) year from the date of execution or unless sooner terminated as provided herein. The Laboratory will not begin to work or incur costs until authorized in writing by the County with each "Work Authorization" particularly described in Exhibit "D."

4. Compensation. The maximum amount payable under this Agreement shall not exceed the amount for each work authorization unless an amendment is executed as provided hereinafter. The Laboratory shall submit periodic requests for payment within (30) thirty days after completion of each Work Authorization. The request for payment shall be made using forms acceptable to the County and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, County shall submit a requisition for payment for said Services in the customary manner provided for payments utilized by Hidalgo County, Texas. Laboratory agrees to separately account for the receipt and/or expenditure of funds received pursuant to this Agreement and to keep accurate books and records of all such receipts and/or expenditures. All payments to Laboratory shall be mailed to the address shown in numbered paragraph 24 herein.

5. Inspection of Work. The County has the right at all reasonable times to inspect or otherwise evaluate the work performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Laboratory, or of a subcontractor, the Laboratory shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay their work.

6. Amendments. If it becomes necessary at any time during this Agreement to change the scope of Services, the Agreement period, the maximum amount payable, the complexity, or the character of this Agreement, an amendment shall be executed by use of a (Supplemental Agreement

Form) more particularly described in Exhibit "E" within the agreement. The County retains the right to reject any such amendment proposed by the Laboratory. Any such amendments shall be made in writing, agreed to by all parties hereto, and duly executed before the end of the Agreement as specified. If the County finds it necessary to require changes in completed work because of errors made by the Laboratory, the County shall require the Laboratory to correct the work at no cost to the County and without amendment to the Agreement. If the changes are made at the request of the County and are not due to errors of the Laboratory, the County will reimburse the Laboratory for the additional work at the same rate of pay established in Exhibit "C," "Laboratory Rates." If payment for the additional work will cause the maximum amount payable under this Agreement to be exhausted, an amendment shall be proposed in accordance with all State procurement laws.

7. Reporting. The Laboratory shall promptly advise the County in writing of events which have a significant impact upon the Agreement, including:

a. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated and any County or, if Federal Funds are involved, Federal assistance needed to resolve the situation.

b. Favorable developments or events which enable meeting time schedules and goals to be met sooner than anticipated or which are producing more work units than originally projected.

8. Ownership of Documents. Upon completion or termination of this Agreement, all documents prepared by the Laboratory or furnished to the Laboratory by the County shall be delivered to and become the property of the County. All sketches, photographs, calculations, and other data prepared under this Agreement shall be made available, upon request, to the County without restriction

or limitation on their further use. The Laboratory may, at its own expense, have copies made of the documents or any other data furnished to the County under this Agreement.

9. Suspension of Work. Should County desire to suspend the work under this Agreement, but not terminate this Agreement, the County shall provide thirty (30) calendar days verbal notification to Laboratory, followed by written confirmation from the County to Laboratory to that effect. The thirty-day notice may be waived as agreed in writing by both the County and Laboratory to that effect. The work under this Agreement may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from the County to the Laboratory. The sixty-day notice may be waived as agreed in writing by both the County and Laboratory. If the County suspends the work, the Termination Date as identified above is not affected and this Agreement will terminate on the date specified.

10. Progress and Coordination. The Laboratory shall, from time to time during the progress of the work, confer with the County. The Laboratory shall prepare and present such information as may be pertinent and necessary, or as may be requested by the County, in order to evaluate features of the Laboratory's services and work.

At the request of the County or the Laboratory, conferences shall be provided at the Laboratory's office, the offices of the County, or at other locations designated by the County. These conferences shall also include evaluation of the Laboratory's services and work when requested by the County.

All applicable study reports shall be submitted in preliminary form for approval by the County before the final report is issued. The County's comments regarding the Laboratory's preliminary report will be addressed by the Laboratory in the final report.

If funds by other agencies or entities are to be used for the development of the project under this Agreement, the Laboratory's Services and work will be subject to periodic review and approval by other agencies or entities, including those of the city, county, state and/or federal agencies.

Should it be determined that the progress in the production of the Laboratory's Services and work does not satisfy the requirements of the approved Work Authorization as provided by Exhibit "D", attached hereto, the County shall review the approved Work Authorization with the Laboratory to determine the corrective action needed by either the County or the Laboratory.

The Laboratory shall promptly advise the County in writing of events which have a significant impact upon the progress of the Laboratory's Services and work and the approved Work Schedule, including:

a. problems, delays, adverse conditions which will materially affect the ability to attain Agreement objectives, prevent the meeting of time schedules and goals, or preclude the timely completion and submittal of Project deliverables by the Laboratory within established time periods; this disclosure will be accompanied by a statement by the Laboratory of recommended or immediate action taken, or contemplated, and any Owner or other agency or entity assistance needed to resolve the situation: and

b. favorable developments or events which enable meeting the Work Schedule goals sooner than anticipated.

11. Independent Contractor. Laboratory must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the Services provided by Laboratory under this Agreement. Notwithstanding the foregoing sentence, Laboratory represents and maintains that it is an Independent Contractor and is not an employee of Hidalgo County, Texas or any agency thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Laboratory agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

12. Subcontracting and Assignment. The Laboratory shall not assign subconsultant or transfer the Laboratory's interest in this Agreement without the prior written consent of the County. The Laboratory shall bind every subconsultant by written contract to observe all the terms of this Agreement to the extent that they may be applicable to each subconsultant. No subcontractor relieves the Laboratory of any responsibilities under this Agreement.

13. Voluntary Termination. County may terminate this Agreement at any time for any reason or no reason at all upon giving thirty (30) days prior written notice to the Laboratory.

14. Insurance. Laboratory agrees to provide liability insurance covering its activities in providing the Services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, §100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish County a certificate issued by the insurer that such insurance is in full force and effect.

15. Payment of Franchise Tax. The Laboratory hereby certifies that the Laboratory is not delinquent in Texas franchise tax payments, or that the Laboratory is exempt from, or not subject to, such tax. A false statement concerning corporation's franchise tax status shall constitute grounds for termination of the Agreement at the sole option of the County.

16. No Assignment. Except as otherwise herein provided, Laboratory may not assign the obligations or rights under this Agreement to any person without the prior written consent of County.

17. Conflict. Nothing in this Agreement 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 Agreement 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 Agreement, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them the legal requirements and only during the time such conflict exists.

18. Termination by County. If Laboratory fails to deliver quality Services, fails to achieve the defined goals, outcomes, strategies and outputs required by County, or if Laboratory fails to comply with any conditions in this Agreement, then County shall have the right to terminate this Agreement upon the giving of ten (10) days prior written notice to Laboratory.

19. No Waiver. No waiver by County of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

20. Entire Agreement. This Agreement 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 representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by County and Laboratory, and not otherwise.

21. Venue. This Agreement 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.

22. Hold Harmless. In the event Laboratory should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Laboratory shall hold harmless and indemnify County from any and all obligations, liabilities, cause of action, lawsuits, damages, and assessments, including legal fees, etc., that from the Laboratory's intentional actions or negligence. This indemnification clause shall survive this Agreement and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary.

23. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement

of this Agreement, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

24. Notices. Expect as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by a registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:	County of Hidalgo Attention: County Judge 100 East Cano, 2nd Floor Edinburg, Texas 78539
If to Laboratory:	Millennium Engineers Group, Inc. Attn: Mr. Raul Palma, P.E. President 705 Dawson Drive Edinburg, Texas 78540

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.

25. Executions of Documents. 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 Agreement.

26. Binding Agreement. This Agreement 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 Agreement.

27. Gender. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neutral gender, and the singular shall include the plural whenever and as often as may be appropriate.

28. Authority. The execution and performance of this Agreement by County and Laboratory have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of County and Laboratory in accordance with its terms.

29. Professional Seal. All documents and data furnished by the Laboratory to the County shall bear Professional seal of a licensed Engineer employed by the Laboratory.

30. Commitment of Current Revenues. In the event that, during any term hereof, the County does not appropriate sufficient funds to meet to the obligations of this Agreement, the County may terminate this Agreement upon thirty (30) days written notice to the Surveyor. The County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of the County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1995).

EXECUTED as of the day and year first written above.

COUNTY:
COUNTY OF HIDALGO, TEXAS

By: _____
Ramon Garcia, County Judge

LABORATORY:

Millennium Engineers Group, Inc.

By: _____

Printed Name _____

Title: _____

ATTEST:

_____
Arturo Guajardo Jr., County Clerk

APPROVED AS TO FORM:
Atlas, Hall & Rodriguez, LLP

By:_____
Stephen L. Crain, Attorney

ATTACHMENTS:

EXHIBIT A	-Scope of Services to be provided by the County
EXHIBIT B	-Scope of Services to be provided by the Laboratory
EXHIBIT C	-Laboratory's Rates
EXHIBIT D	-Work Authorization Form
EXHIBIT E	-Supplemental Agreement Form
EXHIBIT F	-Certificates of Insurance

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE COUNTY

EXHIBIT "A"

Services to be Provided by County

The following provides an outline of the services to be provided by the Owner in the development of Projects (as defined and more particularly identified in Exhibit "A" attached to this Agreement).

General:

The Owner will provide to the Laboratory the following:

1) Provide the authorization to proceed with services through coordination with the project consulting and design Laboratory.
2) Payment for work performed by the Laboratory and accepted by the Owner in accordance with Article 3 of this Agreement.
3) Assistance to the Laboratory, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the Laboratory cannot easily obtain.
4) Provide any available relevant data the Owner may have on file concerning the projects.
5) Provide timely review and decisions in response to the Laboratory's request for information and/or required submittals and deliverables, in order for the Laboratory to maintain the agreed upon work schedule prepared in accordance with Exhibit "A" attached to this Agreement.
6) Attend and participate in progress meetings as required and as coordinated and conducted by Laboratory.
7) Provide the authorization to proceed with services on project by project basis through consulting design and construction Laboratory.

EXHIBIT "A-1"

REQUEST FOR QUALIFICATIONS (RFQ) PROCUREMENT PACKET

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

November 13, 2012

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY** (Including all funding sources, programs, and entities)
Request for Qualifications (RFQ)-"***Professional Engineering Services-Geotechnical and Construction Materials Testing Pool***"
RFQ No.: 2013-003-12-05-SMA

Dear Respondent:

Enclosed please find a Request for Qualifications (RFQ) packet for you review and consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated out RFQ packet. Carefully read and review all instructions, requirements, specification and/or scope of work included in this packet

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma

Enclosures

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

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"
RFQ NO: 2013-003-12-05-SMA

ITEM	DESCRIPTION	NO. OF PAGES
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	9
3.	Exhibit A, Requirements	8
4.	Attachment A- Schedule of Services and Related Fees	4
5.	Exhibit B, Evaluation Criteria and Evaluation Form	2
6.	Exhibit C, Insurance Requirements,	4
7.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
8.	Exhibit E, Proposer's Affidavit	1
9.	Vendor/Bidder Application and W-9 form	6
10.	Certification Regarding Debarment	1
11.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) 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

November 13 , 2012
Date

REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY
(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

Acceptance Due Date: **December 05, 2012**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Sandra Montalvo, Buyer II
(956) 292-7000 Ext. 4865
sandra.montalvo@co.hidalgo.tx.us

1. Sealed qualifications will be received for "HIDALGO COUNTY (Including all funding sources, programs, and entities) *"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"*, in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents 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 requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. **One (1) original, seven (7) copies** of all qualifications and **two (2) CDs in PDF Format** are required with the respondent's name and 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, ***RFQ–2013-003-12-05-SMA-"HIDALGO COUNTY****(Including all funding sources, programs, and entities)* ***Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"***, and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, December 05, 2012.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATION 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 IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. 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 respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

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, respondents are required to include illustrations, specifications, explanation of warranties, and service data with

their qualification including catalogue numbers and any necessary references.

7. Proposed prices are to remain firm for a minimum of ninety (90) days after priced qualification opening.

8. County reserves the right to accept or reject any or all qualifications.

9. Any interpretations, amendments, corrections or changes to this qualification 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 Qualifications. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. 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.

12. 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 qualification 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.

13. **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, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY (Including all funding sources, programs, and entities)** ***Professional Engineering Services-Geotechnical and Construction Materials Testing Pool",***
  e) 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
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

Qualification Opening, 9:30 A.M.	**December 05 , 2012**
Award of Contract:	2013
Commence Work or Deliver Products:	2013

16. HIDALGO COUNTY APPROVED HOLIDAYS:

2013 YEAR	
New Year's Day	**12/31/12 and 01/01/13**
Martin Luther King Day	**01/21/13**
President's Day	**02/18/13**
Good Friday	**03/29/13**
Easter	**04/01/13**
Memorial Day	**05/27/13**
Independence Day	**07/04/13**
Labor Day	**09/02/13**
Veteran's Day	**11/11/13**
Thanks Giving Day	**11/28/13 and 11/29/13**
Christmas Day	**12/24/13 and 12/25/13**

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 and 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 respondents 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 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent 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 materialmen 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 qualification 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.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or
  appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

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 respondent 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 78539CHidalgo County Courthouse.

  COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT.

20. If, during the life of any contract or qualification awarded, the successful respondent'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. Qualifications, 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 Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;
- 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 respondent 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 respondent'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 award to a successful respondent 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 (30) 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 respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent 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 respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants,

customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent 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 respondent'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 or services provided by successful respondent.

27. Successful respondent 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 Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent 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 respondent 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.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualifications
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Engineering Services-
Geotechnical and Construction Materials Testing Pool"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
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 respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, 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.

Respondent acknowledges receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Firm: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY
(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

The County of Hidalgo will be accepting Statements of Qualifications from qualified State of Texas Professional Independent Testing Laboratories in order to establish a pre-qualified pool of Independent Testing Laboratories on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Independent Testing Laboratories will be for a period starting **February 9, 2013 and ending February 8, 2014**. The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of ***"PROFESSIONAL ENGINEERING SERVICES GEOTECHNICAL and CONSTRUCTION MATERIALS TESTING POOL" RFQ NO: 2013-003-12-05-SMA*** *Request* For Qualifications" as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 05, 2012. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

SECTION- I

GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY:

A total of One (1) original, seven (7) copies, and two (2) CD's in PDF Format of RFQs should be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of qualifications responses be sealed, clearly marked and/or labeled with the Company's name, RFQ No. , Project Name, Opening Date and be delivered 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

Hidalgo County requires respondents, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the sealed envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

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

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ 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, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

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

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

ELECTRONIC TRANSMISSION OF RFQ's:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

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

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS:
Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956)292-7612 or via e-mail to sandra.montalvo@co.hidalgo.tx.us BY NO LATER THAN Monday, November 19, 2012 at 5:00 p.m. Responses will be sent to all applicants by Wednesday, November 21, 2012. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
In order to be considered, all submittals must be signed. Please sign the original in ***blue ink.***

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

SUBCONTRACTING:
The successful respondent may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specific for more than one (1) year.

DAVIS BACON ACT (if applicable):
All selected and awarded firms are required; if applicable adhere to the Davis-Bacon Act.

SECTION II
RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will may result in disqualification of the submitted RFQ

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondent understands of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with a competent independent material testing laboratory, registered and licensed to practice in the State of Texas that has had experience in, but not limited to, the following areas:

- Roadway Material Production and Construction Inspection Testing
- Inspection of Hot Mix and Concrete Plants
- Drilling and Logging of Soil Borings
- Acquisition and Testing of Samples of Existing Soils for the Planning, Design and Construction of Transporting Facilities
- Roadway Construction Project located in Hidalgo County
- TxDot Certification

Pre-Certification by TX-DOT for State funded **ROADWAY** projects only is preferred, but not required.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. **A list of ongoing projects similar in scope under TxDOT procurement basis shall be included in a appendix.** For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to five (5) pages.

PERSONNEL AND STAFFING:
The firm 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.

REQUIRED CERTIFICATIONS AND SUBMITTAL:
This section will contain any current licenses and/or certifications as required by STATE OF TEXAS.

SCOPE OF SERVICES:
The construction materials testing services contract will encompass all project-related testing services to the County of Hidalgo including, but not limited to, the following:

Hidalgo County is inviting qualifications from qualified Independent Testing Laboratories to provide construction materials testing services for the "Projects". **Name additional testing services that are sublet to other consulting firms.**

Minimum Qualifications for Independent Testing Laboratories include, but may not be limited to the following:

a) Ability to perform Geotechnical Testing/ Investigation/ Drilling
b) Ability to perform Environmental Services
c) Ability to perform Soil Density Testing
d) Ability to perform Surveying and Sampling Soils
e) Ability to perform Materials Testing (Asphaltic and Concrete)
f) Ability to perform Material Testing and Laboratory Analysis
g) Ability to perform Hot Mix Plant Inspections and Testing
h) Ability to perform Transportation Foundation Studies
i) Ability to perform Building Foundation Studies
j) Ability to perform Professional Liability Insurance for $1 Million Dollars without limiting liability to Professional Fees
k) Average response time from your office to the job site

GEOTECHNICAL AND CONSTRUCTION MATERIALS TESTING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:
The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq.

SECTION -III

SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system.

1. **STAFFING OF PROJECT TEAM**

   The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects hall be identified in the organizational chart. Team members shall have experience in performing various types of contracts for counties, cities or other clients as stated in the Request for Qualifications (RFQ). Varied experience gained through other clients should be substantiated by reference. A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix. **Indicate the number of engineers on your staff.**

2. **EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES**

   The provider shall designate experienced independent testing laboratory staff to completely and efficiently perform the work. The designated individuals (Project Manager and Key Personnel) may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership and reporting responsibilities and address how sub providers, if any, will fit into the management structure. Resumes of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also, in this selection, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. **METHODOLOGY**

   The RFQ should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

   - Knowledge, experience, and the equipment to provide the anticipated services
   - Management Plan for the anticipated services that will be highly responsive to the needs and interests of the County.

4. **UNDERSTANDING OF PROJECT/SIMILAR PROJECTS**

   The statement of qualifications shall include the following:

   - demonstrate an understanding of the scope of services
   - address appropriate Federal/State/Local regulations and policies
   - identify information to be gathered or obtained

   ➢ Responsiveness to RFQ:
   - Response is Clear
   - Response is Well Organized
   - Easy to Evaluate
   - Appropriate to this RFQ.

Minimum Qualifications
The RFQ must address knowledge and experience of working with multiple entities, such as counties, cities, etc.

Preferred Qualifications
The RFQ must address the proposed approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the minimum qualifications.

5. FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS

The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required)

Minimum Qualifications
The RFQ must contain a narrative that outlines applicable regulations, guidelines, standards and policies.

Preferred Qualifications
Suitable examples of previous projects completed in the area by the Project Manager, in addition to the minimum qualifications.

STATEMENT OF QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Construction Materials Testing Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1. Hidalgo County Commissioners' Court , Elected Official and/or the User Department in need of Construction Materials Testing Services will nominate (at the minimum) three (3) firms from Hidalgo County's approved pool of firms, thereafter, will review, score, and evaluate the statement of qualifications received in response to this Hidalgo County Request for Qualifications.

2. A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) Attachment "A" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

ATTACHMENT "A"

Engineering Laboratories-Schedule of Services and Related Fees

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

ATTACHMENT "A"

Engineering Laboratories-Schedule of Services and Related Fees
RFQ NO: 2013-003-12-05-SMA

This form is merely to be used as a guide for the used post ranking by commissioners' court only
Refer back to requirements page 8, negotiations process

NO.	DESCRIPTION	UNIT COST
	PERSONNEL RATES	
01	Soils and Aggregate Technician	$ / Hour
02	Surveying and Sampling Soils for Highways	$ / Hour
03	Soils Technician- Density Testing, Radiation Safety Certified	$ /Hour
04	HMA Level 1-A Certified Technician	$ / Hour
05	HMA Level 1-B Certified Technician	$ / Hour
06	ACI Certified Field Grade I Technician A. Includes necessary concrete slump cone, rod, air meter, thermometer	$ / Hour
07	ACI Certified Field Grade II Technician	$ / Hour
08	Geotechnical Engineer, P.E.	$ / Hour
09	Geotechnical Engineer, E.I.T.	$ / Hour
10	Secretarial, Report Preparation and Reporting	$ / Hour
11	Logger (In Conjunction with Engineer)	$ / Hour
	TRAVEL EXPENSE	
12	Vehicle Fee Mileage (Applicable for all Trips)	$ / Mile
13	Mobilization for Truck Mounted Rig, Drill Crew & Support	$ / Mile
14	Mobilization non-standard equipment (4x4 All Terrain Rig)	Cost + %
15	Barge Mobilization and Rental	Cost + %
	GEOTECHNICAL DRILLING AND ENGINEERING SERVICES	
16	Borings in Soil	$ / Foot
17	Borings in Soft Rock	$ / Foot
18	Rock Coring	$ / Foot
19	Standby Time (Drill Rig and Crew)	$ / Foot
20	Grout/ Bentonite Backfill	$ / Foot
21	Dozer/ Clearing Cost	Cost + %
22	Concrete/ Asphalt Patch	$
23	Traffic Control/ Signs, Barricades, etc.	Cost + %
24	All Other Outside Expenses	Cost + %
NO.	**DESCRIPTION**	**UNIT COST**
	EQUIPMENT EXPENSE	
25	Laptop Computer Rental (w/ Printer)	$ /Day
26	Laptop Computer Rental (w/ Printer)	$ /Wk

SAMPLE

ATTACHMENT "A"

Engineering Laboratories-Schedule of Services and Related Fees

RFQ NO: 2013-003-12-05-SMA

27	Laptop Computer Rental (w/ Printer)	$ /Mo.
28	Concrete Beam Breaker	$ /Day
29	Concrete Beam Breaker	$ /Wk
30	Concrete Beam Breaker	$ /Mo.
31	Vacuum Extractor	$ /Mo.
32	Asphalt Thermometer (Provided w/ Technician)	NC
33	Miscellaneous Expenses	Cost + %
TEX METHOD	**TEST DESCRIPTION**	**UNIT COST**
	SOILS SECTION	
Tex-100-E	Surveying and Sampling Soils for Highways	$ Hr
Tex-103-E	Determination of Moisture Content is Soil Material	$ Ea
Tex-104-E	Determination of Liquid Limit of Soils	$ Ea
Tex-105-E	Determination of Plastic Limit of Soils	$ Ea
Tex-106-E	Methods of Calculating the Plasticity Index of Soils w/ 104-E and 105-E	$ Ea
Tex-107-E	Determination of Bar Linear Shrinkage of Soils	$ Ea
Tex-108-E	Determination of Specific Gravity of Soils	$ Ea
Tex-110-E	Part I Sieves thru 40	$ Ea
	Part II Sieves thru 200	$ Ea
	Additional Sieves	$ Ea
Tex-111-E	Minus 200 Sieve Analysis	$ Ea
Tex-113-E	Laboratory Compaction Characteristics and Moisture Density Relationship of Base Materials and Cohesionless Sand	$ Ea
Tex-116-E	Ball Mill Method for Determination of the Disintegration of Flexible Base Material	$ Ea
Tex-117-E	TRIAXIAL COMPRESSIVE TEST FOR Disturbed Soils and Base materials (Part I Standard Method)	$ Ea
	Disturbed Soils and Base Materials (Part II)	$ Ea
Tex-118-E	Triaxial Compression Test for Undisturbed Samples	$ Ea
Tex-128-E	Determination of Soil pH	$ Ea
Tex-129-E	Method of Test for the Resistivity of Soils Material	$ Ea
	HOT MIX SECTION	
Tex-200-F	Sieve Analysis of Fine and Coarse Aggregates (Dry)	$ Ea
	Sieve Analysis of Fine and Coarse Aggregates (Wet)	$ Ea.
Tex-201-F	Bulk Specific Gravity and Water Absorption of Aggregate	$ Ea
Tex-202-F	Apparent Specific Gravity of material Finer than 180m (No. 80) Sieve	$ Ea
Tex-203-F	Sand Equivalent Test	$ Ea.

DRAFT

ATTACHMENT "A"

Engineering Laboratories-Schedule of Services and Related Fees

RFQ NO: 2013-003-12-05-SMA

Tex-205-F	Laboratory Method of Mixing Bituminous Mixtures	$ Ea
TEX METHOD	TEST DESCRIPTION	UNIT COST
Tex-206-F	Method of Compacting Test Specimens of Bituminous Mixtures	$ Set
Tex-207-F	Determination of Density of Compacted Bituminous Mixtures	$ Ea
Tex-208-F	Test for Stabilometer Value of Bituminous Mixtures	$ Set
Tex-210-F	Determination of Asphalt Content of Bituminous Mixtures by Extraction	$ Ea
Tex-212-F	Determination of Moisture Content of Bituminous Mixtures Part II	$ Ea
Tex-217-F	Determination of Deleterious Material and Decantation	$ Ea
	Test for Coarse Aggregate	$ Ea
Tex-224-F	Determination of Falkiness Index	$ Ea
Tex-227-F	Theoretical Maximum Specific Gravity of Bituminous Mixtures	$ Ea
	CONCRETE SECTION	
Tex-401-A	Sieve Analysis of Fine and Coarse Aggregate (Dry)	$ Ea
	Sieve Analysis of Fine and Coarse Aggregate (Wet)	$ Ea
Tex-402-A	Fineness Modulus of Fine Aggregate (In Conjunction with 401-A)	$ Ea
Tex-403-A	Saturated Surface Dry Specific Gravity and Absorption of Aggregates	$ Ea
Tex-404-A	Determination of Unit Mass (Weight) of Aggregates	$ Ea
Tex-405-A	Determination of Percent Solids and Voids in Concrete Aggregate	$ Ea
Tex-406-A	Material Finer than 75um (No. 200) Sieve in Mineral Aggregates (Decantation Test for Concrete Aggregates)	$ Ea
Tex-407-A	Method For Sampling Freshly Mixed Concrete (included in hourly technician rate)	$ Ea
Tex-408-A	Organic Impurities in Fine Aggregate for Concrete	$ Ea
Tex-409-A	Free Moisture and Water Absorption in Aggregate for Concrete	$ Ea
Tex-413-A	Determination of Deleterious Materials in Mineral Aggregate	$ Ea
Tex-415-A	Slump of Portland Cement Concrete (Included in hourly technician rate)	N/C
Tex-416-A	Air Content of Freshly Mixed Concrete by the Pressure Method (Included in hourly technician rate)	N/C
Tex-420-A	Flexural Strength of Concrete (Using Simple Beam Center Point Loading)	$ Ea
Tex-447-A	Making and Curing Concrete Test Specimens (Technician time to make cylinders will be charged at approved hourly rates)	$ Ea
Tex-448-A	Flexural Strength of Concrete (Using Sample Beam Third Point Loading)	$ Ea

SAMPLE

ATTACHMENT "A"

Engineering Laboratories-Schedule of Services and Related Fees

RFQ NO: 2013-003-12-05-SMA

Tex-460-A	Determination of Crushed Face Particle Count	$ Ea
TEX METHOD	**TEST DESCRIPTION**	**UNIT COST**
ASPHALT SECTION		
Tex-530-C	Effect of Water on Bituminous Paving Mixtures	$ Ea
Tex-531-C	Prediction of Moisture Induced Damage to Bituminous Paving Materials Using Molded Specimens	$ Ea
other section	Insert any other services provided and unit price category (i.e. Each, Set, Hour, Etc.)	

SAMPLE

EXHIBIT "B"

EVALUATION CRTIERIA AND FORM

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

EXHIBIT "B"

Evaluation Criteria and Form

Hidalgo County

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. STAFFING OF PROJECT TEAM-- (25) points

The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects hall be identified in the organizational chart. Team members shall have experience in performing various types of contracts for counties, cities or other clients as stated in the Request for Qualifications (RFQ). Varied experience gained through other clients should be substantiated by reference. A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix. **Indicate the number of engineers on your staff.**

2. EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES (20 points)

The provider shall designate experienced independent testing laboratory staff to completely and efficiently perform the work. The designated individuals (Project Manager and Key Personnel) may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership and reporting responsibilities and address how sub providers, if any, will fit into the management structure. Resumes of the key technical staff members, limited to two (2) pages per person must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also, in this selection, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. METHODOLOGY (20 points)

The RFQ should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

- Knowledge, experience, and the equipment to provide the anticipated services
- Management Plan for the anticipated services that will be highly responsive to the needs and interests of the County.

4. UNDERSTANDING OF PROJECT/SIMILAR PROJECTS (25 points)

The statement of qualifications shall include the following:

- demonstrate an understanding of the scope of services
- address appropriate Federal/State/Local regulations and policies
- identify information to be gathered or obtained

➢ Responsiveness to RFQ:

- Response is Clear
- Response is Well Organized
- Easy to Evaluate
- Appropriate to this RFQ

Minimum Qualifications - The RFQ must address knowledge and experience of working with multiple entities, such as counties, cities, etc..

Preferred Qualifications - The RFQ must address the proposed approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the minimum qualifications.

5. FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS (10 points)

The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required)

Minimum Qualifications - The RFQ must contain a narrative that outlines applicable regulations, guidelines, standards and policies.

Preferred Qualifications - Suitable examples of previous projects completed in the area by the Project Manager, in addition to the minimum qualifications.

EXHIBIT "B"

Evaluation Criteria and Form

Hidalgo County

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

SELECTION CRITERIA	POINTS	SCORE
1) STAFFING OF PROJECT TEAM -- (25 points maximum)		
➢ Provide information on their proposed professional team members	10	
➢ Experience in performing various types of contracts for counties, cities or other clients as stated	10	
➢ A list of various projects for comparative purposes	5	
Comments/Rationale for points:	**TOTAL**	
2) EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES (20 points maximum)		
➢ Designate experienced engineering staff to efficiently perform the work.	10	
➢ Identify the project team composition, project leadership, reporting responsibilities etc.	10	
Comments/Rationale for points:	**TOTAL**	
3) METHODOLOGY (20 points maximum)		
➢ Knowledge, experience, and the equipment to provide the anticipated services	10	
➢ Management Plan for the anticipated services that will be highly responsive to the needs and interests of the County	10	
Comments/Rationale for points:	**TOTAL**	
4) UNDERSTANDING OF PROJECT/SIMILAR PROJECTS (25) points maximum)		
➢ Demonstrate an understanding of the scope of services	10	
➢ Address appropriate Federal/State/Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	
➢ Identify information to be gathered or obtained/proposed approach to complete the scope	5	
➢ RFQ responsiveness. Response is clear, well organized, easy to evaluate and appropriate to this RFQ	5	
Comments/Rationale for points:	**TOTAL**	
5) FAMILIARITY WITH APPLICABLE RULES and REGULATIONS (10 points maximum))		
➢ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	
➢ Must contain a narrative that outlines applicable regulations, guidelines, standard and polices	5	
Comments/Rationale for points:	**TOTAL**	
	TOTAL SCORE:	

Project Name:: _____

Department:: _____

Firm/Participant:Name: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

INSURANCE REQUIREMENTS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

EXHIBIT "C"

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

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

1. Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars ($500,000.00) arising out of the services provided to County hereunder.

4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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

ACORD	CERTIFICATE OF INSURANCE	DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PERS & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS - COMP/OP AGG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				WC STATU-TORY LIMITS ☒ OTHER	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE-EA EMPLOYEE	$
					E.L. DISEASE-POLICY LIMIT	$
	OTHER					

SAMPLE

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 award of project by the Hidalgo County Commissioners' Court;

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

Professional Liability (Errors & Omissions): $_____

Automobile Liability: $_____ General Liability: $_____

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

_____ _____
Authorized Representative Date

Notice to Proposer:

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

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

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

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

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

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

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

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

EXHIBIT "D"

CIQ FORM
CONFLICT OF INTEREST QUESTIONNAIRE

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

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

_____

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"

PROPOSER'S AFFIDAVIT

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

_____

Signature/Title: _____

_____

Subscribed and sworn to before me this _____day of _____, 20_____

Notary Public_____

My commission expires:_____, 20_____.

VENDOR'S APPLICATION

&

W-9 FORM

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

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 email: purchasing@co.hidalgo.tx.us

Company Name:	Telephone No. ( )
dba Name:	
Legal Name:	
Mailing Address:	Fax No. ( )
Physical Address:	
City, State, Zip	Tax I.D. No.
Remit to Address :	City, State, Zip
E-Mail Address:	
Representative(s) Name(s) & Title(s)	

Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit
_____ LLC _____ Sole Proprietor _____ Other, Specify

State Identification No._____ (Please attached completed W-9 form with this application)

Federal Identification No. or (if individual) SS No.

State of Incorporation: _____ Date:_____ Other:

Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker
_____ Distributor _____ Service Organization _____ Other, Specify

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:

Small and/or Disadvantaged Business Information (check application criteria)

Small Business: _____ Disadvantaged Business (At Least 51% Ownership)

☐ Less than 125,000 annual gross receipt ☐ Black American ☐ Native American
☐ Less than 250,000 annual gross receipt ☐ Hispanic American ☐ Women
☐ Less than 499,000 annual gross receipt ☐ Asian Pacific American ☐ Other
☐ More than 500,000 annual gross receipt

Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No
Indicate Certification No.(s):_____ or are Certificate(s) attached?: ☐ Yes ☐ No

What type of product(s) is/are solicited by your company? _____

Would you like to be provided with specifications for procurements of such products?: ☐ Yes ☐ No

To Be Completed by the County: Rec'd by (Purchasing):_____ Date Rec'd by (Purchasing):

Date Forwarded Information to Auditor's Office:_____Entry Date: _____ Vendor No.:

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

HUB Subcontractor Name: _____ HUB Status:_____

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other_____

Address: _____ City: _____ State:_____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: ( ) _____

Subcontract Amount: $_____ Description of Work to be Performed:_____

HUB Subcontractor Name:_____HUB Status:_____

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other_____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: ( ) _____

Subcontract Amount: $_____ Description of Work to be performed: _____

HUB Subcontractor Name: _____ HUB Status:_____

Certifying Agency (Check all applicable): ☐Texas Building & Procurement Commission ☐ other _____

Address: _____ City: _____ State: _____ Zip:_____

Contact Person: _____ Title: _____ Phone No.:( )_____

Subcontract Amount: $_____ Description of Work to be Performed:_____

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

			–			–				

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

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

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** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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 payee 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 a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt 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 3 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 for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

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/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

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/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity 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.

The following payees are exempt from backup withholding:

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

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

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

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, 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-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, 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.ssa.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 Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting 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. Entering "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 item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

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 disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[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 "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the 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 for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

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.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CERTIFICATION REGARDING DEBARMENT

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

REQUEST FOR QUALIFICATIONS

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

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.

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services-Geotechnical and Construction Materials Testing Pool"

RFQ NO: 2013-003-12-05-SMA

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response. .

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 9 of Legal Notice

_____ Attachment "A" –Procurement Form –Areas of Specialization

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One (1) original, seven (7) copies and two (2) CD's in PDF format containing a complete copy of Response.

_____ _____

Signature Date

EXHIBIT "B"

SCOPE OF SERVICES TO BE PROVIDED BY THE LABORATORY

Exhibit "B"

Services to be Provided by Laboratory

The services to be provided by the LABORATORY in providing Geotechnical Laboratory services, Construction Materials Testing Services, Construction Observation Services and Environmental Services for: Hidalgo County Precinct No.3 Projects, **"ON A AS NEEDED BASIS"** and projects is as follows:

A. Preliminary Phase:

1) Attend preliminary conferences with the OWNER and, if requested, with the funding agency and other government agencies or interested parties regarding the Project.
2) Provide for the necessary geotechnical investigation and testing necessary to develop design.
3) Provide environmental studies as may be necessary to complete a project.
4) Provide assistance to the OWNER in providing material requirements and specifications for design, construction and maintenance projects.
5) Provide assistance to the OWNER in providing pavement design recommendations for the design, construction and maintenance projects.
6) Provide assistance to the OWNER in providing pavement rehabilitation recommendations for the design, and maintenance projects.
7) Provide assistance to the OWNER in providing pavement condition studies.

B. Design Phase:

1) Attend the OWNER'S and respective Party's meeting as requested for the purpose of explaining geotechnical investigation report recommendations and preliminary testing results and their impact to proposed design activities.
2) Perform any additional geotechnical investigations, testing and environmental studies necessary to collect information required in the design of the Project.
3) Provide assistance to the OWNER in providing material requirements and specifications for design, construction and maintenance projects.
4) Provide assistance to the OWNER in providing pavement design recommendations for the design, construction and maintenance projects.
5) Provide assistance to the OWNER in providing pavement rehabilitation recommendation for the design, construction and maintenance projects.
6) Provide assistance to the OWNER in providing pavement condition studies.
7) Furnish the OWNER all necessary report for preliminary design, design, and construction and maintenance projects.

C. Construction/Maintenance Phase:

1) Attend the OWNER'S and respective Party's pre-construction and construction meetings as requested for the purpose of explaining geotechnical investigation report

recommendation and preliminary testing results and their impact to proposed construction activities and establish coordination and lines of communication for proposed construction materials testing during construction activities.

2) Consult and advise with the OWNER during construction.
3) Provide construction materials testing for construction and maintenance project as required by the project plans and specifications and/or specified by the project design Laboratory.
4) Review all material designs as requested by the OWNER and/or project design Laboratory.
5) Furnish the OWNER all necessary reports for construction and maintenance projects.
6) Provide construction observation services as requested by the OWNER on construction and maintenance projects.

D. Miscellaneous/Other:

1) Act for Owner in professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of the profession.
2) Perform all technical services under the general direction of a Licensed Professional Laboratory in the State of Texas and in substantial accordance with the basic requirements of the appropriate Standards of the American Society for Testing and Materials, where applicable, or other standards designated by County.
3) Employ testing machines which have been calibrated within a period not exceeding twelve (12) months from the time of use by devices of accuracy traceable to the National Institute for Standards and Technology (NIST) of the United States Department of Commerce, and, upon request, submit to the OWNER or its authorized representative documentation of such calibration.
4) Promptly submit formal construction materials testing reports for all tests, observations and services performed indicating where applicable, compliance with OWNER specifications or other documents. Such reports shall be completed and factual, citing the tests performed, methods employed, values obtained, parts of the structure and location at which tests were made.
5) The plans and specifications prepared under this Agreement shall become the property of the OWNER upon completion of the work and payment in full of all monies due to the Laboratory.
6) Retain all pertinent records relating to the services performed for a period of five (5) years following submission of all reports, during which period the records will be made available to the Owner within a reasonable time.

NOTE: Change in and/or additional services to Scope will require prior approval from Owner prior to undertaking.

EXHIBIT "C"

LABORATORY'S RATES

EXHIBIT "C"
ENGINEER'S CONTRACT FEE SCHEDULE

For the services to be provided by the ENGINEER the charge will be on the basis of the units and unit fee rates established in this schedule of tests, staff personnel services and additional services. The overtime premium, required by the Fair Labor Standards Act for nonexempt classifications, will be charged for overtime hours worked because of the County's requirements and its authorization. However, except for the overtime premium, the maximum charges shall not exceed the rates shown in this schedule.

Soils and Aggregate Section

Material Preparation Time (per hour)	$41.00
Atterberg Limits (each test)	61.00
Sieve Analysis	
Dry through No. 40 (each test)	55.00
Additional Sieves (each sieve)	12.00
Percent Passing No. 200 Sieve (each test)	42.00
Moisture Density Relationship	
Standard Proctor (each test)	175.00
Modified Proctor (each test)	185.00
TxDOT Proctor (each test)	185.00
Nuclear Density Test (In conjunction with Inspection)	
Nuclear Density Test (each test)	22.00
Depth Test (each test)	6.00
Wet Ball Mill (each test)	185.00
Determination of Optimum Lime Content	
PI Method – (each test)	275.00
Tex 121-E - (each test)	275.00
PH Method - (each test)	275.00
Additional Points (each point)	75.00
California Bearing Ratio (each test)	600.00
Additional Specimens (each specimen)	150.00
Small Moisture Content of Aggregates and Base (each test)	8.00
Large Moisture Content of Aggregates and Base (each test)	35.00
Linear Shrinkage (each test)	65.00
pH (each test)	70.00
Resistivity of Soils (each test)	85.00
Specific Gravity (each test)	75.00
Unit Weight (each test)	45.00
Soundness (each test)	425.00

Bituminous Section

Material Preparation Time (per hour)	$44.00
Sieve Analysis for Fine and Coarse Aggregate (Tex 200-F or ASTM)	
Dry (each test)	55.00
Additional Sieves (each sieve)	12.00
Sand Equivalent (each test)	55.00
Extraction & Gradation, Percent Asphalt (each test)	225.00
Asphalt Cores (each core)	60.00
Asphalt Core Density (each core)	40.00
Thickness of Cores (each core)	15.00
Theoretical Maximum Specific Gravity of Mixtures (each test)	60.00
Lab Density (each test)	65.00
Effect of Water on Bituminous Paving Mixtures (each test)	75.00
Hveem Stability (each test)	105.00
Coring Rig (per day)	75.00
Asphaltic Concrete Design and Other Services	By Quote
Percent Passing No. 200 Sieve (per test)	42.00

Concrete Section

Material Preparation Time (per hour)	$44.00
Slump Test (In conjunction with Inspection)	
Slump Test (each test)	18.00
Air Content of Fresh Concrete (In conjunction with Inspection)	
Pressure (each test)	20.00
Volumetric (each test)	35.00
Concrete Cylinder Compressive Strength Test (each cylinder)	16.00
Strip & Hold Cylinder (each cylinder)	10.00
Concrete Beam Flexure Strength Test	
6x6x22 (each beam)	30.00
Strip & Hold Beam (each beam)	10.00
Concrete Cores By Circumference Area (Min. 100 sq. in.)	2.00/sq. in.
Sawing of Concrete Cylinders or Cores (per end, per core)	25.00
Thickness of Cores (each core)	15.00
Coring Rig (per day)	75.00
Portland Cement Concrete Design or other services	By Quote

Masonry Section

Material Preparation Time (per hour)	$44.00
Grout Prism (each prism)	24.00
Mortar Prism (each prism)	24.00

Soil Exploration and Geotechnical Services

Drilled Borings	
In Soil, 0 – 50 feet (per foot)	$19.00
In Soil, 50 – 100 feet (per foot)	22.50
In Rock	By Quote
Non-Conventional Drilling	By Quote
Standard Penetration Test (each test)	12.00
Texas Cone Penetration Test (each test)	20.00
Shelby Tube Sampling (each test)	20.00
Mobilization and Demobilization - In Rio Grande Valley (each trip)	350.00
Mobilization and Demobilization - Outside Rio Grande Valley (each mile)	3.50/mile
Mobilization of Non-Conventional Drilling Equipment	By Quote
Trip Charge For Logger (each mile)	0.60
Standby Time, Rig plus 2 man crew (per hour)	200.00
Well Installation	By Quote
Technician To Log Soil Test Boring (per hour)	48.00
Field Coordination	
Field Engineer (per hour)	115.00
Utility Clearance (per hour)	65.00
Flagman (per hour)	41.00
Per Diem (If required)	Cost + 15%
Unconfined Compression (each test)	40.00
Moisture Content (each test)	9.00
Grout Backfill (per foot)	4.00
Dozer/Clearing	Cost + 15%
Asphalt Pavement Coring (each core)	100.00
Concrete/Asphalt Patch (per location)	75.00

Technician Services

Soil Engineering Technician (per hour) (Min. 2 Hrs)	$41.00
Concrete Engineering Technician (per hour) (Min. 2 Hrs)	44.00
Asphalt Engineering Technician (per hour) (Min. 2 Hrs)	44.00
Senior Engineering Technician (per hour)	48.00
Plant Inspection, Reinforcing Steel Inspection, Etc. (Min. 2 Hrs)	
Construction Inspection Engineering Technician Time (per hour)	48.00
Plant Inspection, Reinforcing Steel Inspection, Etc. (Min. 2 Hrs)	
Engineering Specialist (per hour)	65.00
Pier Inspection, Pile Load Inspections, Etc. (Min. 2 Hrs)	
Certified Welding Inspector (per hour) (Min. 4 Hrs)	85.00

Other Services

Vehicle Trip Charge (per trip) (within 25 miles of office)	$37.00
Vehicle Trip Charge (per mile) (beyond 25 miles of office)	0.60
Other Testing Not Specified (Option 1)	Cost + 15%
Other Testing Not Specified (Option 2) (per hour)	48.00
Other Services, Outside Services or Supplies	Cost + 15%
Test Reports (each report)	30.00
Clerical/Administrative (per hour)	40.00
Fax (per page)	1.00
Photocopies	
8 ½" x 11" (per page)	0.12
8 ½" x 14" (per page)	0.15
11" x 17" (per page)	0.20
Microcomputers (per hour)	5.00

Professional Services

Principal Engineer (per hour)	$125.00
Project Engineer (per hour)	105.00
Staff Engineer (per hour)	95.00
Graduate Engineer (per hour)	85.00

Project Management and Coordination of Services Provided

Applied to each invoice of net services provided	
Project Management (per hour)	$67.00

BASIC SERVICES AGREEMENT

MEG will charge overtime at the rate of 1.5 applicable for technicians for services performed before 7 AM and after 6 PM on Monday through Friday, after 8 continuous hours on the Client's project and on Saturday, Sunday and holidays.

Hours billed will be from our office at 705 Dawson Drive, Edinburg, Texas, port to port. Fractions of hours will be billed as whole hours. Technician hours will be billed a minimum of 2 hours.

Laboratory testing performed after normal work hours of 7 AM to 6 PM on Monday through Friday will be billed the test rate plus applicable overtime hourly charges.

Project management will be billed for report review, coordination and management of project personnel at a rate of one hour for every four reports.

EXHIBIT "D"

WORK AUTHORIZATION FORM

EXHIBIT "D"
HIDALGO COUNTY
Agreement #C-00-000-00-00
Work Authorization Form

WORK AUTHORIZATION NO. __

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between HIDALGO COUNTY, action herein by and through the Commissioner's Court, hereinafter called the "Owner," and, Millennium Engineer Group, Inc.., hereinafter called "Laboratory".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Laboratory to provide_____.

The scope of services to be provided by the Owner is identified in *EXHIBIT "A" - Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the Laboratory is identified in *EXHIBIT "B" - Scope of Services to be Provided by the Laboratory* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is _____.This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the Laboratory for the services established under this Work Authorization shall be made in accordance with Article/Part/Section _____ of the Agreement.

PART 4. FUNDING

This Work Authorization No.__ shall be funded through funding source:

Account No. _-_ _ _ _-_ _ _-_ _-_ _ _-_ _ _-_-_ _ _

Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization or (DATE).

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Precinct No._ Commissioner___ as to content and detail of this Work Authorization No.__.

HIDALGO COUNTY
COMMISSIONER PRECINCT No. __:
BY:_____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____(DATE)___ as indicated below and effective as of _____ day of _____, 2009.

THE LABORATORY:
Millennium Engineer Group, Inc.

_____
By: _____
Print Name

THE OWNER:
HIDALGO COUNTY

_____
By: Ramon Garcia, County Judge

ATTEST:

_____
by: Arturo Guajardo Jr., County Clerk

EXHIBIT "E"

SUPPLEMENTAL AGREEMENT FORM

EXHIBIT "E"

Supplemental Agreement Form

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SUPPLEMENTAL AGREEMENT NO. _____

TO AGREEMENT FOR PROFESSIONAL CONSTRUCTION MATERIAL TESTING SERVICES

THIS SUPPLEMENTAL AGREEMENT is made pursuant to the terms and conditions of paragraph 5 of the Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and **Millennium Engineer Group, Inc.**, hereinafter called the "**Laboratory**".

WITNESSETH

WHEREAS, the **Owner** and the **Laboratory** executed the **Agreement** on the _____ day of _____ _____ 2009 concerning Laboratory for _____ (hereinafter referred to as the "**Project**"); and,

WHEREAS, Paragraph ___ of the **Agreement**, (paragraph title), establishes _____; and,

WHEREAS, it has become necessary to amend the Agreement to _____

_____

A. AGREEMENT

NOW THEREFORE, premises considered, the **Owner** and the **Laboratory** agree that said **Agreement** is amended as follows:

I. Paragraph ___ of the **Agreement**, (paragraph title), is revised to

_____

_____

_____

_____

_____

_____

_____

All other provisions are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the Laboratory and the Owner have caused this Supplemental Agreement to the Agreement for Professional Services to be executed as of the _____ day of _____, 20__.

THE LABORATORY:

BY:_____

Address for Giving Notices:

_____

_____

THE OWNER:
HIDALGO COUNTY

BY:_____
Ramon Garcia, County Judge

LIST OF ATTACHMENTS

(as required)

EXHIBIT "F"

CERTIFICATES OF INSURANCE

Commercial Certificate of Insurance

FARMERS

Agency Name & Address
- Sergio Rodriguez
- 932 W NOLANA RD STE A
- Pharr, Tx 78577
- 956-782-5566

Issue Date (MM/DD/YY) 02/12/13

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 shown below.

St. 19 Dist. 42 Agent 323

Insured Name & Address
- Millennium Engineers Group, Inc.
- 705 Dawson Dr
- Edinburg, Tx 78539

Companies Providing Coverage:

Company Letter A Truck Insurance Exchange
Company Letter B Farmers Insurance Exchange
Company Letter C Mid-Century Insurance Company
Company Letter D

Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
D	General Liability Commercial General Liability - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	B 2066374566	11/22/12	11/22/13	General Aggregate Products-Comp/OPS Aggregate Personal & Advertising Injury Each Occurrence Fire Damage (Any one fire) Medical Expense (Any one person)	$ 2,000,000 $ 2,000,000 $ 1,000,000 $ 1,000,000 $ 100,000 $ 10,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage Garage Aggregate	$ $ $ $ $
	Umbrella Liability				Limit	$
D	Workers' Compensation and Employers' Liability	72-WEC GY 880	10/16/12	10/16/13	Statutory Each Accident Disease - Each Employee Disease - Policy Limit	 $ 100,000 $ 100,000 $ 100,000

Description of Operations/Vehicles/Restrictions/Special Items:

Certificate holder is named as additional insured on General Liability Auto. Liability when required by written contract and waiver of subrogation provided on General Liability, auto liability & workers compensation when required by written contract.

Certificate Holder

Name & Address
- Hidalgo County
- 2812 S. Business 281
- Edinburg, Texas 78539

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Sergio Rodriguez
Authorized Representative

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/13/2013

PRODUCER (201)262-1200 FAX: (201)262-7810
Fenner & Esler
467 Kinderkamack Road
P. O. Box 60
Oradell NJ 07649-0060

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

INSURED
Millennium Engineers Group, Inc.
705 Dawson Drive
PO Box 4569
Edinburg TX 78539

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Continental Casualty Company	20443-
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		☐ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
		☐ CLAIMS MADE ☐ OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
		GEN'L AGGREGATE LIMIT APPLIES PER				GENERAL AGGREGATE	$
		☐ POLICY ☐ PRO-JECT ☐ LOC				PRODUCTS - COMP/OP AGG	$
		AUTOMOBILE LIABILITY					
		☐ ANY AUTO				COMBINED SINGLE LIMIT (Ea accident)	$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		☐ SCHEDULED AUTOS				BODILY INJURY (Per accident)	$
		☐ HIRED AUTOS				PROPERTY DAMAGE (Per accident)	$
		☐ NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	$
		☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	$
							$
		☐ DEDUCTIBLE					$
		☐ RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
A		OTHER Professional Liability	XCH20 836 48 72 FULL PRIOR ACTS	12/12/2012	12/13/2013	Per Claim Limit	$1,000,000
						Aggregate Limit	$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Hidalgo County
2812 S. Business 281
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Timothy Esler/JEAN

ACORD 25 (2009/01)
INS025 (2009/01) 01

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/03/2013

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

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

PRODUCER STATE FARM INSURANCE ROBERT R ELIZALDE 5107 S MCCOLL RD EDINBURG, TX 78539	CONTACT NAME: Mirza Sanchez PHONE (A/C, No, Ext): 956-683-9800 FAX (A/C, No): 956-683-9810 E-MAIL ADDRESS: mirza@ROBERTELIZALDE.COM
INSURED MILLENIUM ENGINEERS GROUP, INC PO BOX 4569 EDINBURG, TX 78540	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : State Farm Mutual Automobile Insurance Company — 25178 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ ☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
	Primary and Non-Contributory						PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
A	AUTOMOBILE LIABILITY			159 6511	08/09/2012	07/19/2013	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
		☐	☐					

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

2008 FORD RANGER: 1FTYR10D58PA62353
2010 FORD RANGER: 1FTKR1AD0APA22160
2008 FORD RANGER: 1FTYR10D48PA62344
2008 FORD RANGER: 1FTYR10D38PA92175

CERTIFICATE HOLDER

Hidalgo County
2812 S. Business 281
Edinburg, Texas 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AI-39265 **Purchasing Department** **23. B. 2.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted For: Commissioner H Palacios **Submitted By:** Darlene Betancourt, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional appraisal services;

b. Presentation of scoring grid (for the purpose of ranking by CC) of the firms graded and evaluated through the County's approved "pool" of professional appraisal services for (on call and as needed basis) for Precinct No.2

c. Authority for the Purchasing Department to negotiate a professional (Appraisal Services) contract with the No. 1 ranked firm of _____ for: the provision of professional appraisal services for (on call and as needed basis) for Precinct No. 2

BACKGROUND

Appraisal Services Total Scores	HLH Appraisal	Leonel Garza Jr.,	Professional Appraisal Services
Evaluator 1	89	97	94
RANKING			

*Scoring & Evaluation was completed by Pct No 2 *

Attachments

grid

Form Review

Inbox	Reviewed By	Date
Auditor's Office	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Darlene Betancourt Started On: 06/14/2013 02:26 PM

Final Approval Date: 06/14/2013

HIDALGO COUNTY PRECINCT NO 2

FOR

Appraisal Services

(On an as needed basis)

Scoring & Evaluation GRID

Appraisal Services

Total Scores	HLH Appraisal	Leonel Garza Jr.,	Professional Appraisal Services
Evaluator 1	89	97	94
RANKING			

*Scoring & Evaluation was completed by Pct No 2 *

AI-39189 **Closed Session 24. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Edinburg Real Estate Network

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/12/2013 09:41 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/11/2013 04:23 PM

Final Approval Date: 06/14/2013

AI-39263 **Closed Session 24. D.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil No. 7:13-cv-00282; Benito Gutierrez v. Hidalgo County, Hidalgo County Irrigation District & A.C. Cuellar, Jr.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/14/2013 02:17 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/14/2013 01:47 PM

Final Approval Date: 06/14/2013

AI-39190 **Open Session 25. C.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Edinburg Real Estate Network

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/12/2013 09:41 AM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/11/2013 04:24 PM

Final Approval Date: 06/14/2013

AI-39264 **Open Session 25. D.**

CC REGULAR

Meeting Date: 06/18/2013

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil No. 7:13-cv-00282; Benito Gutierrez v. Hidalgo County, Hidalgo County Irrigation District & A.C. Cuellar, Jr.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/14/2013 02:17 PM
Purchasing Department	Monica Badillo	06/14/2013 05:23 PM

Form Started By: Monica Badillo Started On: 06/14/2013 01:48 PM

Final Approval Date: 06/14/2013