



**CONSENT AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
October 7, 2013
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at the Edinburg Council Chambers 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

**NOTICE TO THE PUBLIC
CONSENT AGENDA**

The following items are of a routine or administrative nature. The Commissioners' Court has been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commissioner, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

- 1. Approval of check register and payment of claims and bills - (Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Bad Check Processing Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)**

- 2. 2013 Intradepartmental transfers:**
 - A. AI-41069 2013 - Hidalgo County Sheriff's Office (1229)**
 - B. AI-41064 2013 - Hidalgo County Sheriff's Office (1100)**
 - C. AI-41084 2013 - County Court #7 (1100)**
 - D. AI-41074 2013 - District Attorney's Office - Autopsies (1100)**
 - E. AI-41075 2013 - Grand Jury (1100)**
 - F. AI-41083 2013 - Pct.1 Admin. (1200)**
 - G. AI-41062 2013 - Pct. #2 Rd Maint (1200)**
 - H. AI-41023 2013 - Pct. #2 County Wide Mechanic Shop (1200)**
 - I. AI-41072 2013 - Pct. 2 Parks (1100)**

- J. AI-40945** 2013 - Pct #3 Parks (1100)
- K. AI-41055** 2013 - Pct. 4 Rd. Maint (1200)
- L. AI-40847** 2013 - Pct. 4 Parks (1100)
- M. AI-41058** 2013 - Pct. 4 ADM (1200)
- N. AI-41059** 2013 - Pct. 4 Sanitation (1100)
- O. AI-40935** 2013 - I.T. Department (1100)
- P. AI-40884** 2013 - Elections Department (1100)
- Q. AI-40762** 2013 - WIC Lactation (1292)
- R. AI-40763** 2013 - WIC Reg Dietician (1292)
- S. AI-40914** 2013 - County Clerk's Office (1100)
- T. AI-40856** 2013 - HIDTA (1252)
- U. AI-41070** 2013 - 139th District Court (1100)
- V. AI-41061** 2013 - Human Services (1100)
- W. AI-40921** 2013 - Hidalgo County Sheriff's Office (1100)
- X. AI-41000** 2013 - Elections Department (1100)
- Y. AI-40964** 2013 - Texas A&M AgriLife Extension Service (1100)
- Z. AI-40948** 2013 - Health & Human Services Dept. (1100)
- AA. AI-40949** 2013 - Health & Human Services Dept. (1100)
- BB. AI-40959** 2013 - Health & Human Services Dept. (1293)
- 3. 2013 Interdepartmental transfers:**
 - A. AI-41082** 2013 JP Pct. 3/Plc 2 (1100):
Approval of 2013 interdepartmental transfer from Co. Wide Adm.-Contingency to JP Pct. 3/Plc 2 in the amount of \$825.00 to fund Out of Co. travel expenditures.
 - B. AI-40940** Pct.1 R&B (1200):
Approval of 2013 interdepartmental transfer within R&B Fund 1200 from program (005) to program (004) in the amount of \$600.00.

- C. **AI-41036** Pct.1 RD Maint (1200):
Approval of 2013 interdepartmental transfer from RD Maint program no.005 to Admin, program no.004, in the total amount of \$591.73.
- D. **AI-40889** Constable Precinct No. 1 (1100):
Approval of 2013 interdepartmental transfer from Co. Wide Adm- Contingency to Constable Precinct No. 1 in the total amount of \$22,000.00 to fund the purchase of furniture for new Constable Precinct No. 1 building.
- E. **AI-40919** Sheriff's/Jail (1100):
Approval of interdepartmental transfer from Jail (280-002) to Sheriff's (280-001) in the amount of \$ 600.00 to cover cable/satellite invoices
- F. **AI-41044** Constable Pct 3 (1100):
Approval of 2013 interdepartmental transfer from Co. Wide Adm-Contingency to Constable Pct. 3 in the amount of \$46,885.95 to fund purchase of new patrol vehicle with related accessories in order to replace a wrecked unit.
- G. **AI-41040** Co Wide Adm (1100):
Approval of 2013 interdepartmental transfer from Fire Marshal to Co Wide Adm-Contingency in the amount of \$46,885.95.

4. **Planning Department:**

- A. **AI-41048** 1. Certificate of Plat and Utility Status under Texas Local Government Code Section 232.028 (b)
2. Certificate of Water Service Availability under Texas Local Government Code Section 232.029 (c) (2)

5. **Tax Refunds:**

A. AI-40886	ACCOUNT NUMBER	PAYER	AMOUNT
	P9275.00.000.0023.01	INTER NATIONAL BANK	\$5,068.68
	S2950.00.000.0237.16	CHRIS CARDENAS	\$7,416.32

B. AI-40991	Account Number	Payer	Amount
	D0443.99.000.0001.00	VLO Retail Holdings Inc	\$3,493.33
	J2004.99.000.0002.00	VLO Retail Holdings Inc	\$5,317.37
	M4020.99.000.0001.00	VLO Retail Holdings Inc	\$3,116.33

C. AI-40951	Account Number	Payer	Amount
	H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,546.81
	H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,548.30

6. **Urban County:**

- A. **AI-40907** Request approval to enter into one (1) "Homebuyer Assistance Program" Contract under the HOME Program.

7. **Purchasing Dept:**

Notes:

A. FOR ANY CONTRACTS(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. **AI-40668** **Sheriff's Office:**

1. Acceptance and approval for Hidalgo County to purchase the Logical License Upgrade and support services from Celllebrite USA, Inc. through the life term of the equipment/software/hardware/maintenance/support services in place; and

2. Approval to pay the Logical License Upgrade fees in the amount of \$999.00 through assigned requisition #242229 effective upon approval.

- B. **AI-41057** Requesting authority to advertise and approval of procurement packet (specifications/requirements, legal notice, etc.) for "Tissue Bank Services" RFP#13-126.

- C. **AI-41043** Acceptance and approval of Change Order No.2 reflecting a decrease of \$80.00 to delete two (2) unused inlet storm water protection with contractor 2GS, L.L.C. for the Pct. 2 McColl Road Overlay Curb & Gutter Improvements, as submitted through project engineer Raul Sesin (C-13-139-05-21).

- D. **AI-40961** Requesting authority to advertise and approval of procurement packet (draft specifications/requirements, legal notice, etc) for "Third Party Administration Services- Workers Compensation"-RFP #13-154

- E. **AI-40885** Approval to add fuel card for:
1. Adult Probation - Add vehicle cards
2. Constable Pct 4 - Add vehicle card

AI-41069

2013 Intradept. (line item)Transfers 2. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Virginia Rodriguez,
SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

2013 - Hidalgo County Sheriff's Office (1229)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 1229-421-00-280-007-0-

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?: No

BUDGETARY IMPACT:

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	10/02/2013 05:29 PM
Budget & Management	Ivan Cantu	10/03/2013 09:53 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Virginia Rodriguez		Started On: 10/02/2013 05:23 PM
	Final Approval Date: 10/03/2013	

DATE: 10/4/2013
DEPARTMENT HEAD: SHERIFF GUADALUPE "LUPE" TREVINO
DEPARTMENT NAME: SHERIFF'S OFFICE
ACCOUNT NUMBER: 3-1229-421-00-280-007-0-
SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

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

FROM			TO	
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT	ACCOUNT (OBJECT)
3-1229-421-00-280-007-0-	665-MINOR COMPUTER EQUIPMENT	➔	3-1229-421-00-280-007-0-	619-OTHER MISC. SUPPLIES
3-1229-421-00-280-007-0-	665-MINOR COMPUTER EQUIPMENT		3-1229-421-00-280-007-0-	661-MINOR OFFICE FURNITURE & EQUIPMENT
		➔		
		➔		
TOTAL				

REASON:

TRANSFER IS BEING REQUESTED TO COVER EXPENDITURES FOR EQUIPMENT FOR UNITS.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNT

Government

AMOUNT
\$2,430.00
\$449.00
\$2,879.00

SPECIALIZED

Y CLERK

AI-41064

2013 Intradept. (line item)Transfers 2. B.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Virginia Rodriguez,
SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

2013 - Hidalgo County Sheriff's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-421-00-280-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/3/13.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/02/2013 04:58 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Virginia Rodriguez		Started On: 10/02/2013 04:48 PM
	Final Approval Date: 10/03/2013	

DATE: 10/4/2013
DEPARTMENT HEAD: SHERIFF GUADALUPE "LUPE" TREVINO
DEPARTMENT NAME: SHERIFF'S OFFICE
ACCOUNT NUMBER: 3-1100-421-00-280-001-0-
SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

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

FROM		TO	
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	ACCOUNT	ACCOUNT (OBJECT)
3-1100-421-00-280-001-0-	540-ADVERTISING	→	3-1100-421-00-280-001-0- 611-POLICE SUPPLIES
3-1100-421-00-280-001-0-	582-TRANSPORTATION OF DETAINEES	→	3-1100-421-00-280-001-0- 672-R&M SUPPLIES- EQUIPMENT & VEHICLES
3-1100-421-00-280-001-0-	432-R&M SERVICE- EQUIPMENT & VEHICLES	→	3-1100-421-00-280-001-0- 672-R&M SUPPLIES- EQUIPMENT & VEHICLES
		→	
		→	
TOTAL			

REASON:

**TRANSFER IS BEING REQUESTED TO COVER EXPENDITURES FOR VEHICLES SUPPL
PURCHASE AMMUNITION SHOTGUN.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNT

Government

AMOUNT
\$8,700.00
\$10,000.00
\$10,000.00
\$28,700.00

IES AND TO

Y CLERK

AI-41084

2013 Intradept. (line item)Transfers 2. C.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

2013 - County Court #7 (1100)

BACKGROUND

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/03/2013 04:33 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Monica Badillo		Started On: 10/03/2013 04:05 PM
	Final Approval Date: 10/03/2013	

AI-41074

2013 Intradep. (line item)Transfers 2. D.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Roy Cazares, DISTRICT
ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

2013 - District Attorney's Office - Autopsies (1100)

BACKGROUND

Monies will be used to purchase equipment and supplies needed for the autopsy facility.

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-421-00-080-003-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/3/13

Attachments

Transfer

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/03/2013 11:57 AM
10/03/2013 05:48 PM
Started On: 10/03/2013 11:04 AM

Form Started By: Roy Cazares

Final Approval Date: 10/03/2013

INTRA-DEPARTMENTAL TRANSFER

DATE: **October 3, 2013**

DEPARTMENT HEAD: **Rene Guerra, Criminal District Attorney**

DEPARTMENT NAME: **District Attorney's Office**

ACCOUNT NUMBER: **3-1100-421-00-080-003-0-XXX - Autopsies**

SUBJECT: **Intradepartmental Transfer/s in Accordance with Local Government**

Code Chapter 111, Subchapter C.

CONTACT PERSON: **Roy Cazares**

PHONE: **(956) 318-2300 ext. 758**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 11, Subchapter C

FROM			TO		
OBJECT CODE	ACCOUNT (OBJECT) NAME		OBJECT CODE	OBJECT NAME	AMOUNT
344	Autopsy Services	➔	431	R&M services - buildings and other struc	\$ 990.00
344	Autopsy Services	➔	439	R&M Services - other	\$ 4,595.00
344	Autopsy Services	➔	442	Rental of Equipment and Vehicles	\$ 644.00
344	Autopsy Services	➔	671	R&M supplies-buildings and other structu	\$ 1,956.00
344	Autopsy Services	➔	672	R&M supplies-equipment & vehicles	\$ 7,048.00
344	Autopsy Services	➔	679	R&M supplies - other	\$ 2,283.00
		➔			\$ -
		➔			\$ -
		➔			\$ -
TOTAL					\$ 17,516.00

REASON:

Monies will be used to purchase equipment and supplies needed for the autopsy facility.



for **RENE GUERRA**
CRIMINAL DISTRICT ATTORNEY

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-41075

2013 Intradep. (line item)Transfers 2. E.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Roy Cazares, DISTRICT
ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

2013 - Grand Jury (1100)

BACKGROUND

Monies will be used to purchase cabling for computer and & TV hook-up, cream, spoons & grand jury books.

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-412-20-080-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10-3-13.

Attachments

Grand Jury LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/03/2013 11:58 AM
Ivan Cantu	Ivan Cantu	10/03/2013 02:54 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Roy Cazares		Started On: 10/03/2013 11:36 AM
	Final Approval Date: 10/03/2013	

INTRA-DEPARTMENTAL TRANSFER

DATE: **October 7, 2013**

DEPARTMENT HEAD: **Rene Guerra, Criminal District Attorney**

DEPARTMENT NAME: **District Attorney's Office**

ACCOUNT NUMBER: **3-1100-412-20-080-001-0-XXX Grand Jury**

SUBJECT: **Intradepartmental Transfer/s in Accordance with Local Government**

Code Chapter 111, Subchapter C.

CONTACT PERSON: **Roy Cazares**

PHONE: **(956) 318-2300 ext. 758**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 11, Subchapter C.

FROM			TO		
OBJECT CODE	ACCOUNT (OBJECT) NAME		OBJECT CODE	OBJECT NAME	AMOUNT
832	Jurors	→	601	Office & Computer Supplies	\$ 287.00
607	Household & Janitorial Supplies	→	630	Food	\$ 67.00
831	Court Cost & Investigation	→	640	Reference Materials	\$ 300.00
		→			\$ -
		→			\$ -
		→			\$ -
		→			\$ -
		→			\$ -
		→			\$ -
		→			\$ -
TOTAL					\$ 654.00

REASON: Monies will be used to purchase cabling for computer and & TV hook-up, cream, spoons & grand jury books.


for **RENE GUERRA**
CRIMINAL DISTRICT ATTORNEY

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-41083

2013 Intradep. (line item)Transfers 2. F.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Katia Garcia, COMM.
PCT. #1

Department: COMM. PCT. #1

Information

CAPTION

2013 - Pct.1 Admin. (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-121-004-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available \$610.00 as of 10/3/13.

Attachments

transfer

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/03/2013 02:41 PM
10/03/2013 05:48 PM
Started On: 10/03/2013 02:33 PM

Form Started By: Katia Garcia

Final Approval Date: 10/03/2013

DATE: October 3, 2013

DEPARTMENT
HEAD: Commissioner A.C. Cuellar, Jr.

2013

Transfer

AI-41083



DEPARTMENT
NAME: Hidalgo County Precinct No. 1
Administration

**ACCOUNT
NUMBER:** 3-1200-431-00-121-004-0-XXX

Contact Person: Katia Garcia **Ph#:** (956) 968-8733 Ext. 1022

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

Honorable Commissioners' Court of Hidalgo County:

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

FROM		TO		
OBJECT CODE	OBJECT DESCRIPTION	OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
584	REGISTRATION FEES	431	BLDG&OTHER STRUC R&M SRV	\$158.38
TOTAL				\$158.38

REASON:
Transfer needed to cover anticipated expenditures.

DEPARTMENT HEAD SIGNATURE

DATE _____

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-41062

2013 Intradep. (line item)Transfers 2. G.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Raul Silguero

Submitted By: Carlos Jasso, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

2013 - Pct. #2 Rd Maint (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-122-006-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Funding available as of 10/3/2013.

Attachments

LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/03/2013 09:49 AM
10/03/2013 05:48 PM
Started On: 10/02/2013 04:46 PM

Form Started By: Carlos Jasso

Final Approval Date: 10/03/2013

AI-41023

2013 Intradep. (line item)Transfers 2. H.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Angela Garcia, COMM.
PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

2013 - Pct. #2 County Wide Mechanic Shop (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-122-004-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/3/13.

Attachments

LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/02/2013 08:39 AM
10/03/2013 05:48 PM
Started On: 09/30/2013 03:47 PM

Form Started By: Angela Garcia

Final Approval Date: 10/03/2013

INTRADEPARTMENTAL TRANSFER

DATE: September 30, 2013

DEPARTMENT HEAD: COMM. HECTOR PALACIOS

DEPARTMENT NAME: CW MECH. SHOP

ACCOUNT NUMBER: 3-1200-431-00-122-004-0-XXX

SUBJECT: Intradepartmental Transfer

Honorable Commissioners' Court of Hidalgo County:

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

FROM		TO		
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	
890	OTHER	623	BOTTLED GAS	201.00
			TOTAL	201.00

REASON: BOTTLED GAS SERVICES

DEPARTMENT HEAD SIGNATURE

CC DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-41072

2013 Intradep. (line item)Transfers 2. I.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Raul Silguero

Submitted By: Carlos Jasso, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

2013 - Pct. 2 Parks (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-452-00-122-008-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Funding available as of 10/3/2013

Attachments

LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/03/2013 01:06 PM
10/03/2013 05:48 PM
Started On: 10/03/2013 10:05 AM

Form Started By: Carlos Jasso

Final Approval Date: 10/03/2013

DATE: October 3, 2013

DEPARTMENT
HEAD: Raul Silguero, Chief Administrator

2013
Intradepartmental Transfer



DEPARTMENT Hidalgo County Precinct No. 2
NAME: Parks

AI 41072

ACCOUNT
NUMBER: 3-1100-452-00-122-008-0-XXX

Contact Person: Carlos Jasso, Accountant III **Ph#:** (956) 292-7000 ext. 2006

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

Honorable Commissioners' Court of Hidalgo County:

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

[illegible]

REASON:
The purchase of 2 trimmers to maintain Parks.

DEPARTMENT HEAD SIGNATURE

_____/_____/_____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-40945

2013 Intradept. (line item)Transfers 2. J.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Norma Ceballos,
COMM. PCT. #3

Department: COMM. PCT. #3

Information

CAPTION

2013 - Pct #3 Parks (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-452-00-123-008-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/1/13.

Attachments

transfer

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/25/2013 03:32 PM
10/03/2013 05:48 PM
Started On: 09/25/2013 02:58 PM

Form Started By: Norma Ceballos

Final Approval Date: 10/03/2013

INTRA-DEPARTMENTAL TRANSFER

DATE: September 25, 2013

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

DEPARTMENT NAME: Hidalgo County Precinct #3 Parks

ACCOUNT NUMBER: 3-1100-452-00-123-008-0-

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

SUBJECT: Intra-departmental Transfer

Honorable Commissioners' Court of Hidalgo County:

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

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
609	Pct #3-Parks- Agri & Landscaping Supplies	672	Pct #3-Parks- Equip & Veh R&M Supplies	\$ 1,000.00
601	Pct #3-Parks- Office & Computer Supplies	672	Pct #3-Parks- Equip & Veh R&M Supplies	\$ 500.00
679	Pct #3 Parks- Other R&M Supplies	672	Pct #3-Parks- Equip & Veh R&M Supplies	\$ 1,000.00
TOTAL				\$ 2,500.00

REASON: Expected Expenses

DEPARTMENT HEAD SIGNATURE

CC DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-41055

2013 Intradep. (line item)Transfers 2. K.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Comm. J. Palacios Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

2013 - Pct. 4 Rd. Maint (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-124-007-0-XXX

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

890 --> 711 \$50,000.00

890 --> 748 \$5,000.00

890 --> 339 \$1,000.00

890 --> 679 \$2,000.00

890 --> 333 \$791.43

Funds available as of 10/02/13

Attachments

Pct. 4 Rd Maint LIT

Form Review

Inbox

Budget & Management

Auditor's Office

Form Started By: Veronica Lopez

Reviewed By

Ivan Cantu

Monica Badillo

Final Approval Date: 10/03/2013

Date

10/02/2013 04:55 PM

10/03/2013 05:48 PM

Started On: 10/02/2013 03:01 PM

AI-40847

2013 Intradept. (line item)Transfers 2. L.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Comm. J. Palacios Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

2013 - Pct. 4 Parks (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-452-00-124-009-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/03/13.

890 --> 672 \$2,000.00

Attachments

Pct. 4 Parks LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/02/2013 04:48 PM
10/03/2013 05:48 PM
Started On: 09/19/2013 12:49 PM

Form Started By: Veronica Lopez

Final Approval Date: 10/03/2013

AI-41058

2013 Intradept. (line item)Transfers 2. M.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Comm. J. Palacios Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

2013 - Pct. 4 ADM (1200)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-124-005-0-XXX

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

601 --> 631 \$45.00

Funds available as of 10/03/13

Attachments

Pct. 4 ADM LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/02/2013 04:56 PM
10/03/2013 05:48 PM
Started On: 10/02/2013 03:42 PM

Form Started By: Veronica Lopez

Final Approval Date: 10/03/2013

AI-41059

2013 Intradept. (line item)Transfers 2. N.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Comm. J. Palacios Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

2013 - Pct. 4 Sanitation (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-432-00-124-001-0-XXX

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

604 --> 672 \$200.00

Funds available as of 10/03/13

Attachments

Pct. 4 San LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/02/2013 04:57 PM
10/03/2013 05:48 PM
Started On: 10/02/2013 03:50 PM

Form Started By: Veronica Lopez

Final Approval Date: 10/03/2013

AI-40935

2013 Intradep. (line item)Transfers 2. O.

CC CONSENT

Meeting
Date: 10/07/2013

Submitted By: Edna Kirby, IT
DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

2013 - I.T. Department (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-415-00-200-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/2/13

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/25/2013 03:30 PM
Auditor's Office	Monica Badillo	10/02/2013 02:20 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Edna Kirby		Started On: 09/25/2013 11:33 AM
	Final Approval Date: 10/03/2013	

AI-40884

2013 Intradep. (line item)Transfers 2. P.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Yvonne Ramon Submitted By: Rosie Diaz, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

2013 - Elections Department (1100)

BACKGROUND

Elections LIT

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-414-00-130-001-0-601

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 9/25/13

Attachments

92313 LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/25/2013 10:04 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Rosie Diaz		Started On: 09/23/2013 08:53 AM
	Final Approval Date: 10/03/2013	

AI-40762

2013 Intradep. (line item)Transfers 2. Q.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Norma Longoria Submitted By: Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

2013 - WIC Lactation (1292)

BACKGROUND

Lactation Line item Transfer

To encumber cost on the negative of salaries.

3.1292.441.00.350.013.3.xxx

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3.1292.441.00.350.013.3.xxx

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Salary analysis not required. Transfer is needed to close out grant.

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/17/2013 03:00 PM
Obdett Calzada	Obdett Calzada	09/27/2013 04:07 PM
Rosalinda Cantu	Rosie Cantu	10/03/2013 04:28 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Margarita Gonzalez		Started On: 09/13/2013 04:44 PM
	Final Approval Date: 10/03/2013	

DATE:09/13/13

WIC DIRECTOR:NORMA LONGORIA

DEPARTMENT NAME:HIDALGO COUNTY WIC PROGRAM

ACCOUNT NUMBER:3.1292.441.00.350.013.3Lactation

SUBJECT:BUDGET LINE ITEM TRANSFER

Honorable Commissioners' Court of Hidalgo County:

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

FROM		TO		
ACCOUNT NUMBER	Account Name	ACCOUNT NO.(S)	ACCOUNT NAME	AMOUNT
3.1292.441.00.350.013.3	212 Life Insurance	→ 3.1292.441.00.350.013.3	113 Reg. Full Time Employees	1.38
3.1292.441.00.350.013.3	260 Workers Comp	→ 3.1292.441.00.350.013.3	113 Reg. Full Time Employees	116.84
Total:				118.22

REASON: To cover current negative balances.

AI-40763

2013 Intradept. (line item)Transfers 2. R.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Norma Longoria Submitted By: Margarita Gonzalez, WIC

Department: WIC

Information

CAPTION

2013 - WIC Reg Dietician (1292)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3.1292.441.00.350.012.3.xxx

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Salary analysis not required. Transfer is needed to close out grant.

Attachments

TRANSFER

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/17/2013 03:01 PM
Obdett Calzada	Obdett Calzada	09/27/2013 04:08 PM
Rosalinda Cantu	Rosie Cantu	10/03/2013 04:28 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Margarita Gonzalez		Started On: 09/13/2013 04:57 PM
	Final Approval Date: 10/03/2013	

DATE: 09/01/13
WIC DIRECTOR: NORMA LONGORIA
DEPARTMENT NAME: HIDALGO COUNTY WIC PROGRAM
ACCOUNT NUMBER: 3.1292.441.00.350.012.3. RD
SUBJECT: BUDGET LINE ITEM TRANSFER

Honorable Commissioners' Court of Hidalgo County:

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

FROM		TO			
ACCOUNT NUMBER	Account Name	ACCOUNT NO.(S)	ACCOUNT NAME	AMOUNT	
3.1292.441.00.350.012.3.	212 Life Insurance	→ 3.1292.441.00.350.012.3.	113 Regular Fulltime Employees	1.13	
3.1292.441.00.350.012.3.	260 Workers Comp	→ 3.1292.441.00.350.012.3.	113 Regular Fulltime Employees	12.20	

Total 13.33

To encumber cost that is needed .

AI-40914

2013 Intradept. (line item)Transfers 2. S.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Priscilla Torres,
COUNTY CLERK

Department: COUNTY CLERK

Information

CAPTION

2013 - County Clerk's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-415-40-180-001-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/1/13.

Attachments

LIT-1100

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/25/2013 10:13 AM
10/03/2013 05:48 PM
Started On: 09/24/2013 05:16 PM

Form Started By: Priscilla Torres

Final Approval Date: 10/03/2013

ARTURO GUAJARDO, JR. - COUNTY CLERK



DEPARTMENT NAME: Hidalgo County Clerk's Office

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

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

REASON: To pay for some up coming needed expenses.

DEPARTMENT HEAD SIGNATURE

DATE _____

ATTEST COUNTY CLERK

AI-40856

2013 Intradep. (line item)Transfers 2. T.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Rene Guerra,
Criminal District
Attorney

Submitted By:
Nelda Olivarez, HIDTA

Department: HIDTA

Information

CAPTION

2013 - HIDTA (1252)

BACKGROUND

E-Sharing Treasury Funds

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1252-412-00-270-012-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/3/13.

Attachments

Transfer#6

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/20/2013 09:55 AM
10/03/2013 05:48 PM
Started On: 09/19/2013 03:50 PM

Form Started By: Nelda Olivarez

Final Approval Date: 10/03/2013

DATE: AUGUST 20, 2013
 DEPARTMENT HEAD: DORA L. MUNOZ / FOR RENE GUERRA
 DEPARTMENT NAME: HIDALGO COUNTY HIDTA TASK FORCE
 ACCOUNT NUMBER: 3-1252-412-00-270-012-0-xxx U.S.. TREASURY FUNDS
 SUBJECT: BUDGET LINE-ITEM TRANSFER (S)

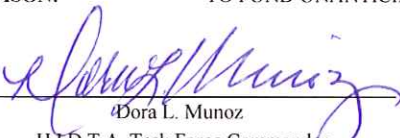
Transfer Number: 6



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

FROM		TO		
ACCOUNT NO.(S)	ACCOUNT NAME	ACCOUNT NO.(S)	ACCOUNT NAME	AMOUNT
3-1252-412-00-270-012-0- 601	OFFICE & COMPUTER SUPPLIES	3-1252-412-00-270-012-0- 603	EDUCATIONAL/INSTRUCTIONAL SUPPLIES	5,000.00
TOTAL				\$ 5,000.00

REASON: TO FUND UNANTICIPATED EXPENDITURES


 Dora L. Munoz
 H.I.D.T.A. Task Force Commander

9/19/2013
 DATE

Attest County Clerk

DATE

Budget Officer

DATE

Approved Commissioners' Court

DATE

AI-41070

2013 Intradept. (line item)Transfers 2. U.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Pete Lobato

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

2013 - 139th District Court (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-412-00-003-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10/3/13.

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/03/2013 09:50 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Monica Badillo		Started On: 10/02/2013 05:32 PM
	Final Approval Date: 10/03/2013	

AI-41061

2013 Intradep. (line item)Transfers 2. V.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Dairen Sarmiento Submitted By: Perla Lopez, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2013 - Human Services (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-444-00-240-001-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Available funds as of 10/3/13.

619 --> 607 = \$18.99

619 --> 601 = \$630.53

671 --> 601 = \$324.26

780 --> 601 = \$492.30

855 --> 601 = \$50.00

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Perla Lopez (Originator)	Perla Lopez	10/03/2013 01:55 PM
Budget & Management	Ivan Cantu	10/03/2013 02:05 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Perla Lopez		Started On: 10/02/2013 04:13 PM
	Final Approval Date: 10/03/2013	

DATE: October 7, 2013

2013 Transfer



DEPARTMENT
HEAD: Dairen Sarmiento

DEPARTMENT NAME: Human Services (1100)

ACCOUNT NUMBER: 3-1100-444-00-240-001-0-XXX

AI - 41061

Contact Person: Perla Lopez

Ph#: 956-318-2011 ext. 7367

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

Honorable Commissioners' Court of Hidalgo County:

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

FROM	OBJECT DESCRIPTION	TO	OBJECT DESCRIPTION	AMOUNT
OBJECT CODE		OBJECT CODE		
619	Other Misc Supplies	607	Household & Janitorial Supp	18.99
619	Other Misc Supplies	601	Office & Comp Suppl	630.53
671	Bldg & Othr Struc R&M Suppl	601	Office & Comp Suppl	324.26
780	Capital Leases	601	Office & Comp Suppl	492.30
855	Late Fees, Penalties & Fin	601	Office & Comp Suppl	50.00
TOTAL:				1,516.08

AI-40921

2013 Intradept. (line item)Transfers 2. W.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Virginia Rodriguez,
SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

2013 - Hidalgo County Sheriff's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-421-00-280-001-0-xxx

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?: Yes

BUDGETARY IMPACT:

Funds available as of 10/1/13.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	09/25/2013 10:15 AM
Budget & Management	Obdett Calzada	09/25/2013 03:26 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Virginia Rodriguez		Started On: 09/25/2013 09:32 AM
	Final Approval Date: 10/03/2013	

DATE: 10/4/2013

DEPARTMENT HEAD: SHERIFF GUADALUPE "LUPE" TREVINO

DEPARTMENT NAME: SHERIFF'S OFFICE

ACCOUNT NUMBER: 3-1100-421-00-280-001-0-

SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

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

FROM			TO		
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT	ACCOUNT (OBJECT)	AMOUNT
3-1100-421-00-280-001-0-	664-OTHER MINOR EQUIPMENT	➔	3-1100-421-00-280-001-0-	661-MINOR OFFICE FURNITURE AND EQUIPMENT	\$880.10
		➔			
		➔			
		➔			
		➔			
TOTAL					\$880.10

REASON:

TRANSFER IS BEING REQUESTED TO COVER EXPENDITURES FOR AN INVOICES THAT WAS RECLASSIFIED BY AUDITORS OFFICE.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-41000

2013 Intradept. (line item)Transfers 2. X.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Yvonne Ramon Submitted By: Rosie Diaz, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

2013 - Elections Department (1100)

BACKGROUND

LIT

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-414-00-130-001-0-601

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 9/30/13

Attachments

092713 LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/27/2013 03:16 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Rosie Diaz		Started On: 09/27/2013 01:36 PM
	Final Approval Date: 10/03/2013	

AI-40964

2013 Intradept. (line item)Transfers 2. Y.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Nora Linda Cruz, TX.
AGRILIFE EXT.
SERVICES

Department: TX. AGRILIFE EXT. SERVICES

Information

CAPTION

2013 - Texas A&M AgriLife Extension Service (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-461-00-380-001-0-XXX

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of September 26, 2013

Attachments

Transfers

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/26/2013 11:57 AM
10/03/2013 05:48 PM
Started On: 09/25/2013 05:11 PM

Form Started By: Nora Linda Cruz

Final Approval Date: 10/03/2013

AI-40948

2013 Intradept. (line item)Transfers 2. Z.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Eddie Olivarez

Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES
DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2013 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-441-00-340-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 9/26/13

Attachments

transfer

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/25/2013 03:32 PM
10/03/2013 05:48 PM
Started On: 09/25/2013 03:17 PM

Form Started By: Mike Escaname

Final Approval Date: 10/03/2013

Date: October 7, 2013
 Department Head: Eduardo Olivarez, Chief Administrative Officer
 Department Name: Hidalgo County Health Department
 Account Number: 3-1100-441-00-340-001-0 Administration
 Budget Line Item Transfer(s)

AI #40948 REVISED
CC 10-7-13

Honorable Commissioner's Court of Hidalgo County

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

FROM		TO		
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	AMOUNT
3-1100-441-00-340-001-0-339	HEALTH ADM-OTHER PROF SRV	3-1100-441-00-340-001-0-780	HEALTH ADM-CAPITAL LEASES	\$ 500.00
3-1100-441-00-340-001-0-339	HEALTH ADM-OTHER PROF SRV	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 930.00
3-1100-441-00-340-001-0-343	HEALTH ADM-LAUNDRY & DRY CLEANING	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 407.21
3-1100-441-00-340-001-0-350	HEALTH ADM-OTHER SERVICES	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 556.00
3-1100-441-00-340-001-0-529	HEALTH ADM-SURETY & NOTARY BONDS	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 125.00
3-1100-441-00-340-001-0-535	HEALTH ADM-POSTAGE	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 2,750.00
3-1100-441-00-340-001-0-540	HEALTH ADM-ADVERTISING	3-1100-441-00-340-001-0-432	HEALTH ADM-EQUIP&VEH R&M SRV	\$ 150.00
3-1100-441-00-340-001-0-550	HEALTH ADM-PRINTING & BINDING	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 374.50
3-1100-441-00-340-001-0-601	HEALTH ADM-OFFICE & COMPUTER SUPPLIES	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 101.12
3-1100-441-00-340-001-0-603	HEALTH ADM- EDUCATION/INSTRUCTION SUPPL	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 552.87
3-1100-441-00-340-001-0-604	HEALTH ADM-MEDICAL & LAB SUPPL	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 349.46
3-1100-441-00-340-001-0-640	HEALTH ADM-REFERENCE MATERIALS	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 500.00
3-1100-441-00-340-001-0-661	HEALTH ADM-MINOR OFFICE FURN. & EQUIP.	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 45.01
3-1100-441-00-340-001-0-810	HEALTH ADM-DUES & MEMBERSHIPS	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 400.00
3-1100-441-00-340-001-0-890	HEALTH ADM-OTHER	3-1100-441-00-340-001-0-672	HEALTH ADM-EQ&VEH R&M SUPPLIES	\$ 185.91
Amount				\$ 7,927.08

Revenue Account
 Amount Requested:

Reason: Funds needed to cover vehicle repair and anticipated expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AI-40949

2013 Intradep. (line item)Transfers 2. AA.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Eddie Olivarez Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2013 - Health & Human Services Dept. (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-441-00-340-003-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 9/26/13

Attachments

LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/25/2013 03:32 PM
10/03/2013 05:48 PM
Started On: 09/25/2013 03:19 PM

Form Started By: Mike Escaname

Final Approval Date: 10/03/2013

Date: September 25, 2013

Department Head: Eduardo Olivarez, Chief Administrative Officer

Department Name: Hidalgo County Health Department

Account Number: 3-1100-441-00-340-003-0 CLINICS

Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

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

FROM		TO	
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)
3-1100-441-00-340-003-0-336	HEALTH CLINICS-COMPUTER SERVICES	3-1100-441-00-340-003-0-431	HEALTH CLINICS-BLDG&OTHR STRUC R&M SRV
3-1100-441-00-340-003-0-350	HEALTH CLINICS-OTHER SERVICES	3-1100-441-00-340-003-0-431	HEALTH CLINICS-BLDG&OTHR STRUC R&M SRV
3-1100-441-00-340-003-0-432	HEALTH CLINICS-EQUIP&VEH R&M SRV	3-1100-441-00-340-003-0-431	HEALTH CLINICS-BLDG&OTHR STRUC R&M SRV
3-1100-441-00-340-003-0-442	HEALTH CLINICS-EQUIP & VEHICLE RENTALS	3-1100-441-00-340-003-0-431	HEALTH CLINICS-BLDG&OTHR STRUC R&M SRV
3-1100-441-00-340-003-0-442	HEALTH CLINICS-EQUIP & VEHICLE RENTALS	3-1100-441-00-340-003-0-411	HEALTH CLINICS-WATER/SEWERAGE
3-1100-441-00-340-003-0-442	HEALTH CLINICS-EQUIP & VEHICLE RENTALS	3-1100-441-00-340-003-0-421	HEALTH CLINICS-DISPOSAL
3-1100-441-00-340-003-0-442	HEALTH CLINICS-EQUIP & VEHICLE RENTALS	3-1100-441-00-340-003-0-855	HEALTH CLINICS-LATE FEES,PENALTIES & FIN
Amount			

Revenue Account

Amount Requested: \$ 7,204.31

Reason: Funds need to cover anticipated expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AMOUNT
\$ 3,000.00
\$ 899.20
\$ 145.11
\$ 2,000.00
\$ 200.00
\$ 910.00
\$ 50.00
\$ 7,204.31

AI-40959

2013 Intradep. (line item)Transfers 2. BB.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Eddie Olivarez Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2013 - Health & Human Services Dept. (1293)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1293-441-00-340-005-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 9/26/13

Attachments

Transfer 9.26.13

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Obdett Calzada
Monica Badillo

Date
09/26/2013 10:52 AM
10/03/2013 05:48 PM
Started On: 09/25/2013 04:33 PM

Form Started By: Mike Escaname

Final Approval Date: 10/03/2013

AI-41082

2013 Interdepartmental Transfers 3. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: JP Pct. 3/Plc 2 Melo Submitted By: Ivan Cantu, BUDGET & MANAGEMENT
Ochoa

Department: BUDGET & MANAGEMENT

Information

CAPTION

2013 JP Pct. 3/Plc 2 (1100):

Approval of 2013 interdepartmental transfer from Co. Wide Adm.-Contingency to JP Pct. 3/Plc 2 in the amount of \$825.00 to fund Out of Co. travel expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-41X-00-XXX-00X-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10-3-13.

Attachments

JP Pct. 3/Plc 2 transfer

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	10/03/2013 03:15 PM
Budget & Management	Ivan Cantu	10/03/2013 03:16 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Ivan Cantu		Started On: 10/03/2013 02:23 PM
	Final Approval Date: 10/03/2013	

DATE: October 7, 2013

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Dept. of Budget & Mgmt for JP Pct.
3/Plc 2

ACCOUNT NUMBER: 3-1100-41X-00-XXX-00X-0-XXX

CONTACT PERSON: Ivan Cantu, Budget Analyst III PHONE: (956) 292-7025 ext. 5425

2013
Interdepartmental Transfer



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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM:			
3-1100-415-00-115-002-0- 899	Co. Wide Adm.-	Contingency	(825.00)
TO:			
3-1100-412-00-066-001-0- 583	JP Pct. 3/Plc 2-	Travel Out of Co.	825.00
TOTAL BUDGET INCREASE (DECREASE)			-

REASON: To fund Out of Co. travel expenditures (meals, lodging & mileage) for JP Melo Ochoa's travel to Galveston, TX for the TX Justice Training Center conference to be held on 11/17/13 to 11/20/13. The judge requires 20 CPE hours of annual continuing education.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-40940

2013 Interdepartmental Transfers 3. B.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Katia Garcia, COMM.
PCT. #1

Department: COMM. PCT. #1

Information

CAPTION

Pct.1 R&B (1200):

Approval of 2013 interdepartmental transfer within R&B Fund 1200 from program (005) to program (004) in the amount of \$600.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-121-XXX-0-619

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available \$1,439.91 as of 9/25/13.

Attachments

Interdept TRF

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/25/2013 03:31 PM
Glinda Pacheco	Glinda Pacheco	09/30/2013 10:50 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Katia Garcia		Started On: 09/25/2013 01:53 PM
	Final Approval Date: 10/03/2013	

DATE: September 25, 2013

DEPARTMENT HEAD: Commissioner A.C. Cuellar

DEPARTMENT NAME: Hidalgo County Precinct No.1
R&B

ACCOUNT NUMBER: 3-1200-431-00-121-XXX-0-XXX

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

Contact: Katia Garcia
Ph#: 956-968-8733 Ext. 1022

Honorable Commissioners' Court of Hidalgo County:

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

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
FROM		
3-1200-431-00-121-005-0-619	PCT1 RD MAINT-OTHER MISC SUPPLIES	(\$600.00)
TO		
3-1200-431-00-121-004-0-619	PCT1 ADM-OTHER MISC SUPPLIES	\$600.00
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:
Transfer from PCT 1 RD MAINT into PCT1 ADM to cover anticipated expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

2013
TRANSFER
AI-40940



AI-41036

2013 Interdepartmental Transfers 3. C.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Marcie Jackson, COMM.
PCT. #1

Department: COMM. PCT. #1

Information

CAPTION

Pct.1 RD Maint (1200):

Approval of 2013 interdepartmental transfer from RD Maint program no.005 to Admin, program no.004, in the total amount of \$591.73.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 3

ACCT. #: 3-1200-431-00-121-005-0-741

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Attachments

LIT

Form Review

Inbox
Budget & Management
Auditor's Office

Reviewed By
Ivan Cantu
Monica Badillo

Date
10/02/2013 08:44 AM
10/03/2013 05:48 PM
Started On: 10/01/2013 04:37 PM

Form Started By: Marcie Jackson

Final Approval Date: 10/03/2013

DATE: October 1, 2013

DEPARTMENT HEAD: A.C. Cuellar

2013

Interdepartmental Transfer



DEPARTMENT NAME: Hidalgo County Precinct No.1

AI-41036 10/08/13

ACCOUNT NUMBER: 3-1200-431-00-121-005-0-741

CONTACT PERSON: Marcie Jackson PHONE: (956) 968-8733 Ext. 1021

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM:			
3-1200-431-00-121-005-0- 741	PCT1 RD MAINT	VEHICLES	(591.73)
TO:			
3-1200-431-00-121-004-0 532	PCT1 ADMIN	WIRELESS DEVICES	591.73
TOTAL BUDGET INCREASE (DECREASE)			-

REASON:

Transfer is needed for future expenses.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK

AI-40889

2013 Interdepartmental Transfers 3. D.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Rosie Cantu, BUDGET &
MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Constable Precinct No. 1 (1100):

Approval of 2013 interdepartmental transfer from Co. Wide Adm- Contingency to Constable Precinct No. 1 in the total amount of \$22,000.00 to fund the purchase of furniture for new Constable Precinct No. 1 building.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-415-00-115-002-0-899

FUNDS AVAILABLE Y/N?: YES

MATCHING FUNDS Y/N?: NO

BUDGETARY IMPACT:

FUNDS AVAILABLE IN CO WIDE ADMIN CONTINGENCY AS OF 09-23-13.

Attachments

TRANSFER

Form Review

Inbox
Budget & Management
Olga Garza
Auditor's Office

Reviewed By
Obdett Calzada
Olga Garza
Monica Badillo

Date
09/25/2013 10:06 AM
09/25/2013 02:05 PM
10/03/2013 05:48 PM
Started On: 09/23/2013

Form Started By: Rosie Cantu

Final Approval Date: 10/03/2013

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: September 23, 2013

2013

DEPARTMENT HEAD: SERGIO CRUZ, BUDGET OFFICER

Transfer

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR CONST PCT 1

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	(22,000.00)
TO:		
3-1100-421-00-291-001-0- 743	CONSTABLE PCT NO. 1- OFF. FURNIT. & EQUIP.	22,000.00
TOTAL BUDGET INCREASE/DECREASE		0.00

REASON: INTERDEPARTMENTAL TRANSFER TO FUND: THE PURCHASE OF FURNITURE FOR THE NEW CONST. PCT 1 BUILDING.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-40919

2013 Interdepartmental Transfers 3. E.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Virginia Rodriguez,
SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Sheriff's/Jail (1100):

Approval of interdepartmental transfer from Jail (280-002) to Sheriff's (280-001) in the amount of \$ 600.00 to cover cable/satellite invoices

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-42x-xx-280-00x-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: y

BUDGETARY IMPACT:

Funding available as of 10/3/13.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	09/25/2013 09:32 AM
Budget & Management	Obdett Calzada	09/25/2013 03:26 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Virginia Rodriguez		Started On: 09/25/2013 09:24 AM
	Final Approval Date: 10/03/2013	

DATE: September 25, 2013

DEPARTMENT HEAD: Guadalupe "Lupe" Trevino

2013
Transfer



DEPARTMENT NAME: Hidalgo County Sheriff's Office

ACCOUNT NUMBER: 3-1100-42x-xx-280-00x-0-xxx

CONTACT PERSON: Virginia Rodriguez PHONE: 956-393-6023

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
FROM			
3-1100-423-21-280-002-0-	Jail	531-Telephone	(600.00)
TO			
3-1100-421-00-280-001-0-	Sheriff's	412-Cable/Satellite television	600.00
TOTAL BUDGET INCREASE (DECREASE)			0.00

REASON:
Funds are needed to cover expenditures for AT&T bills.

SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-41044

2013 Interdepartmental Transfers 3. F.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Damaris SanMiguel Submitted By: Patricia Ramos, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Constable Pct 3 (1100):

Approval of 2013 interdepartmental transfer from Co. Wide Adm-Contingency to Constable Pct. 3 in the amount of \$46,885.95 to fund purchase of new patrol vehicle with related accessories in order to replace a wrecked unit.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-4XX-00-XXX-00X-0-XXX

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

BUDGETARY IMPACT:

Funding from Co Wide Adm-Contingency is pending approval of AI-41040.

Attachments

Constable Pct. 3 interdept transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/02/2013 01:23 PM
Ivan Cantu	Ivan Cantu	10/03/2013 09:00 AM
Budget & Management	Ivan Cantu	10/03/2013 09:30 AM
Ivan Cantu	Ivan Cantu	10/03/2013 09:36 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Patricia Ramos		Started On: 10/02/2013 09:40 AM
	Final Approval Date: 10/03/2013	

DATE: October 7, 2013

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Dept. of Budget & Mgmt for
Constable Pct. 3

ACCOUNT NUMBER: 3-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Patricia Ramos, Budget Analyst I PHONE: (956) 292-7025 Ext. 5416

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

2013
Interdepartmental Transfer
AI-41044



Honorable Commissioners' Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
3-1100-415-00-115-002-0- 899	CO WIDE ADM CONTINGENCY	(46,885.95)
TO		
3-1100-421-00-293-001-0- 346	CONSTABLE PCT 3 HUALING & FREIGHT SVCS	357.00
3-1100-421-00-293-001-0- 432	CONSTABLE PCT 3 EQUIP & VEH R&M SRV	2,238.20
3-1100-421-00-293-001-0- 619	CONSTABLE PCT 3 OTHER MISC. SUPPLIES	2,183.06
3-1100-421-00-293-001-0- 664	CONSTABLE PCT 3 OTHER MINOR EQUIPMENT	5,825.23
3-1100-421-00-293-001-0- 741	CONSTABLE PCT 3 VEHICLES	27,841.00
3-1100-421-00-293-001-0- 748	CONSTABLE PCT 3 OTHER EQUIPMENT	8,441.46
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: To fund purchase of new patrol unit with accessories to replace wrecked vehicle.

SIGNATURE

COMMISSIONERS COURT

/ /

DATE

ATTEST, COUNTY CLERK

AI-41040

2013 Interdepartmental Transfers 3. G.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Damaris SanMiguel Submitted By: Patricia Ramos, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Co Wide Adm (1100):

Approval of 2013 interdepartmental transfer from Fire Marshal to Co Wide Adm-Contingency in the amount of \$46,885.95.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-4XX-00-XXX-00X-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funds available as of 10-3-13

Attachments

Transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/03/2013 09:31 AM
Ivan Cantu	Ivan Cantu	10/03/2013 09:36 AM
Budget & Management	Ivan Cantu	10/03/2013 09:40 AM
Ivan Cantu	Ivan Cantu	10/03/2013 09:41 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Patricia Ramos		Started On: 10/02/2013 08:52 AM
	Final Approval Date: 10/03/2013	

DATE: October 7, 2013

DEPARTMENT HEAD: Sergio Cruz

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

ACCOUNT NUMBER: 3-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Patricia Ramos PHONE: (956) 292-7025 Ext. 5416

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

2013
Interdepartmental Transfer
AI-41040



Honorable Commissioners' Court of Hidalgo County:

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

INCREASE / DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
3-1100-422-10-300-001-0- 890	FIRE MARSHAL OTHER	(46,885.95)
TO		
3-1100-415-00-115-002-0- 899	CO WIDE ADM CONTINGENCY	46,885.95
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: To transfer monies to fund pending obligations

SIGNATURE

_____/_____/_____

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-41048

Planning Department 4. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Irma Castillo, PLANNING DEPT.

Department: PLANNING DEPT.

Information

CAPTION

1. Certificate of Plat and Utility Status under Texas Local Government Code Section 232.028 (b)
2. Certificate of Water Service Availability under Texas Local Government Code Section 232.029 (c) (2)

BACKGROUND

Attachments

Pct 1 Cert Plat & Utility Status 10-08-13

Pct 2 & 4 Cert Plat & Utility Status 10-08-13

Pct 3 Cert Plat & Utility Status 10-08-13

Pct 3 Water Service Availability 10-08-13

Form Review

Inbox	Reviewed By	Date
Budget & Management	Ivan Cantu	10/02/2013 01:53 PM
Manuel Chapa	Manuel Chapa	10/03/2013 11:15 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Irma Castillo		Started On: 10/02/2013 11:10 AM
	Final Approval Date: 10/03/2013	

	PLANNING DEPT. PCT.#1 CERTIFICATE OF PLAT & UTILITY STATUS	
	APPLICANT	APPLICATION NO.
1.	CINDY LEE PEREZ	1-10456
2.	FRANCISCO HERNANDEZ	1-10582
3.	JUAN GARCIA	1-10591
	COMM. COURT: October 8, 2013	



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1234

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 1-10456

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Cindy Lee Perez

Address: 8814 North Mile 20
Monte Alto

Phone: (956) 467-8933

Approved by Environmental Health:	Temporary Service	Final Service
Inspection/Permit No:	Authorized Signature	Authorized Signature
Date Approved:	<u>/ /</u>	<u>/ /</u>

Water Supplier: NAWSC

Utility Provider: ☐ M.V.E.C. ☒ AEP

Account/ESI No.: 1003278944450215
☐ Temporary Pole ☒ Permanent Service

regarding the land described as:

Oak Hill Ranch Ph. #1 lot 43

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- yes A plat has been prepared;
yes A plat has been reviewed and approved by the Commissioners Court;
yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
No an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 3/22/07);

(verified by Gilbert Reina);

(verified by [Signature]);

(verified by [Signature]);

(verified by [Signature]);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 4

Application No: 1-10456

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Cindy M Perez
Address: 8814 Mile 20 N Rd
Monterey TX 78538
Phone: 956-467-8933

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Darhill Ranch Ph. #1 lot #3

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☒ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

Requesting Party (Signature)

Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) permit

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10/2/13
Date

County Official

Chapter 232 Texas LGC Application

APPLICATION NO:

1-10456

Aug. 5, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1902 JOE STEPHENS WESLACO TX 78596
TEL 968-4724 FAX 447-8612

O0557-01-000-0003-00

[1] OWNER: PEREZ, CINDY
PO BOX 2145
ELSA TX

[7] LEGAL DESC./NAME OF SUBDIVISION
OAKHILL RANCH PH 1
LOT 3

Telephone No. 467-8933

LOCATION: 0 FM 88 & MILE 20

[2] CONTRACTOR: SELF

[8] SEWAGE: EXIST

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: BRIC

[4] PURPOSE OF APPLICATION: NEW RESIDENCE
25-RESIDENTIAL NEW SINGLE DWELLING

[10] EST. COST OF CONST.: \$151,500

[5] SIZE OF STRUCTURE: 2,730 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☐ YES
☐ NO

[6] USE OF BUILDING: RES. ZONE X-25

Special Conditions: No construction allowed over any easements.
MUST COMPLY W/ALL COUNTY SETBACKS & REG
FRONT 100' SIDES 20' REAR 20' FINISH FLOOR ELEV.

FOR COUNTY USE ONLY APPLICATION FEES

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 0350C

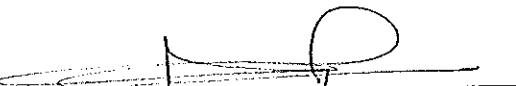
Pct: 1

Community No.: 480334

Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

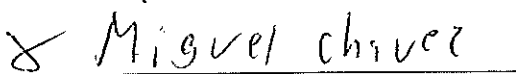
- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.


Prepared by

8/5/13
Date


Approved by

8/7/13
Date


Signature of Owner or Applicant

8-5-13
Date

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SPECIAL WARRANTY DEED WITH VENDOR'S LIEN

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Date: August 21, 2007

Grantor: Jack McClelland
Grantor's Mailing Address:
2614 West Freddy Gonzalez
Edinburg, Texas 78539

 COPY

Grantee: Juan E. Medina and Cindy L. Perez

Grantee's Mailing Address (including county):
P.O. Box 2145
Elsa, Texas 78543
Hidalgo County, Texas

Consideration: Ten Dollars and other valuable consideration paid by Grantee to Grantor, the receipt of which is hereby acknowledged, and the further consideration of a note of even date that is in the principal amount of Thirty-Seven Thousand Nine Hundred Dollars and No Cents (\$37,900.00), and is executed by Grantee, payable to the order of Grantor (the "Purchase Note"). The Purchase Note is secured by a vendor's lien retained in this deed and by a deed of trust of even date to Alan D. Monroe, Trustee.

Property (including any improvements):

Lot(s) 3, Oak Hill Ranch Subdivision, Phase I, Hidalgo County, Texas, as shown by the map or plat thereof recorded in Volume 52, Pages 161-169, Map Records, Hidalgo County, Texas, reference to which is here made for all purposes.

Reservations from and Exceptions to Conveyance and Warranty:

1. Visible and apparent easements on or across the subject property;
2. Rights of parties in possession;
3. Easements, rights-of-way, and prescriptive rights, whether of record or not;
4. All recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property;
5. Rights of adjoining owners in any walls and fences situated on a common boundary;
6. Any discrepancies, conflicts, or shortages an area or boundary lines;
7. Any encroachments or overlapping of improvements;
8. All rights, obligations, and other matters emanating from and existing by reason of the creation, establishment, maintenance, and operation of any Water Improvement District, Irrigation District, or other applicable governmental district, agency, or authority;

9. Taxes for the current year and subsequent years, and subsequent assessments for prior years due to change in land usage or ownership;
10. The prior reservation or conveyance of all oil, gas, and other minerals previously reserved or conveyed by any parties having the right to do so;
11. All Easements, restrictions, set back lines, drainage swale requirements, and other matters shown on the plat of Oak Hill Ranch Subdivision, Phase I, as shown on the plat thereof, recorded in Volume 52, Pages 161-169, Map records of Hidalgo County, Texas;
12. Subdivision Restrictions filed for record under in the Office of the County Clerk of Hidalgo County, Texas under clerk's document number 1738991;
13. A lien securing a promissory note (the "Prior Note"), dated September 5, 2006, payable to the order of First National Bank which is described in and secured by a Deed of Trust filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's Document Number 1668672. Grantor shall be obligated to obtain a release of the Property from all liens and security interests securing the Prior Note within 30 days of the date Grantee makes final payment on the Purchase Note.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, all oil, gas, and other minerals in, on, or under, or that may be produced from the Property, together with the right of ingress and egress at all times for the purpose of mining, drilling, exploring, operating, and developing said Property for oil, gas, and/or other minerals and removing the same therefrom.

If this interest is subject to an existing Lease for oil and gas, or oil, gas and other minerals, Grantor is entitled to receive the royalties and other benefits that are associated with the interest and payable under the Lease.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, (to the fullest extent permitted by law) all water rights and rights to water (whether riparian, appropriative or otherwise) presently appended or annexed to said property.

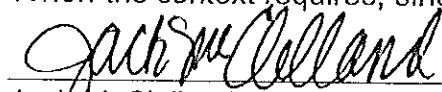
Grantor, for the consideration and subject to the reservations from, and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to warranty, when the claim is by, through, or under Grantor, but not otherwise.

By the acceptance of this Deed, Grantee is taking the Property "as is", "where is" and "with all faults", and without any representations or warranties whatsoever, express or implied, written or oral, it being the intention of Grantor and Grantee to expressly negate and exclude all representations and warranties, including, but not limited to (i) the physical condition of the property or any element thereof, including, without limitation, warranties related to suitability for habitation, merchantability or fitness for a particular purpose; (ii) the nature or quality of construction, structural design and engineering of any improvements; (iii) the quality of the labor and materials included in any improvements; (iv) the soil conditions; drainage or other conditions existing at the property with respect to any particular purpose, developmental

potential or otherwise; (v) all warranties created by any affirmation of fact or promise or by any description of the property; and (vi) all other warranties and representations whatsoever, except the warranty of title expressly set forth herein.

The vendor's lien against and superior title to the property are retained until the Purchase Note is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

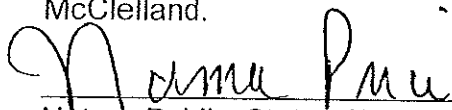


Jack McClelland

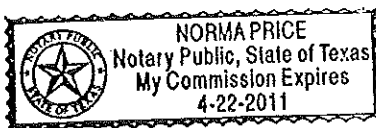
(Acknowledgment)

State of Texas
County of Hidalgo

This instrument was acknowledged before me on the 22nd day of August, 2007, by Jack McClelland.



Notary Public, State of Texas



AFTER RECORDING RETURN TO:

Jack McClelland
2614 West Freddy Gonzalez
Edinburg, Texas 78539

Software by ReMerge-It, LLC
(956) 630-9401
Sales@ReMerge-It.com



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 0 1 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 1-10592

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Francisco Hernandez

Address: 700 SIOUX Rd
Pharr Apt 194

Phone: 624 2700

Approved by Environmental Health:	Temporary Service	Final Service
Inspection/Permit No:	Authorized Signature	Authorized Signature
Date Approved:	<u>1 / 1</u>	<u>1 / 1</u>

Water Supplier: N A W S

Utility Provider: ☐ M.V.E.C. ☐ AEP

Account/ESI No.: NIA
☐ Temporary Pole ☐ Permanent Service

regarding the land described as:

Vista Ridge Area #1 Lot #39

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- Yes A plat has been prepared;
Yes A plat has been reviewed and approved by the Commissioners Court;
Yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
No an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
Yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
Yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 8-06-09);

(verified by Gilbert Ponce);

(verified by [Signature]);

(verified by [Signature]);

(verified by [Signature]);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 4

Application No: 1-10582

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Francisco Hernandez

Address: 700 Sierra Rd
Farr unit 199

Phone: 624 2700

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Usta Ridge Acres #1 lot #39

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☐ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

[Signature]
Requesting Party (Signature)

9/27/13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) permit

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10/2/13
Date

[Signature]
County Official

Chapter 232 Texas LGC Application

APPLICATION NO:

1-10582

Sep. 25, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT1902 JOE STEPHENS WESLACO TX 78596
TEL 968-4724 FAX 447-8612

V4348-00-000-0039-00

[1] OWNER: HERNANDEZ, FRANCISCO L.
HERNANDEZ, VANESA
3300 N. 30TH ST.
MCALLEN TX 78501[7] LEGAL DESC./NAME OF SUBDIVISION
VISTA RIDGE ACRES LOT 39

Telephone No.

LOCATION: 0 FM 88 & MIEL 19

[2] CONTRACTOR: SELF

[8] SEWAGE: EXIST

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: WOOD

[4] PURPOSE OF APPLICATION: NEW RESIDENCE
25-RESIDENTIAL NEW SINGLE DWELLING

[10] EST. COST OF CONST.: \$12,000

[5] SIZE OF STRUCTURE: 840 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☐ YES
☒ NO

[6] USE OF BUILDING: REST. ZONE X-25

Special Conditions: No construction allowed over any easements.

MUST COMPLY WITH ALL COUNTY SETBACKS & REGULATIONS

SETBACKS FRONT:25', REAR:55' SIDE:6' EASTSIDE:10'

MIN. ELEV. ABOVE CENTERLINE OF ST. 18"

**FOR COUNTY USE ONLY
APPLICATION FEES**

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 0350C

Pct: 0

Community No.: 440334

Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.

B. No more than one single family residence per lot.

C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.

D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.

E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

Prepared by

Date

Approved by

Date

Signature of Owner or Applicant

Date

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SPECIAL WARRANTY DEED WITH VENDOR'S LIEN

2440354

Date: August 5, 2013

Grantor: Jack McClelland
Grantor's Mailing Address:
2614 W. Freddy Gonzalez
Edinburg, Texas 78539

Grantee: Francisco Ledezma Hernandez and Vanesa Hernandez

Grantee's Mailing Address (including county):
3300 N. 20th St.
McAllen, Texas 78501
Hidalgo County, Texas

Consideration: Ten Dollars and other valuable consideration paid by Grantee to Grantor, the receipt of which is hereby acknowledged, and the further consideration of a note of even date that is in the principal amount of Thirty-Two Thousand Dollars and No Cents (\$32,000.00), and is executed by Grantee, payable to the order of Grantor (the "Purchase Note"). The Purchase Note is secured by a vendor's lien retained in this deed and by a deed of trust of even date to Alan D. Monroe, Trustee.

Property (including any improvements):

Lot(s) 39, Vista Ridge Acres Subdivision, as shown by the map or plat thereof filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's File Number 2023079

Reservations from and Exceptions to Conveyance and Warranty:

1. A lien securing a promissory note (the "Prior Note"), dated May 20, 2009, payable to the order of First National Bank which is described in and secured by a Deed of Trust filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's Document Number 2004719. Grantor shall be obligated to obtain a release of the Property from all liens and security interests securing the Prior Note within 30 days of the date Grantee makes final payment on the Purchase Note;
2. Visible and apparent easements on or across the subject property;
3. Rights of parties in possession;
4. Easements, rights-of-way, and prescriptive rights, whether of record or not;
5. All recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property;
6. Rights of adjoining owners in any walls and fences situated on a common boundary;
7. Any discrepancies, conflicts, or shortages an area or boundary lines;
8. Any encroachments or overlapping of improvements;
9. All rights, obligations, and other matters emanating from and existing by reason of the creation, establishment, maintenance, and operation of any Water Improvement District, Irrigation District, or other applicable governmental district, agency, or authority;
10. Taxes for the current year and subsequent years, and subsequent assessments for prior years due to change in land usage or ownership;
11. The prior reservation or conveyance of all oil, gas, and other minerals previously reserved or conveyed by any parties having the right to do so;
12. All Easements, restrictions, set back lines, drainage swale requirements, and other matters shown on the plat of Vista Ridge Acres Subdivision, as shown on the plat thereof filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's File Number 2023079; and
13. Subdivision Restrictions filed for record in the Office of the County Clerk of Hidalgo County, Texas affecting the subject property.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, all oil, gas, and other minerals in, on, or under, or that may be produced from the Property, together with the right of ingress and egress at all times

for the purpose of mining, drilling, exploring, operating, and developing said Property for oil, gas, and/or other minerals and removing the same therefrom.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, (to the fullest extent permitted by law) all water rights and rights to water (whether riparian, appropriative or otherwise) presently appended or annexed to said property.

If the Property is subject to an existing Lease for oil and gas, or oil, gas and other minerals, Grantor is entitled to receive the royalties and other benefits that are associated with the Property and payable under the Lease.

Grantor, for the consideration and subject to the reservations from, and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to warranty, when the claim is by, through, or under Grantor, but not otherwise.

By the acceptance of this Deed, Grantee is taking the Property "as is", "where is" and "with all faults", and without any representations or warranties whatsoever, express or implied, written or oral, it being the intention of Grantor and Grantee to expressly negate and exclude all representations and warranties, including, but not limited to (i) the physical condition of the property or any element thereof, including, without limitation, warranties related to suitability for habitation, merchantability or fitness for a particular purpose; (ii) the nature or quality of construction, structural design and engineering of any improvements; (iii) the quality of the labor and materials included in any improvements; (iv) the soil conditions; drainage or other conditions existing at the property with respect to any particular purpose, developmental potential or otherwise; (v) all warranties created by any affirmation of fact or promise or by any description of the property; and (vi) all other warranties and representations whatsoever, except the warranty of title expressly set forth herein.

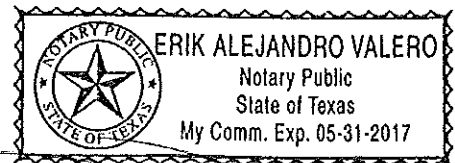
The vendor's lien against and superior title to the property are retained until the Purchase Note is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

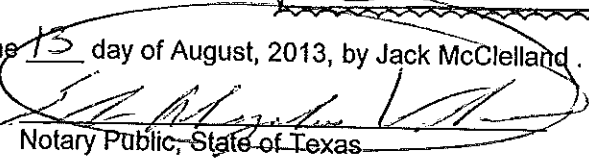

Jack McClelland

(Acknowledgment)

State of Texas
County of Hidalgo



This instrument was acknowledged before me on the 15 day of August, 2013, by Jack McClelland.


Notary Public, State of Texas



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct ① 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 1-10591

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Juan Garcia

Address: 2025 N. mile 11 N.
Weslaco, TX 78596

Phone: 956-739-4836

Approved by Environmental Health:	Temporary Service	Final Service
	Authorized Signature	Authorized Signature
Inspection/Permit No:		
Date Approved:	<u>1</u> / <u>1</u>	<u>1</u> / <u>1</u>

Water Supplier: North Alamo Water

Utility Provider: ☒ M.V.E.C. ☐ AEP

Account/ESI No.: 21254-162
☒ Temporary Pole ☐ Permanent Service

regarding the land described as:

pueblo del Sol ph. 2 Lot 17, block 7

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- Yes A plat has been prepared;
Yes A plat has been reviewed and approved by the Commissioners Court;
Yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
No an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
Yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
Yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 10/19/04);

(verified by Griffith Reina);

(verified by NO);

(verified by NO);

(verified by NO);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct ① 2 3 4

Application No: 1-10591

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Juan Garcia
Address: 2025 W. mile 11 N.
Weslaco, TX
Phone: 739-4836

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Pueblo Del Sol ph.2 lot#17 block 7

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☒ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

[Signature]
Requesting Party (Signature)

10/2/13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) permit

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10/2/13
Date

[Signature]
County Official

Chapter 232 Texas LGC Application

APPLICATION NO:

1-10591

Oct. 2, 2013

COUNTY OF HIDALGO

PLANNING DEPARTMENT

1902 JOE STEPHENS

WESLACO TX 78596

TEL 968-4724

FAX 447-8612

P9285-02-007-0017-00

[1] OWNER: GARCIA, JUAN

309 N. TEXAS BLVD

WESLACO TX 78596-5376

Telephone No. 739-4836

[7] LEGAL DESC./NAME OF SUBDIVISION
PUEBLO DEL SOL PH 2 LOT 17 BLK

LOCATION: 0 MILE 11 & MILE 6 1/2

[2] CONTRACTOR: SELF

[8] SEWAGE: EXIST

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: BRIC

[4] PURPOSE OF APPLICATION: NEW RESIDENCE

25-RESIDENTIAL NEW SINGLE DWELLING

[10] EST. COST OF CONST.: \$2,700

[5] SIZE OF STRUCTURE: 48,000 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

[6] USE OF BUILDING: REST. ZONE X-25

Special Conditions: No construction allowed over any easements.

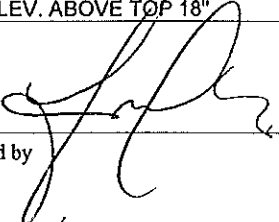
MUST COMPLY WITH ALL COUNTYS SETBACKS & REGULATION

SETBACKS FRONT:30' REAR:25' SIDES:10'

MIN. ELEV. ABOVE TOP 18"

**FOR COUNTY USE ONLY
APPLICATION FEES**

Prepared by

10/2/13
Date

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 0450C

Pct: 0

Community No.: 440034

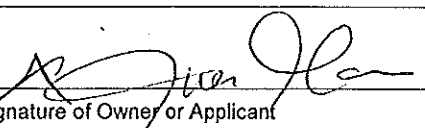
Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

JUAN GARCIA 10/2/13
Approved by10/2/13
Date

Signature of Owner or Applicant

10/2/13
Date**[NOTICE]**

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

General Warranty Deed

Date: September 5, 2013

Grantor: Pueblo Del Sol Inc., A Texas Corporation

Grantor's Mailing Address: 702 W Expressway 83
Weslaco, Texas 78596
Hidalgo County

Grantee: Juan M Garcia DBA JJ Home Builders

Grantee's Mailing Address: 309 N Texas Blvd.
Weslaco, Texas 78596
Hidalgo County

Consideration: TEN AND NO/100THS DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged

Property (including any improvements):

Lot 17, Block VII, Pueblo Del Sol Subdivision Phase II, an Addition to the City Weslaco, Hidalgo County, Texas, according to map thereof recorded in Volume 46, Pages 77-79, Map Records of Hidalgo County, Texas.

Reservations from and Exceptions to Conveyance and Warranty:

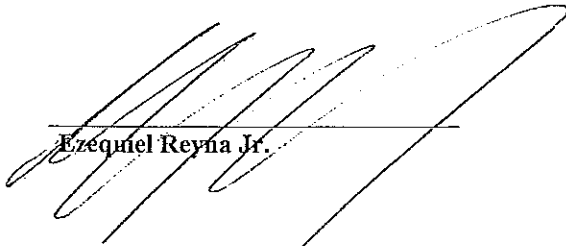
All of Record.

All ad valorem taxes for the year 2013 and all subsequent years.

Grantor, for the Consideration and subject to the Reservations from and Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from and Exceptions to Conveyance and Warranty.

For the same Consideration, Grantor hereby grants, sells, conveys, assigns and delivers to Grantee, without covenant or warranty express or implied (whether under Section 5.023 of the Texas Property Code or otherwise), all right, title and interest, if any, of Grantor, as owner of the Property but not as owner of any other Property in and to (i) strips or gores, if any, between the Property and abutting properties, (ii) any land lying in or under the bed of any street, alley, road or right-of-way, opened or proposed, abutting or adjacent to the Property, (iii) any leases and rental agreements (whether written or verbal) that grant a possessory interest in or that otherwise grant rights with regard to the use of all or any portion of the Property, and (iv) any easements, rights of way, rights of ingress and egress or other interests in, on or to, any land, highway, street, road or avenue, open or proposed, in, on, across from, in front of, abutting, adjoining or otherwise appurtenant to the Property, as well as all other rights, privileges and appurtenances owned by Grantor and in any way related to the Property and other rights and interests of Grantor hereunder conveyed.

When the context requires, singular nouns and pronouns include the plural.

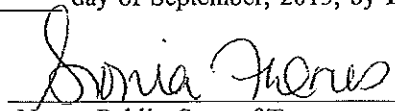


Ezequiel Reyna Jr.

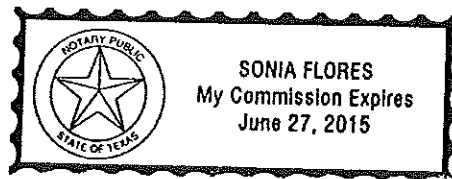
(Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the 5th day of September, 2013, by Ezequiel Reyna Jr. President of Pueblo Del Sol Inc. a Texas Corporation.



Notary Public, State of Texas



PLANNING DEPT. PCTS 2 & 4 CERTIFICATE OF PLAT & UTILITY STATUS		
	APPLICANT	APPLICATION NO.
1.	Iris L. Villanueva	4-12746
2.	Ramon Eloy Ramirez, Jr.	4-12801
3.	Maria Consuelo Rodriguez	4-12758
4.	Guadalupe Garza, Jr.	4-12697
	COMM. COURT: October 8, 2013	



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 3 (4)

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 9-12746

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: J. Ris L Villanueva

Address: P.O. Box 1004 La Blanca
TX 78538

Phone: 956-756-9186

Approved by Environmental Health:	Temporary Service _____	Final Service <u>[Signature]</u>
Inspection/Permit No:	Authorized Signature _____	Authorized Signature <u>EXS/5 King Sept 12</u>
Date Approved:	<u>1 1</u>	<u>9 12 7 1 13</u>

Water Supplier: North Alamo Water Supply

Utility Provider: ☒ M.V.E.C. ☐ AEP

Account/ESI No.: 143272-003
☐ Temporary Pole ☒ Permanent Service

regarding the land described as:

Cardinal Cone Subdivision LA# 24 (Between
N of Monte Cristo
Brushline Rd & Sharp Rd.)

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- yes A plat has been prepared;
yes A plat has been reviewed and approved by the Commissioners Court;
yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
no an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 02-24-99)

(verified by [Signature]);

(verified by [Signature]);

(verified by [Signature]);

(verified by [Signature]);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 (4)
Application No: 4-12746

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: FRIS Villanueva
Address: P.O. Box 1004
La Blanca TX 78558
Phone: 956-756-9186

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Caronial Cone Lot 24

STATUS OF PERSON OR ENTITY MAKING REQUEST:

☒ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

[Signature] 9-27-13
Requesting Party (Signature) Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) pmt

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10-02-13
Date

[Signature]
County Official

Hidalgo County

Hidalgo County Real Property Official Records Search

Friday, September 27, 2013

[Home](#) | [Free Search](#) | [Counties](#) | [Search Help](#) | [Support](#) | [Contact Us](#) | [Account Information](#) | [Logout](#)

Place your cursor on the buttons below and a description of what each button is used for will appear.

[Back to the search page](#)[Printing Instructions](#)

Recorded On-2009-Jan-22 As-196387

196387

Special Warranty Deed**Date:** March 31, 2008**Grantor:** Phillip E. Gray**Grantor's Mailing Address:** PO BOX 2742
Edinburg, Tx 78540-2742**Grantee:** Iris L. Villanueva**Grantee's Mailing Address:** PO BOX 2742
Edinburg, Tx 78540-2742**Consideration:**

Ten and No/100ths Dollars (\$10.00) and other good and valuable consideration

Property (including any improvements):

LOT 24, CARDINAL COVE SUBDIVISION, as shown by the map or plat thereof recorded in Volume 34, Pages 34-35 of the Map Records of Hidalgo County, Texas

A search as to ownership, taxes owed, and encumbrances was not made and no representation is made.

Reservations from conveyance:

None

Exceptions to Conveyance and Warranty:

1. This Conveyance is subject to prior mineral reservations and conveyances of record, if any;
2. Oil and Gas leases of record, if any; restrictive covenants of record, if any;
3. Easements of record, if any; easements rules, regulations and rights in favor of the water district, if any, in which property is situated;
4. Easements and reservations, as shown on the recorded subdivision plat;
5. Applicable zoning and subdivision ordinance and taxes for the current year and subsequent years, and subsequent assessments for prior years due to change in land usage or ownership.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to the Conveyance and Warranty, grants,

Hidalgo County

Hidalgo County Real Property Official Records Search

Friday, September 27, 2013

[Home](#) | [Free Search](#) | [Counties](#) | [Search Help](#) | [Support](#) | [Contact Us](#) | [Account Information](#) | [Logout](#)

Place your cursor on the buttons below and a description of what each button is used for will appear.

[Back to the search page](#)[Printing Instructions](#)

Recorded On-2009-Jan-22 As-1963887

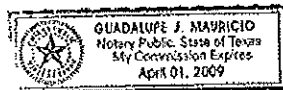
sells, and conveys to Grantee the Property, together with all singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heir and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

As a material part of the Consideration for this deed, Grantor and Grantee agree that Grantee is taking the Property "AS IS" with any and all latent and patent defects and that there is no warranty by Grantor that the Property has a particular financial value or is fit for a particular financial value or is fit for a particular purpose. Grantee acknowledges and stipulates that Grantee is not relying on any representation, statement, or other assertion with respect to the Property condition but is relying on Grantee's examination of the Property. Grantee takes the Property with the express understanding and stipulation that there are no express or implied warranties except for limited warranties of the title set forth in this deed.

STATE OF TEXAS)

COUNTY OF HIDALGO)

This instrument was acknowledged before me on January 14th, ²⁰⁰⁹~~2008~~, by Phillip Gray & Iris Villanueva husband and wife.


Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

AFTER RECORDING RETURN TO:

Iris L. Villanueva
PO BOX 2742
Edinburg, Tx 78540-2742

Chapter 232 Texas LGC Application

APPLICATION NO:

4-12746

Sep. 10, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

C1622-00-000-0024-00

[1] OWNER: VILLANUEVA, IRIS L

PO BOX 1004
EDINBURG, TX 78540-2742
Telephone No. 756-9186

[7] LEGAL DESC./NAME OF SUBDIVISION
CARDINAL COVE LOT 24

LOCATION: 0 M. CRISTO & BRUSHLINE

[2] CONTRACTOR: SELF

[8] SEWAGE: EXIST

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: WOOD

[4] PURPOSE OF APPLICATION: MOBILE HOMES
44- MOBILE HOMES

[10] EST. COST OF CONST.: \$30,000

[5] SIZE OF STRUCTURE: 1,152 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

[6] USE OF BUILDING: RES.MH.ZONE.X

Special Conditions: No construction allowed over any easements.
MUST COMPLY W/ALL REGULATIONS AS PER COUNTY
STATE CITY FEMA & SETBACKS. FRONT 20' SIDE 6'
REAR 40' . 18" ABOVE TOP OF ST.

FOR COUNTY USE ONLY APPLICATION FEES

Prepared by

OTHER

TOTAL AMOUNT \$30.00

Light []

Water []

Flood Zone: NO

Panel No. /Suffix:

0325

Pct: 4

Community No.:

430334

Certification of Elevation

Required: ☒ YES ☐ NO BFE

- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No:

4-12801

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Ramon Eloy Ramirez Jr

Address: 6903 nth Elwin rd

Edinburg TX 78542

Phone: 292-5074

Approved by Environmental Health:	Temporary Service	Final Service
Inspection/Permit No:	Authorized Signature	Authorized Signature
Date Approved:	<u>/ /</u>	<u>/ /</u>

Water Supplier: Alamo water

Utility Provider: ☐ M.V.E.C. ☐ AEP

Account/ESI No.: N/A

☐ Temporary Pole ☐ Permanent Service

regarding the land described as:

KAU FOLD #1 LOT #10

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- yes A plat has been prepared;
yes A plat has been reviewed and approved by the Commissioners Court;
yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
no an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 12-27-08);

(verified by Mary Cepel);

(verified by [Signature]);

(verified by [Signature]);

(verified by [Signature]);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 4-12801

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Ramon Eloy Ramirez
Address: 6903 11th Swin rd
Edinburg Tx 78542
Phone: 292-5074 or 380-4049

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Lot 10 KauFold Sub Benito Ramirez & Swin rd

STATUS OF PERSON OR ENTITY MAKING REQUEST:

☐ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

Ramon Eloy Ramirez
Requesting Party (Signature)

Oct-1-13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

☒ Deed
☐ Executory Contract
☐ Lease

☐ Rent Receipt
☐ Affidavit
☐ Other (describe) pmt

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10/02/13
Date

County Official

Chapter 232 Texas LGC Application

APPLICATION NO:

4-12801

Oct. 1, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

K0800-01-000-0010-00

[1] OWNER: RAMIREZ, RAMON E. JR.

6903 N. GWIN RD.
EDINBURG, TX. 78542

Telephone No. 292-5074

[7] LEGAL DESC./NAME OF SUBDIVISION
KAUFOLD #1 LOT 10

LOCATION: 0 GWIN & B. RAMIREZ

[2] CONTRACTOR: SELF

[8] SEWAGE: EXIST

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: WOOD

[4] PURPOSE OF APPLICATION: MOBILE HOMES
44- MOBILE HOMES

[10] EST. COST OF CONST.: \$30,000

[5] SIZE OF STRUCTURE: 1,092 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

[6] USE OF BUILDING: RES.ZONE-X

Special Conditions: No construction allowed over any easements.

MUST COMPLY W/ALL REGULATIONS & SETBACKS
FRONT 25' SIDE'S 7' REAR 40' FINISH FLOOR OF ELEV.
18" NATURAL GROUND.

**FOR COUNTY USE ONLY
APPLICATION FEES**OTHER _____
TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 030150 Pct: 4

Community No.: 480224

Certification of Elevation

Required: YES ☒ NO ☐ BFE

- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

Alvaro Castillo
Prepared by

10/01/13
Date

Edgar Virdi
Approved by

9/25/13
Date

Maria D. Ramirez
Signature of Owner or Applicant

10-1-13
Date

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

2# 100730

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WARRANTY DEED WITH VENDOR'S LIEN

Date: APRIL 19, 2012

Grantor: WIDE VISION VENTURES, LLC, BLUE CACTUS SERIES, a Texas series limited liability company

Grantor's Mailing Address:

601 TRENTON RD, SUITE D PMB 101
MCALLEN, TEXAS 78504
HIDALGO COUNTY

Grantee: RAMON E. RAMIREZ, JR., a married person

Grantee's Mailing Address:

7204 N. 1ST
EDINBURG, TEXAS 78542
HIDALGO COUNTY

Consideration: Cash and a note of even date that is in the principal amount of TWENTY SEVEN THOUSAND AND NO/100THS DOLLARS (\$27,000.00) and is executed by Grantee, payable to the order of Grantor. It is secured by a vendor's lien retained in this deed and by a deed of trust of even date from Grantee to SANDRA G. FALCON, Trustee.

Property (including any improvements):

Lot 10, KAUFOLD SUBDIVISION NO. 1, an Addition to the City of Edinburg, Hidalgo County, Texas, according to map thereof recorded in Volume 25, Page 170B, Map Records of Hidalgo County, Texas.

Reservations From and Exceptions to Conveyance and Warranty:

- A. Right-of-Way Easement granted by Richard A. Garza to North Alamo Water Supply Corporation, by instrument dated October 18 1988, recorded in Volume 2668, Page 376, Official Records of Hidalgo County, Texas.
- B. A fifteen foot (15') Utility Easement along the West side of subject property as shown on plat recorded in Volume 25, Page 170B, Map Records of Hidalgo County, Texas.
- C. Easements, rights, rules, and regulations in favor of Santa Cruz Irrigation District No 15.
- D. Easements, or claims of easements, which are not of public record.
- E. A twenty-five foot (25') Minimum Setback Line along the front of said property as shown on plat recorded in Volume 25, Page 170B, Map Records of Hidalgo County, Texas.

- F. A forty foot (40') Minimum Setback Line along the rear of said property as shown on plat recorded in Volume 25, Page 170B, Map Records of Hidalgo County, Texas.
- G. A seven foot (7') Minimum Setback Line along the sides of said property as shown on plat recorded in Volume 25, Page 170B, Map Records of Hidalgo County, Texas.
- H. Oil and Gas Lease dated March 15, 1944, from Santa Cruz Farms Co. to Magnolia Petroleum Company recorded in Volume 54, Page 93, Oil and Gas Lease Records of Hidalgo County, Texas.
- I. Oil and Gas Lease dated July 22, 1993, from CNG Producing Co. to Mitchell Energy Corp. filed for record in the Office of the County Clerk of Hidalgo County, Texas, on July 22, 1993, under Clerk's File No. 334331.
- J. All oil, gas, and other minerals reserved in Deeds recorded in Volume 587, Page 617, Official Records of Hidalgo County Texas, and Volume 2643, Page 654, Official Records of Hidalgo County, Texas.
- K. Standby fees, taxes and assessments by any taxing authority for the year 2012 and subsequent years.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

The vendor's lien against and superior title to the Property are retained until each note described is fully paid according to its terms, at which time this deed will become absolute.

When the context requires, singular nouns and pronouns include the plural.

WIDE VISION VENTURES, LLC, BLUE CACTUS
SERIES, a Texas series limited liability company

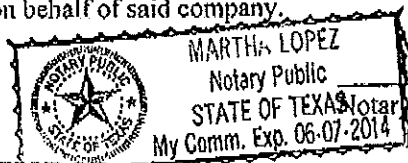
BY: _____

SERGE HENOCQUE, Series Manager

STATE OF TEXAS)

COUNTY OF HIDALGO)

This instrument was acknowledged before me on April 19, 2012, by SERGE HENOCQUE, Series Manager of WIDE VISION VENTURES, LLC, BLUE CACTUS SERIES, a Texas series limited liability company, on behalf of said company.



Martha Lopez
Notary Public, State of Texas

PREPARED IN THE OFFICE OF:

GP#100730 BV
WINGATE LAW OFFICES
7000 NORTH 10TH STREET
2ND FLOOR, STE C5
McALLEN, TEXAS 78504
(TITLEDOS\100730-WDVL\g)

AFTER RECORDING RETURN TO:
RAMON E. RAMIREZ, JR.
7204 N. 1ST
EDINBURG, TEXAS 78542



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 4-12750

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: M. Consuelo Rodriguez

Address: 2307 EVA AVE.
Edinburg, TX.

Phone: 956) 313-7164

Approved by Environmental Health:	Temporary Service <u> </u>	Final Service <u>[Signature]</u>
Inspection/Permit No:	Authorized Signature <u> </u>	Authorized Signature <u>Seuer</u>
Date Approved:	<u>1 / 1</u>	<u>9 / 30 / 13</u>

Water Supplier: North Alamo Water Supply

Utility Provider: ☒ M.V.E.C. ☐ AEP

Account/ESI No.:
☐ Temporary Pole ☐ Permanent Service

regarding the land described as:

North San Carlos Est. #2 Lot #59

on , 20 , the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- yes A plat has been prepared;
- yes A plat has been reviewed and approved by the Commissioners Court;
- yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
- yes an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
- no individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
- yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 02-17-09)

(verified by [Signature])

(verified by [Signature]);

(verified by [Signature])

(verified by [Signature]);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 4
Application No: 4-12758

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: M. Consuelo Rodriguez cid

Address: 2307 EVA AVE.

Phone: 956) 313-7164

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

North San Carlos Est. #2 lot #59

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☐ Subdivider
☒ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

M. Consuelo Rodriguez cid
Requesting Party (Signature)

10-01-13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease

- ☐ Rent Receipt
☐ Affidavit
☐ Other (describe) PMT

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10-02-13
Date

[Signature]
County Official

Chapter 232 Texas LGC Application

APPLICATION NO:

4-12758

Sep. 13, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

N6750-02-000-0059-00

[1] OWNER: RODRIGUEZ, MARIA CONSUELO

2307 EVA AVE.
EDINBURG, TX. 78596

Telephone No. 904-3410

[7] LEGAL DESC./NAME OF SUBDIVISION
NORTH SAN CARLOS EST. #2
LOT 59

LOCATION: 0 MILE 17 1/2 & 83 ST

[2] CONTRACTOR: SELF

[8] SEWAGE: PUBLI

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: WOOD

[4] PURPOSE OF APPLICATION: MOBILE HOMES

[10] EST. COST OF CONST.: \$3,000

20- MOBILE HOMES

[5] SIZE OF STRUCTURE: 840 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES ☐ NO

[6] USE OF BUILDING: RES.ZONE-X

Special Conditions: No construction allowed over any easements.
MUST COMPL W/ALL REGULATIONS & SETBACKS
FRONT 25' SIDE'S 6' REAR 15' FINISH FLOOR OF 18"
FROM STREET

FOR COUNTY USE ONLY APPLICATION FEES

OTHER _____
TOTAL AMOUNT \$60.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 980339 Pct: 4

Community No.: 0325D.

Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

Alon Castillo
Prepared by

Date

9/13/13

Rocky P.
Approved by

Date

9-10-13

Daisy Cid
Signature of Owner or Applicant

Date

9/13/13

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WARRANTY DEED WITH VENDOR'S LIEN

Date: January 1, 2009

Grantor: JUAN R. MOLINA d/b/a NORTH SAN CARLOS

Grantor's Mailing Address:

710 S. Texas Blvd. - P.O. Box 190
Weslaco, Texas 78596
Hidalgo County

Grantee: MARIA CONSUELO RODRIGUEZ

Grantee's Mailing Address:

2307 Eva Ave.
Edinburg, Texas 78539
Hidalgo County

Consideration:

Cash and a note of even date executed by Grantee and payable to the order of Grantor in the principal amount of SEVENTEEN THOUSAND FIFTY AND NO/100 DOLLARS (\$17,050.00). The note is secured by a first and superior vendor's lien and superior title retained in this deed and by a first-lien deed of trust of even date from Grantee to Juan R. Molina, trustee.

Property (including any improvements):

Lot 59, North San Carlos Estates, Phase II, Hidalgo County, Texas, according to map thereof recorded in Volume , Pages , Map Records of Hidalgo County, Texas.

Reservations From and Exceptions to Conveyance and Warranty:

1. Easements, rights-of-way, and prescriptive rights of record.
2. All presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property.
3. All rights, obligations, and other matters emanating from and existing by reason of the creation, establishment, maintenance, and operation of any county water improvement district.

cure any such default as long as Grantee is not in default in payment of the note or in performance of the covenants of the deed of trust securing it. If Grantee cures a default in payment of the note, Grantee may receive credit on the note for all amounts so paid as of the date of the payment.

When the context requires, singular nouns and pronouns include the plural.



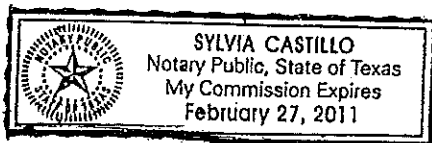
JUAN R. MOLINA,
d/b/a NORTH SAN CARLOS ESTATES

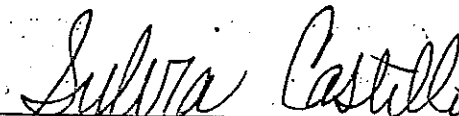
STATE OF TEXAS)

)

COUNTY OF HIDALGO)

This instrument was acknowledged before me on the 27 day of January, 2009, by JUAN R. MOLINA d/b/a NORTH SAN CARLOS ESTATES.




Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Juan R. Molina
710 S. Texas/P.O. Box 190
Weslaco, Texas 78596

PREPARED IN THE OFFICE OF:

Juan R. Molina
710 S. Texas/P.O. Box 190
Weslaco, Texas 78596



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 4

Application No: 4-12697

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Guadalupe Garcia Jr

Address: 6706 Haddonfield St
Edinburg Tx
78542

Phone: 956-789-1104

Approved by Environmental Health:	Temporary Service Authorized Signature	Final Service Authorized Signature
Inspection/Permit No:		
Date Approved:	<u>1</u> / <u>1</u>	<u>9</u> / <u>130</u> / <u>13</u>

Water Supplier: North Alamo Water

Utility Provider: ☐ M.V.E.C. ☒ AEP

Account/ESI No.: _____
☐ Temporary Pole ☐ Permanent Service

regarding the land described as: PH II
Haddonfield Estates Lot #14

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- yes A plat has been prepared;
yes A plat has been reviewed and approved by the Commissioners Court;
yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
no an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 10-27-03)

(verified by Mani Lopez);

9/30/13 Ruby Hernandez
(verified by Ruby Hernandez);

9/30/13 Mani Lopez
(verified by Mani Lopez);

(verified by Mani Lopez);

Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 3 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 4-12097

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Guadalupe Garcia Jr

Address: 6706 Haddonfield St
Edinburg Tx, 78542

Phone: 956-789-1104

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Haddonfield ~~St~~ #2 Lot #14

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☐ Subdivider
☐ Owner of lot in subdivision
☒ Resident of lot in a subdivision
☐ Entity that provides utility service

[Signature]
Requesting Party (Signature)

09/30/13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) pmt

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10-01-13
Date

[Signature]
County Official

NOTICE OF CONFIDENTIALITY RIGHTS

21.66366

IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER

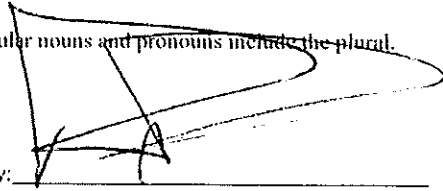
RE: Lot Fourteen (14), HADDONFIELD Subdivision Phase II, Hidalgo County, Texas, as per map or plat of record in Volume 43, Page 158, Map Records, Hidalgo County, Texas.

Special Warranty Deed with Vendor's Lien

1. Date: November 24, 2010
2. Grantor: Richard A. Garza
3. Grantor's Mailing Address: 3910 W. Freddy Gonzalez, Edinburg, Hidalgo County, Texas 78539
4. Grantee: GUADALUPE GARZA, JR.
5. Grantee's Mailing Address: 6616 Haddonfield Street, Edinburg, Hidalgo County, Texas 78539
6. Consideration: Ten and No/100THS (\$10.00) Dollars and other good and valuable consideration, the receipt of which is hereby acknowledged, and the further consideration of the execution and delivery by Grantee of Grantee's one certain promissory note of even date herewith, in the principal sum of NINETEEN THOUSAND FOUR HUNDRED AND NO/100THS DOLLARS (\$19,400.00) payable to the order of Grantor and bearing interest as therein provided; containing the usual clauses providing for acceleration of maturity and for attorney's fees, the payment of which note is secured by the vendor's lien herein retained, and is additionally secured by a Deed of Trust of even date herewith to David Crook, Trustee.
7. Property: Lot Fourteen (14), HADDONFIELD Subdivision Phase II, Hidalgo County, Texas, as per map or plat of record in Volume 43, Page 158, Map Records, Hidalgo County, Texas.
8. Reservations from and Exceptions to Conveyance and Warranty: This conveyance is made by Grantor and accepted by Grantee subject to the following, only to the extent that same exist and affect the property, to-wit:
 - A. The Declaration of Covenants, Easements, Conditions and Restrictions, which include liens and security interests in favor of the Property Owners' Association, to secure the payments of assessments. The Declaration is of record under Document Number 1349315, Official Records, Hidalgo County, Texas.
 - B. All of the following which are valid and subsisting and affect the Property and that are of record, in the Office of the County Clerk, Hidalgo County, Texas, to-wit: all rights, rights of way, restrictions, reservations, reservations and leases of oil, gas and other minerals, reservations of *underground* water and easements (including, but not limited to, easements for roads, utilities, irrigation lines, high pressure gas pipe lines and Irrigation District drainage ditch), and all items listed on Exhibit "A" attached hereto and made a part hereof for all purposes.
 - C. Grantee's representations that: a. Grantee will have inspected the Property to Grantee's sole satisfaction, hiring the necessary experts to satisfy himself as to the condition of the Property without any reliance on any of Grantor's representations; b. The parties are in relatively equal bargaining positions; c. Grantee is purchasing the Property "As Is", without any warranty (except the Special Warranty of Title); d. the language of Exhibit "B" is to be included in the Special Warranty Deed, conveying title to Grantee; and e. Grantee is responsible for obtaining all necessary permissions and permits for the construction upon and/or use of the Property.
 - D. All zoning laws, regulations and ordinances of municipal, county and/or other governmental authorities, if any, relating to the property, or any part hereof.
 - E. Anything an on-the-ground A-E survey would reveal.

RE: Lot Fourteen (14), HADDONFIELD Subdivision Phase II, Hidalgo County, Texas, as per map or plat of record in Volume 43, Page 158, Map Records, Hidalgo County, Texas.

- F. The taxes for the year 2010 and subsequent years due to change in land usage or ownership.
- G. ~~Save and except~~ Grantor reserves for himself and his heirs and assigns all oil, gas and other minerals, in, on, under or that may be produced from the above described property.
- H. Grantor hereby reserves to Grantor the groundwater rights to the property.
- I. **Right of First Refusal.** If Grantee desires to sell or otherwise transfer any interest in the property herein described, Grantor shall have the right of first refusal to meet any bona fide offer of sale on the same terms and conditions of such offer. Upon Grantor's failure to meet such offer in writing within 30 days after written notice thereof from Grantor to Grantee, Grantee may sell the property to the third party in accordance with his offer.
9. Condition of the Property: This Property is sold in its "As Is" condition as set out in Exhibit "B" hereto attached and made a part hereof for all purposes.
10. Prior Liens: None.
11. Granting Clause: Grantor, for valuable consideration the receipt of which is hereby acknowledged, and subject to the reservations from, and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging (continue below):
12. Special Warranty of Title: To have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to warranty, when the claim is by, through or under Grantor, but not otherwise.
13. Vendor's Lien: The vendor's lien against and superior title to the Property are retained until the note described above is fully paid according to its terms, at which time this deed will become absolute.
14. Non-examination of Title: NO TITLE EXAMINATION WAS REQUESTED IN CONNECTION WITH THE PREPARATION OF THIS DOCUMENT NOR WAS ANY MADE. THE PREPARER EXPRESSES NO OPINION AS TO THE TITLE TO THIS PROPERTY.
15. Miscellaneous: When the context requires, singular nouns and pronouns include the plural.
16. Signature:

By: 

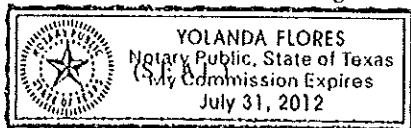
Richard A. Garza

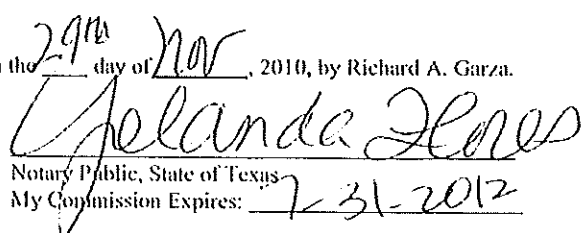
The State of Texas

County of Hidalgo

(Acknowledgment)

This instrument was acknowledged before me on the 29th day of Nov, 2010, by Richard A. Garza.




Notary Public, State of Texas

My Commission Expires: 7-31-2012

After Recording Return To: BIC Investments, 3910 W. Freddy Gonzalez, Edinburg, Texas 78539

RE: Lot Fourteen (14) , HADDONFIELD Subdivision Phase II, Hidalgo County, Texas, as per map or plat of record in Volume 43, Page 158, Map Records, Hidalgo County, Texas.

EXHIBIT "A"

HADDONFIELD SUBDIVISION PHASE II

Reservations from and Exceptions to Conveyance and Warranty: To the extent they validly exist:

1. Blanket easements, rules, regulations and rights in favor of Santa Cruz Irrigations District No. 15 and easements for roadways as shown on the map of the above described subdivision.
2. Right of way easement in favor of North Alamo Water Supply Corporation as shown by instrument dated September 26, 1998 recorded in Volume 2668, Page 355, Official Records of Hidalgo County, Texas.
3. Terms, stipulations and conditions contained in Oil, Gas and Mineral Lease in favor of Magnolia Petroleum Company, dated March 15, 1944, recorded in Volume 54, Page 93, Oil and Gas Records of Hidalgo County, Texas.
4. All oil, gas and other minerals have been heretofore reserved by prior grantors as set forth in Deed dated March 22, 1946, recorded in Volume 587, Page 443 and Deed recorded in Volume 1717, Page 459, both in the Deed Records of Hidalgo County, Texas.
5. Subject to the subdivision regulations of the County of Hidalgo and/or Ordinances or governmental regulation of the City in which the property may be located or holding extra-territorial jurisdiction of said property.
6. Standby fees, taxes and assessments by any taxing authority for the year 2003, and subsequent years, and subsequent taxes and assessments by any taxing authority for prior years due to change in land usage or ownership, the payment of which Grantee assumes.

Exhibit "B"

As a material part of the consideration, Grantor and Grantee agree that Grantee is accepting the Property:

1. AS IS", "WHERE IS" AND "WITH ALL FAULTS",
2. SELLER IS NOT MAKING ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OR CHARACTER, EXPRESSED OR IMPLIED, WITH RESPECT TO THE PROPERTY, (except those set out in warranty of title) INCLUDING, BUT NOT LIMITED TO:
 - A. WARRANTIES OR REPRESENTATIONS OF TITLE (other than seller's warranty of title as expressed in this deed);
 - B. ZONING AND TAX CONSEQUENCES;
 - C. PHYSICAL OR ENVIRONMENTAL CONDITIONS;
 - D. AVAILABILITY OF ACCESS, INGRESS OR EGRESS;
 - E. OPERATING HISTORY OR PROJECTIONS;
 - F. VALUATION;
 - G. GOVERNMENTAL APPROVALS, GOVERNMENTAL REGULATIONS OR ANY OTHER MATTER;
 - H. THINGS RELATING TO OR AFFECTING THE PROPERTY, INCLUDING, WITHOUT LIMITATION:
 - 1) THE VALUE, CONDITION, MERCHANTABILITY, MARKETABILITY, PROFITABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE OF THE PROPERTY; AND
 - 2) THE MANNER, QUALITY, STATE OF REPAIR OR LACK OF REPAIR OF THE PROPERTY;
3. BUYER HAS NOT RELIED UPON AND WILL NOT RELY UPON, EITHER DIRECTLY OR INDIRECTLY, ON ANY REPRESENTATION OR WARRANTY OF SELLER OR ANY AGENT OF SELLER;
4. BUYER WILL CONDUCT SUCH INSPECTIONS AND INVESTIGATIONS OF THE PROPERTY AS BUYER DEEMS NECESSARY, INCLUDING, BUT NOT LIMITED TO, THE PHYSICAL AND ENVIRONMENTAL CONDITIONS THEREOF, AND SHALL RELY UPON SAME;
5. BUYER ACKNOWLEDGES THAT THERE ARE NOT ANY ORAL AGREEMENTS, WARRANTIES OR REPRESENTATIONS, COLLATERAL TO OR AFFECTING THE PROPERTY MADE BY SELLER, ANY AGENT OF SELLER OR ANY THIRD PARTY.

Filed for Record in:
Hidalgo County
Recorder's Office
County Clerk
Dec 30, 2010 at 03:19P
As a Recording
Document Number: 2166766
Fees: 28.00
Receipt Number - 1165719
By: Ambale Rodriguez, Deputy

Chapter 232 Texas LGC Application

APPLICATION NO:

4-12697

Aug. 20, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

H0650-02-000-0014-00

[1] OWNER: GARZA, GUADALUPE JR.

6616 HADDONFIELD ST.
EDINBURG, TX 78539-9308

Telephone No. 585-6894

[7] LEGAL DESC./NAME OF SUBDIVISION
HADDONFIELD PH 2 LOT 14

LOCATION: 0 GWIN & B. RAMIREZ

[2] CONTRACTOR: SELF

[8] SEWAGE: INSTA

[3] WATER SYSTEM: N AL

[9] CONSTRUCTION TYPE: BRIC

[4] PURPOSE OF APPLICATION: NEW RESIDENCE

25- RESIDENTIAL NEW SINGLE DWELLING

[10] EST. COST OF CONST.: \$135,000

[5] SIZE OF STRUCTURE: 2,569 Sq. Ft.

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

[6] USE OF BUILDING: RES.ZONE-X

Special Conditions: No construction allowed over any easements.

MUST COMPLY W/ALL REGULATIONS & SETBACKS
FRONT 25' NORTH SIDE 6' REAR 35' SOUTH SIDE 10'

**FOR COUNTY USE ONLY
APPLICATION FEES**

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 0300.D Pct: 4

Community No.: 480334

Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.

B. No more than one single family residence per lot.

C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.

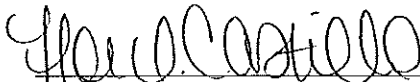
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.

E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

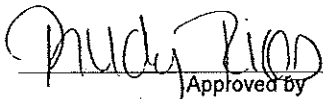
[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

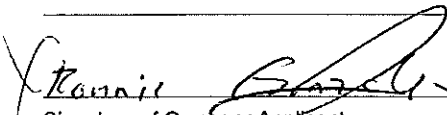
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.


Prepared by

8/20/13
Date


Approved by

8/13/13
Date


Signature of Owner or Applicant

8-20-13
Date

	PLANNING DEPT. PCT 3 CERTIFICATE OF PLAT & UTILITY STATUS	
	APPLICANT	APPLICATION NO.
1.	NORMA L. GONZALEZ	3-14121
2.		
3.		
4.		
5.		
6.		
7.		
	COMM. COURT: OCTOBER 8, 2013	



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2 (3) 4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 3-14121
10/01/13

HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Norma I. Gonzales

Address: 4410 Avery Ave.
Mission, TX. 78574

Phone: (956) 599-5610

Approved by Environmental Health:	Temporary Service	Final Service
Inspection/Permit No:	Authorized Signature	Authorized Signature
Date Approved:	<u>1 1</u>	<u>10/1/13</u>

Water Supplier: Agua S.U.D.

Utility Provider: ☐ M.V.E.C. ☒ AEP

Account/ESI No.: 10032789463493129
☐ Temporary Pole ☒ Permanent Service

regarding the land described as:

Jordan Gardens Lot #18

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232.028(b):

Fill in "yes" or "no" in each blank

- YES A plat has been prepared;
YES A plat has been reviewed and approved by the Commissioners Court;
YES water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable;
NO an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable;
YES individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023;
YES electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023.

(Date approved 4/22/08);

(verified by Roy Cantu);

(verified by Roy Cantu);

(verified by Roy Cantu);

(verified by Roy Cantu);

Roy Cantu 10/1/13
Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Precinct 1 2③4

Raul E. Sesin, P.E., CFM
Planning Administrator

Application No: 3-14121
10/01/13

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Norma L. Gonzales
Address: 4410 Avery Ave.
Mission, Tx 78574
Phone: (956) 599-5610

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Jordan Gardens Lot #18

STATUS OF PERSON OR ENTITY MAKING REQUEST:

- ☒ Subdivider
☐ Owner of lot in subdivision
☐ Resident of lot in a subdivision
☐ Entity that provides utility service

Norma L. Gonzales
Requesting Party (Signature)

10-1-13
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

- ☒ Deed
☐ Executory Contract
☐ Lease
☐ Rent Receipt
☐ Affidavit
☒ Other (describe) permit

.....
This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

10/1/13
Date

Roy Contreras
County Official

SPECIAL WARRANTY DEED WITH VENDOR'S LIEN

NOTICE OF CONFIDENTIALITY RIGHTS: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed in the public records: Your Social Security Number or your Driver's License Number.

Date: September 17, 2013

Grantor: ROBERT W. SMITH dba ANVIL ENTERPRISES

Grantor's Mailing Address in Hidalgo County:

2709 Tom Gill Rd..
Penitas, TX 78576

Grantee: Norma L. Gonzales

Grantee's Mailing Address in Hidalgo County:

208 Colorado St..
Mission, TX 78573

Consideration: TEN AND NO/100 DOLLARS and other good and valuable consideration and the further consideration of a note (the "Purchase Note") of even date, that is in the principal amount of \$29,100.00 and is executed by Grantee, payable to the order of Grantor. It is secured by a vendor's lien retained in this deed and by a deed of trust of even date, from Grantee to DAVID CROOK, Trustee.

Property (including and improvements): LOT 18, JORDAN GARDENS, Hidalgo County, Texas, according to the map or plat thereof recorded in Volume 55, pages 48-50, of the map records of Hidalgo County, Texas.

Reservations From and Exceptions to Conveyance and Warranty:

SAVE AND EXCEPT all oil, gas, and other minerals not previously reserved by prior Grantor are expressly reserved by grantor herein, together with the right of ingress and egress at all times for mining, drilling, exploring, operating, and developing the property for oil, gas, and other minerals and for removing them from the property. If this interest is subject to an existing lease for oil and has executed and delivered this Deed and has granted, bargained, sold, and conveyed the Property, and Grantee has accepted this Deed and has purchased the Property "as is", "where is" and "with all faults" gas or oil, gas, and other minerals, Grantor is entitled to receive the royalties and other benefits that are associated with the interest and payable under the lease;

SUBJECT TO Restrictive covenants recorded as Document Number 1883695 in the Official Records of Hidalgo County, Texas;

SUBJECT TO visible and apparent easements on or across the subject property;

SUBJECT TO minimum floor elevations, minimum building setback lines, utility easements, and other requirements shown on the map of said subdivision;

SUBJECT TO all recorded restrictions, reservations, covenants, conditions, oil, gas and mineral leases, mineral severances and other instruments, other than liens and conveyances, that affect the property;

SUBJECT TO Easements, right-of-way, and prescriptive rights, whether of record or not;

SUBJECT TO easements, rules, rights and regulations in favor of Hidalgo County Irrigation District No. 6;

SUBJECT TO taxes for the current year and all subsequent years, payment of which are expressly assumed by the Grantee herein.

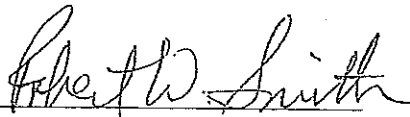
Grantor, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grant, sell and convey to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executor, administrators, successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty, when the claim is by, through or under Grantor, but not otherwise.

Grantor and without any representations or warranties whatsoever, express or implied, written or oral, it being the intention of Grantor and Grantee to expressly negate and exclude all representations and warranties, including, but not limited to (i) the physical condition of the property or any element thereof, including, without limitations, warranties related to suitability for habitation, merchantability or fitness for a particular purpose; (ii) the nature or quality of construction, structural design and engineering of any improvements; (iii) the quality of the labor and materials included in any improvements; (iv) the soil conditions, drainage or other conditions existing at the property with respect to any particular purpose, developmental potential or otherwise; (v) all warranties created by any affirmation of fact or by any description of the property; and (vi) all other warranties and representations whatsoever, except the warranty of title expressly set forth herein.

The vendor's lien against and superior title to the property are retained until Purchase Note described is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns included the plural, and plural nouns and pronouns include the singular.

ROBERT W. SMITH dba ANVIL ENTERPRISES

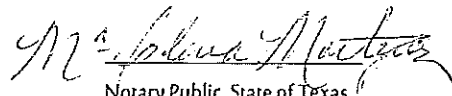

By: Robert W. Smith

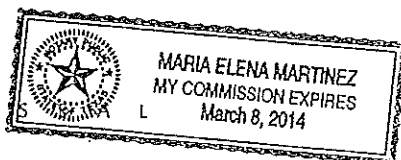
ACKNOWLEDGMENT

STATE OF TEXAS §

COUNTY OF HIDALGO §

This instrument was acknowledged before me on Sept 17, 2013, by Robert W. Smith.


Notary Public, State of Texas



Chapter 232 Texas LGC Application

APPLICATION NO:

3-14121

Oct. 1, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
PO DRAWER B EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

J8130-00-000-0018-00

[1] OWNER: GONZALES, NORMA

4410 AVERY AVE.
MISSION, TX 78574

Telephone No. 599-5610

[7] LEGAL DESC./NAME OF SUBDIVISION
JORDAN GARDENS LOT 18
X-25

[2] CONTRACTOR: SELF

LOCATION: 0 MINNESOTA RD & 6 ML

[3] WATER SYSTEM: AGUA

[8] SEWAGE: EXIST

[4] PURPOSE OF APPLICATION: NEW RESIDENCE
25-RESIDENTIAL NEW SINGLE DWELLING

[9] CONSTRUCTION TYPE: WOOD

[5] SIZE OF STRUCTURE: 864 Sq. Ft.

[10] EST. COST OF CONST.: \$17,700

[6] USE OF BUILDING: RES. NEW HOUSE ZONE-X

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

Special Conditions: No construction allowed over any easements.
FRONT 25' BACK 15' SIDES 6'
MUST COMPLY W/ALL COUNTY SETBACK AND REGULATION
18" TOP OF CURB

FOR COUNTY USE ONLY APPLICATION FEES

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 02900

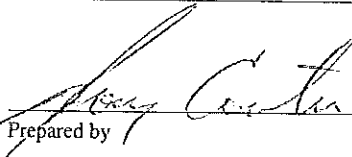
Pct: 3

Community No.: 480374

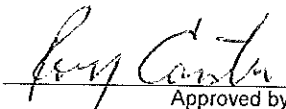
Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

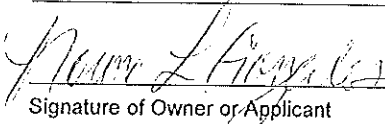
- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.


Prepared by

10/1/13
Date


Approved by

9/30/13
Date


Signature of Owner or Applicant

10-1-13
Date

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

	PLANNING DEPT. PCTS 3 WATER SERVICE AVAILABILTY	
	APPLICANT	APPLICATION NO.
1.	SERGIO GUERRA	3-14113
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
	COMM. COURT: OCTOBER 8, 2013	



PLANNING DEPARTMENT

Rev. 02-19-1

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2/3 4

Application No:

314113
9/27/13

HIDALGO COUNTY CERTIFICATE OF WATER SERVICE AVAILABILITY UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

Upon the application of:

Name: SERGIO GUERRA

Address: 5007 walton dr.
MISSION TX.

Phone: (956) 424-5986

Approved by Environmental Health:	Temporary Service Authorized Signature	Final Service Authorized Signature
Inspection/Permit No:		
Date Approved:	<u>1 / 1</u>	<u>9/30/13</u>

Water Supplier: Agua SUD

Utility Provider: ☐ M.V.E.C. ☒ AEP

Account/ESI No.: 100327894 424-37074388
☐ Temporary Pole ☒ Permanent Service

who is the person requesting utility service to subdivided land ("land") described as follows:

Walton Lot 6

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

and who has submitted to the court an affidavit as required by Local Govt. Code Sec. 232.029 (f), on _____, 20____, the Hidalgo County Commissioners Court approved the issuance of this certificate stating as follows (strike through the statement that does not apply)

The land was not subdivided after September 1, 1995, and water service is available within 750 feet of the land.

-OR-

The land was not subdivided after September 1, 1995, and water service is available more than 750 feet from the subdivided land and the extension of water service to the land may be feasible, subject to a final determination by the water service provider.

Sandra Carter 9/30/13
Planning Department Authorized Signature

Hidalgo County Judge

Date

ATTEST:

Hidalgo County Clerk

Date



PLANNING DEPARTMENT

Rev. 02-19-10

County of Hidalgo

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

Raul E. Sesin, P.E., CFM
Planning Administrator

Precinct 1 2 3 4

Application No: 3-14113

9/27/13

AFFIDAVIT
TO APPLY TO THE COUNTY OF HIDALGO
FOR CERTIFICATE OF WATER SERVICE AVAILABILITY
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

[Note: To be eligible, the land must not have been subdivided after September 1, 1995.]

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared

Sergio Rey Guerra

Known to me [or proved to me in the oath of Texas Driver License or through
DL# 15346493 (description of federal or state government ID card with photograph and signature)],
who swore on oath that the following two statements are true:

1. "I am requesting utility service to the following described land:

walton lot 4

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

2. "The land described above has been sold or conveyed to me."

AND [strike through the statement below that does not apply]

3A. "The land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1995."

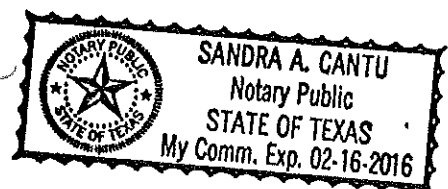
-OR-

3B. "The land was on August 31, 1999, located in the extraterritorial jurisdiction of a municipality as determined by Local Govt. Code Chapter 42; and the land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1999."

Sergio Rey Guerra (Signature)

SUBSCRIBED AND SWORN TO before me on September 30, 2013 to certify which, witnesses my hand and seal of office.

Sandra A. Cantu
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



2251025

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SHERIFF'S DEED

THE STATE OF TEXAS

COUNTY OF HIDALGO

KNOW ALL MEN BY THESE PRESENTS THAT, WHEREAS, by virtue of an Order of Sale issued by the Clerk of the District Court in and for HIDALGO COUNTY, dated September 6, 2011, on a certain Judgment rendered in 332ND District Court on June 2, 2011, in a certain Suit No. T-1159-08-F, styled HIDALGO COUNTY, HIDALGO COUNTY DRAINAGE DISTRICT #1, HIDALGO COUNTY ROAD DISTRICT #5 AND LA JOYA INDEPENDENT SCHOOL DISTRICT VS. KENNETH J. SNIDER, ET AL. I, Guadalupe "Lupe" Trevino, Sheriff of said County, did upon September 6, 2011, levy upon and advertise the said premises as described in said Order of Sale, by giving public notice of the time and place of said sale by an advertisement in the English language, published once a week for three consecutive weeks preceding such sale, the first publication appearing not less than twenty days immediately preceding the day of sale, beginning on September 11, 2011, in *The Monitor*, a newspaper published in the County of HIDALGO, stating in said advertisement the authority by virtue of which said sale was to be made, the time of levy, the time and place of sale, a brief description of the property to be sold, the number of acres, the original survey, its locality in the County, and the name by which the land is generally known, and by delivering a similar notice to each of the above named Defendants, and on the first Tuesday of October, 2011, within the hours prescribed by law, sold said hereinafter described land or lots at public venue, at the Courthouse door of said County, at which sale the premises hereinafter described were bid off to:

Sergio Rey Guerra & Vanessa Chavero, 5007 Walton Dr., Mission, TX 78574, for the sum of \$11,900.00.

He being the highest bidder therefore, and that being the highest bid for the same;

WHEREAS, the above named purchaser exhibited to the officer who conducted the sale an unexpired written statement issued by the Hidalgo County Tax Collector pursuant to Texas Tax Code Section 34.015 showing that there are no delinquent taxes due to Hidalgo County and that no school district or municipality with territory within such county has reported delinquent taxes due for the purchaser.

NOW, THEREFORE, in consideration of the premises aforesaid, and the payment of the sum \$11,900.00, of the receipt of which is hereby acknowledged, I, Guadalupe "Lupe" Trevino, Sheriff as aforesaid, have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto the said Sergio Rey Guerra & Vanessa Chavero, all of the estate, right, title and interest which the defendants in such suit had on the date said Suit was filed or at any time afterwards, in and to the following described land and premises, as described in the Order of Sale, to-wit:

SUIT NO: T-1159-08-F

PROPERTY DESCRIPTION:

TRACT 1: LOT 6, WALTON SUBDIVISION, UNIT #1, HIDALGO COUNTY AND BEING MORE PARTICULARLY DESCRIBED IN VOLUME 2561, PAGE 746, HIDALGO COUNTY, TEXAS, CARRIED ON THE TAX ROLLS AS LOT 6, WALTON.

ACCOUNT NO.: W0650-00-000-0006-00

THIS SALE IS BEING CONDUCTED PURSUANT TO STATUTORY OR JUDICIAL REQUIREMENTS. BIDDERS WILL BID ON THE RIGHTS, TITLE, AND INTERESTS, IF ANY, IN THE REAL PROPERTY OFFERED.

THE PROPERTY IS SOLD AS IS, WHERE IS, AND WITHOUT ANY WARRANTY, EITHER EXPRESS OR IMPLIED. NEITHER THE COUNTY NOR THE SHERIFF'S DEPARTMENT WARRANTS OR MAKES ANY REPRESENTATIONS ABOUT THE PROPERTY'S TITLE, CONDITION, HABITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. BUYERS ASSUME ALL RISKS.

IN SOME SITUATIONS, A LOT OF FIVE ACRES OR LESS IS PRESUMED TO BE INTENDED FOR RESIDENTIAL USE. HOWEVER, IF THE PROPERTY LACKS WATER OR WASTEWATER SERVICE, THE PROPERTY MAY NOT QUALIFY FOR RESIDENTIAL USE. A POTENTIAL BUYER WHO WOULD LIKE MORE INFORMATION SHOULD MAKE ADDITIONAL INQUIRIES OR CONSULT WITH PRIVATE COUNSEL.

ESTA VENTA SE LLEVARÁ A CABO DE CONFORMIDAD CON LOS REQUISITOS LEGALES O JUDICIALES. LOS POSTORES HARÁN UNA OFERTA POR EL TÍTULO, LOS DERECHOS E INTERESES, SI ALGUNO, EN LA PROPIEDAD OFRECIDA.

LA PROPIEDAD SE VENDE COMO ESTÁ, EN EL LUGAR DONDE SE ENCUENTRA, Y SIN NINGUNA GARANTÍA, YA SEA EXPRESA O IMPLÍCITA. NI EL CONDADO, NI LA OFICINA DEL ALGUACIL GARANTIZAN O HACEN NINGUNA REPRESENTACIÓN SOBRE EL TÍTULO DE LA PROPIEDAD, CONDICIÓN, HABITABILIDAD, COMERCIALIZABILIDAD, O IDONEIDAD PARA UN PROPÓSITO PARTICULAR. LOS COMPRADORES ASUMEN TODOS LOS RIESGOS.

EN ALGUNAS SITUACIONES, UN LOTE DE CINCO HECTÁREAS O MENOS SE PRESUME QUE ES APTO PARA USO RESIDENCIAL. SIN EMBARGO, SI LA PROPIEDAD NO TIENE SERVICIOS DE AGUA POTABLE O AGUAS RESIDUALES, LA PROPIEDAD NO PUEDE CALIFICAR PARA EL USO RESIDENCIAL. UN COMPRADOR POTENCIAL QUE DESEE MÁS INFORMACIÓN, DEBERÁ HACER ESTUDIOS ADICIONALES O CONSULTAR CON UN ABOGADO PRIVADO.

TO HAVE AND TO HOLD the above described premises, subject, however, to the right of defendants to redeem the same in the manner prescribed by law within six months unless it is residential homestead or agricultural land from the date of filing for record of the purchaser's deed, unto the said **Sergio Rey Guerra & Vanessa Chavero**, his/her heirs and assigns, forever, as fully and absolute as I, **Guadalupe "Lupe" Trevino, Sheriff**, aforesaid, can convey by virtue of said Order of Sale. It is understood and agreed that by virtue of said Judgment and Order of Sale, a writ of possession shall issue no sooner than 20 days following the date on which the purchaser's deed from the sheriff or constable is filed of record.

Taxes for subsequent years are to be paid by the purchaser.

WITNESS MY HAND this the 7th day of October, 2011.

Lupe Trevino

Guadalupe "Lupe" Trevino
Sheriff, Hidalgo County, Texas

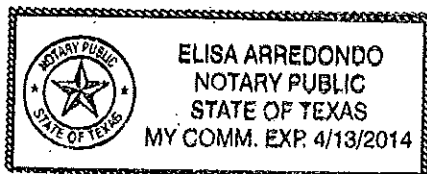
Rene Trevino
By: Deputy

THE STATE OF TEXAS

COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this the day personally appeared Guadalupe "Lupe" Trevino, known to me well known to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 7th day of October, 2011.



Elisa Arredondo
Notary Public in and for the
State of Texas

Elisa Arredondo
(printed name)
Commission Expires: 04/13/2014

After recording, return to:
Sergio Rey Guerra & Vanessa Chavero
5007 Walton Dr.
Mission, TX 78574

Chapter 232 Texas LGC Application

APPLICATION NO:

3-14113

Sep. 27, 2013

COUNTY OF HIDALGO
PLANNING DEPARTMENT
PO DRAWER B EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

W0650-00-000-0006-00

[1] OWNER: GUERRA, SERGIO REY
CHAUVERO, VANESSA
5007 WALTON DR
PALMVIEW, TX 78572
Telephone No. 424-5986

[7] LEGAL DESC./NAME OF SUBDIVISION
WALTON LOT 6
X-44

[2] CONTRACTOR: SELF

LOCATION: 0 MINNESOTA RD & 4 1/2 ML

[3] WATER SYSTEM: AGUA

[8] SEWAGE: INSTA

[4] PURPOSE OF APPLICATION: MOBILE HOMES
44-MOBILE HOMES/ RV

[9] CONSTRUCTION TYPE: META

[5] SIZE OF STRUCTURE: 224 Sq. Ft.

[10] EST. COST OF CONST.: \$2,000

[6] USE OF BUILDING: RES MH ZONE X

[11] SPECIAL FLOOD HAZARD AREA: ☒ YES
☐ NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY W/ALL REGULATIONS AND SETBACKS.
FRONT 25' SIDES 6' REAR 15'
18 INCHES ABOVE NATURAL GROUND.

FOR COUNTY USE ONLY APPLICATION FEES

OTHER _____

TOTAL AMOUNT \$30.00

Light [X]

Water [X]

Flood Zone: NO

Panel No. /Suffix: 02900 Pct: 3

Community No.: 480334

Certification of Elevation

Required: ☐ YES ☒ NO ☐ BFE

- A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

Sandra Canter
Prepared by

9/27/13
Date

H. Garza
Approved by

9/27/13
Date

Sergio Guerra
Signature of Owner or Applicant

9/27/2013
Date

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

AI-40886

Tax Refunds 5. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Judy Newton, TAX OFFICE

Department: TAX OFFICE

Information

CAPTION

ACCOUNT NUMBER	PAYER	AMOUNT
P9275.00.000.0023.01	INTER NATIONAL BANK	\$5,068.68
S2950.00.000.0237.16	CHRIS CARDENAS	\$7,416.32

BACKGROUND

Attachments

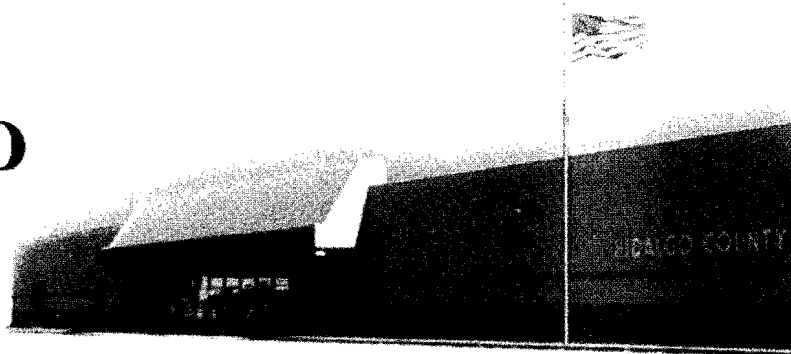
CC REFUND APP

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/25/2013 10:04 AM
Manuel Chapa	Manuel Chapa	09/27/2013 01:51 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Judy Newton		Started On: 09/23/2013 10:51 AM
	Final Approval Date: 10/03/2013	

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

September 20, 2013

The Honorable Ramon Garcia
Hidalgo County Commissioners
Edinburg, Texas 78539

Re: See attached list

Gentlemen:

Our office has determined that the attached application(s) for a tax refund over \$2,500.00 dollars is(are) erroneous and/or excessive. The County Auditor has also agreed with our determination. As a result, I respectfully request that the Commissioner's Court approve the enclosed application(s) for a tax refund as required by Property Tax Code Section 31.11, Refunds of Overpayments or Erroneous Payments.

When completed, please return the attached to our office. Thank you for your assistance in this matter.

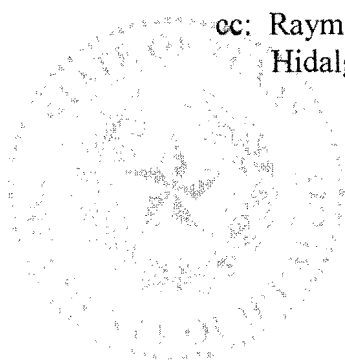
Respectfully,

Pablo (Paul) Villarreal, Jr., RTA

jn

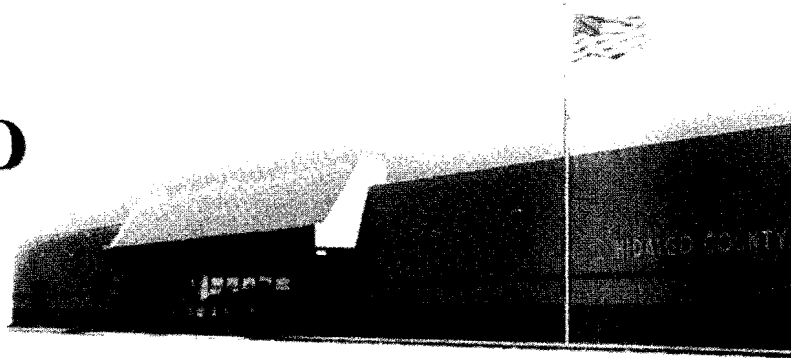
Enclosure

cc: Raymundo Eufracio, CPA
Hidalgo County Auditor



Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. R1A



P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

ACCOUNT NUMBER	PAYER	AMOUNT
P9275.00.000.0023.01	Inter National Bank	\$5,068.68
S2950.00.000.0237.16	Chris Cardenas	\$7,416.32





ARMANDO BARRERA JR., RTA
Hidalgo County Tax Assessor - Collector
PO BOX 178 EDINBURG, TX 78540-0178

Phone No.: (956) 318-2157
Fax No.: 956-318-2733

Print Date: 12/18/2012

SECOND NOTICE

Payer:
INTERNATIONAL BANK
P.O. BOX 1700
1801 S. 2ND ST.
MCALLEN, TX 78505

RECEIVED

AUG 5 2013

Account Number
P9275-00-000-0023-01
HCAD No. 665951

Legal Description of the Property
PUEBLO AMISTAD LOTS 23-25

709 ANGELITA DR

OWNER: REYNA FAMILY LAND DEV LTD

2012 OVERAGE AMOUNT \$5,068.68

1: HIDALGO COUNTY, 2: DRAINAGE DIST #1, 40: CITY OF WESLACO, 53: WESLACO ISD, 54: SOUTH TEXAS ISD, 55: SOUTH TEXAS COLLEGE

APPLICATION FOR PROPERTY TAX REFUND

If you paid the taxes on this account and believe you are entitled to a refund, please complete this application, sign it, and return it with proof of payment. Applications must be submitted within three years of the date of payment or you waive the right to the refund per Section 31.11c of Texas Property Tax Code. Governing body approval is required for refunds in excess of \$500. Please allow 60 days for processing.

Check # 9008551

Step 1: Identify the Payer requesting the refund if different than shown above	Name	Inter National Bank	Relationship to Property Owner	Financial Institution
	Mailing Address	P.O. Box 1700	Daytime Telephone Number	956-664-8400 x1151
	City, State, Zip Code	McAllen, TX 78505		
Step 2: Refunds are only issued to party that paid taxes. Affirm that you are the payer.	I paid the taxes for year <u>2012</u> and am the party entitled to the refund.			
Step 3: Mark the reason for the refund and provide a brief explanation	☒	Overpaid the account		
	☐	Duplicate payment		
	☐	Paid in error (explain)		
Step 4: Provide payment information Attach copies of cancelled checks or tax office receipts	Total amount paid by this taxpayer		\$33,840 ¹⁸	
	Total tax, penalty, and interest amount owed for the year			
	Amount of refund claimed		\$5068 ⁶⁸	
Step 5: How should the refund be processed?	☒	Mail to Property Owner		
	☒	Mail to Payer at address in Step 1		
	☐	Transfer this amount to account	For tax year	
	☐	Escrow for next year's taxes		
Step 6: Sign the application form. Unsigned applications will not be processed. Please allow 60 days from the time this application is returned to the tax office for the refund to be processed	By completing and signing this form I hereby apply for the refund of the above described taxes and certify that the information I have given on this form is true and correct			
	SIGN HERE		Date of application	
			8-6-13	
If you make a false statement on this application you could be found guilty of a Class A Misdemeanor or a state jail felony under Texas Penal Code Section 37.10				
AUDITORS USE ONLY:	☒ Approved	☐ Denied	By:	Date: 9/19/13
TAX OFFICE USE ONLY:	☒ Approved	☐ Denied	By:	Date: 9-9-13

This application must be completed, signed, and submitted with supporting documentation to be valid.

8/13

AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE
DATE: 9/29/13



PABLO (PAUL) VILLARREAL JR., RTA
Hidalgo County Tax Assessor - Collector
PO BOX 178 EDINBURG, TX 78540-0178

Phone No.: (956) 318-2157
Fax No.: 956-318-2733

Print Date: 07/31/2013

CHRIS CARDENAS
1000 N TAYLOR RD
MCALLEN, TX 78501

AUDITED BY: THE HIDALGO
COUNTY AUDITOR'S OFFICE
DATE: 9-18-13

J.C. 9.18.13

Account Number
S2950-00-000-0237-16 *
HCAD No. 281216 *

Legal Description of the Property
JOHN H SHARY N320' EXC
S290'-N320'-W360' LOT 237 7.30AC GR
7.29AC NET

OWNER: CARDENAS CARLOS J & LINDA C *

2012 OVERAGE AMOUNT \$7,416.32 *

1: HIDALGO COUNTY, 2: DRAINAGE DIST #1, 51: SHARYLAND ISD, 54: SOUTH TEXAS ISD, 55: SOUTH TEXAS COLLEGE

APPLICATION FOR PROPERTY TAX REFUND

If you paid the taxes on this account and believe you are entitled to a refund, please complete this application, sign it, and return it with proof of payment. Applications must be submitted within three years of the date of payment or you waive the right to the refund per Section 31.11c of Texas Property Tax Code. Governing body approval is required for refunds in excess of \$500. Please allow 60 days for processing.

Step 1: Identify the Payer requesting the refund if different than shown above	Name	Carlos J. Cardenas MD	Relationship to Property Owner	Self
	Mailing Address	1000 N. Taylor Rd.	Daytime Telephone Number	956-330-0250
	City, State, Zip Code	McAllen, TX 78501		
Step 2: Refunds are only issued to party that paid taxes. Affirm that you are the payer.	I paid the taxes for year 2012 and am the party entitled to the refund.			
Step 3: Mark the reason for the refund and provide a brief explanation	☒	Overpaid the account		
	☐	Duplicate payment		
	☐	Paid in error (explain)		
Step 4: Provide payment information Attach copies of cancelled checks or tax office receipts	Total amount paid by this taxpayer			
	Total tax, penalty, and interest amount owed for the year			
	Amount of refund claimed			
Step 5: How should the refund be processed?	☒	Mail to Property Owner		
	☒	Mail to Payer at address in Step 1		
	☐	Transfer this amount to account		For tax year
	☐	Escrow for next year's taxes		
Step 6: Sign the application form. Unsigned applications will not be processed. Please allow 60 days from the time this application is returned to the tax office for the refund to be processed	By completing and signing this form I hereby apply for the refund of the above described taxes and certify that the information I have given on this form is true and correct			Date of application
	SIGN HERE [Signature]			8-13-2013 *
If you make a false statement on this application you could be found guilty of a Class A Misdemeanor or a state jail felony under Texas Penal Code Section 37.09				
AUDITORS USE ONLY:	☒ Approved	☐ Denied	By: [Signature]	Date: 9/19/13
TAX OFFICE USE ONLY:	☒ Approved	☐ Denied	By: [Signature]	Date: 9-2-13 *

This application must be completed, signed, and submitted with supporting documentation to be valid.

AI-40991

Tax Refunds 5. B.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Norma Briones, TAX OFFICE

Department: TAX OFFICE

Information

CAPTION

Account Number	Payer	Amount
D0443.99.000.0001.00	VLO Retail Holdings Inc	\$3,493.33
J2004.99.000.0002.00	VLO Retail Holdings Inc	\$5,317.37
M4020.99.000.0001.00	VLO Retail Holdings Inc	\$3,116.33

BACKGROUND

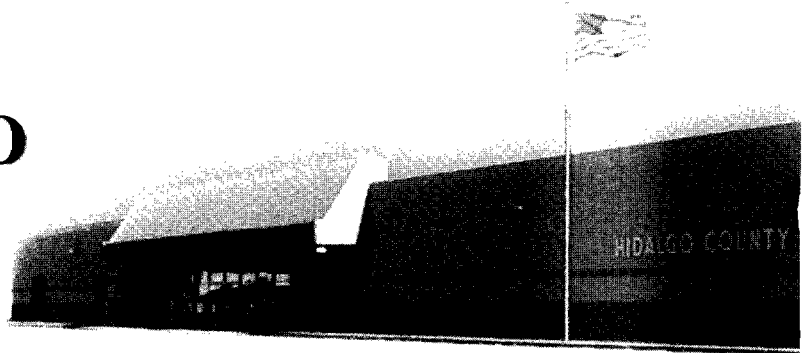
Attachments

ComCourt10082013Co.(2)

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/27/2013 03:15 PM
Glinda Pacheco	Glinda Pacheco	10/03/2013 09:46 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Norma Briones		Started On: 09/27/2013 10:30 AM
	Final Approval Date: 10/03/2013	

Office of Tax Assessor - Collector
COUNTY of HIDALGO
Pablo "Paul" Villarreal, Jr. RTA



September 26, 2013

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

The Honorable Ramon Garcia
Hidalgo County Commissioners
Edinburg, Texas 78539

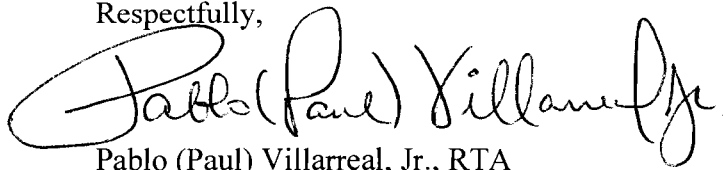
Re: See attached list

Gentlemen:

The Hidalgo County District Court has ordered a correction to the tax roll as allowed by Property Tax Code Section 42.43. This correction decreased the tax liability of the property owner(s). Since taxes had been previously paid, our office determined that the tax roll correction resulted in a tax refund over \$2,500.00 dollars due to the taxpayer(s). The County Auditor has also agreed with our determination. As a result, I respectfully request that the Commissioner's Court approve the enclosed application(s) for a tax refund as recommended by the County Auditor.

When completed, please return the attached to our office. Thank you for your assistance in this matter.

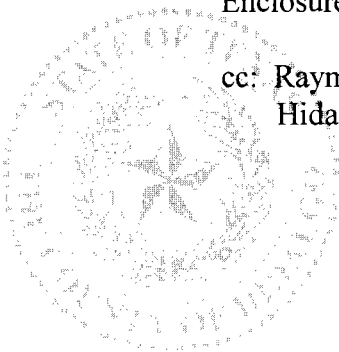
Respectfully,


Pablo (Paul) Villarreal, Jr., RTA

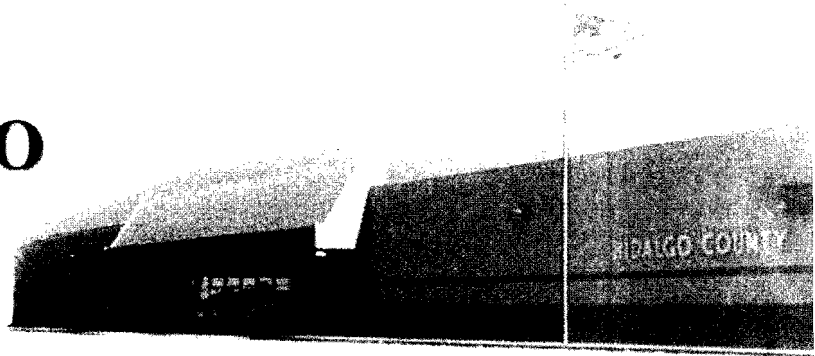
nlr

Enclosure

cc: Raymundo Eufracio, CPA
Hidalgo County Auditor



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

ACCOUNT NUMBER	PAYER	AMOUNT
D0443.99.000.0001.00	VLO Retail Holdings Inc	\$3,493.33
J2004.99.000.0002.00	VLO Retail Holdings Inc	\$5,317.37
M4020.99.000.0001.00	VLO Retail Holdings Inc	\$3,116.33

APPLICATION FOR TAX REFUND

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

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

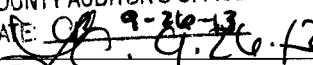
Step 1: Owner's name and address	Owner's name BIG DIAMOND INC (PAID BY: VLO RETAIL HOLDINGS INC)	
	Present mailing address (number and street) P.O. BOX 690110	
	City, town or post office, state, ZIP code SAN ANTONIO, TX 78269	Phone (area code and number)

Legal description (or attach copy of the tax bill or tax receipt): **INVENTORY FURNITURE FIXTURES & EQUIPMENT**

Step 2: Describe the property	AT 3701 WEST BUSINESS HIGHWAY 83 / NEW ACCT 2006	
	Address or location of property:	
	767396	
	Account number of property: D0443.99.000.0001.00	Tax receipt number: OR 22854699

Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES	2012	01/31 / 2013	\$ 6,389.65	\$ 3,259.48
	2. POLLUTION EXEMPTION	2012	01/31 / 2013	\$	\$ 233.85
	3.		/	\$	\$
	4.		/	\$	\$
	5. TOTAL		/	\$	\$ 3,493.33
Taxpayer's reason for refund (attach supporting documentation): COURT ORDER # C-2666-11-J					
PER ORDER PAY BY 10-21-13					
NR					

Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	Signature sign here 	Date of application for tax refund
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.	

Step 5: Tax refund Determination	This tax refund is ☒ Approved ☐ Disapproved		AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE: 9-26-13  9/22/13 Date 9/25/13 Date
	Authorized officer sign here 		
	Collector(s) of taxing unit(s) for refund applications over (insert amount) for which governing body approval is required under Section 31.11, tax code sign here 		

9/26

APPLICATION FOR TAX REFUND

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

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

Step 1: Owner's name and address	Owner's name VALERO CORNER STORE # 1542 (PAID BY: VLO RETAIL HOLDINGS INC)	
	Present mailing address (number and street) P.O. BOX 690110	
	City, town or post office, state, ZIP code SAN ANTONIO, TX 78269	Phone (area code and number)

Step 2: Describe the property	Legal description (or attach copy of the tax bill or tax receipt): INVENTORY FURNITURE FIXTURES & EQUIPMENT	
	AT 2204 WEST TRENTON ROAD	
	Address or location of property:	
	769124	
	Account number of property:	Tax receipt number:

J2004.99.000.0002.00 OR 22854688

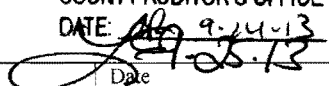
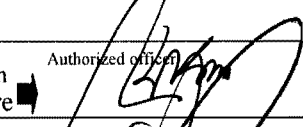
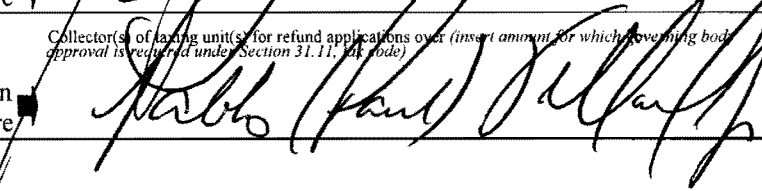
Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES	2012	01/31 / 2013	\$ 9,126.29	\$ 5,031.06
	2. POLLUTION EXEMPTION	2012	01/31 / 2013	\$	\$ 286.31
	3.		/	\$	\$
	4.		/	\$	\$
	5. TOTAL		/	\$	\$ 5,317.37
	Taxpayer's reason for refund (attach supporting documentation): COURT ORDER # C-2666-11-J				
PER ORDER PAY BY 10-21-13					
NR					

Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	Signature sign here 	Date of application for tax refund
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.	

Step 5: Tax refund Determination	This tax refund is ☒ Approved ☐ Disapproved		AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE 9-24-13
	Authorized officer sign here 	Date 9/25/13	
	Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 31.12, tax code) sign here 	Date 9/23/13	

9/24

APPLICATION FOR TAX REFUND

Collection office name HIDALGO COUNTY TAX OFFICE		Collecting tax for: (Tax Units) GHD-SST-DR1-FD1-FD2-FD3-FD4-CAN- CLV-CMS-CPN-CPO-CWL-SEB-SLV- SML-SMS-SSL-SWL-JCC				
Present mailing address (number and street) P O BOX 178						
City, town or post office, state, ZIP code EDINBURG TX 78540-0178		Phone (area code and number) (956) 318-2157				
To apply for a tax refund, the taxpayer must complete the following						
Step 1: Owner's name and address	Owner's name VALERO CORNER STORE # 1536 (PAID BY: VLO RETAIL HOLDINGS INC)					
	Present mailing address (number and street) P.O. BOX 690110					
	City, town or post office, state, ZIP code SAN ANTONIO, TX 78269		Phone (area code and number)			
Legal description (or attach copy of the tax bill or tax receipt): INVENTORY FURNITURE FIXTURES & EQUIPMENT						
Step 2: Describe the property	AT 3225 EAST EXPRESSWAY 83 / NEW ACCT 2005					
	Address or location of property:					
	762439					
	Account number of property: M4020.99.000.0001.00		Tax receipt number: OR 22855676			
Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested		Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES		2012	01/31 / 2013	\$ 8,888.50	\$ 2,666.55
	2. POLLUTION EXEMPTION		2012	01/31 / 2013	\$	\$ 449.78
	3.			/	\$	\$
	4.			/	\$	\$
	5. TOTAL			/	\$	\$ 3,116.33
	Taxpayer's reason for refund (attach supporting documentation): COURT ORDER # C-2666-11-J					
	PER ORDER PAY BY 10-21-13					
	NR					
Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."					
	Signature sign here 				Date of application for tax refund	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.					
Step 5: Tax refund Determination	This tax refund is ☒ Approved ☐ Disapproved					AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE: 9-24-13  9/25/13 9/25/13 9/23/13
	Authorized officer sign here 					
	Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 31.11, Tax Code) sign here 					

9/24

AI-40951

Tax Refunds 5. C.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Norma Briones, TAX OFFICE

Department: TAX OFFICE

Information

CAPTION

Account Number	Payer	Amount
H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,546.81
H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,548.30

BACKGROUND

Attachments

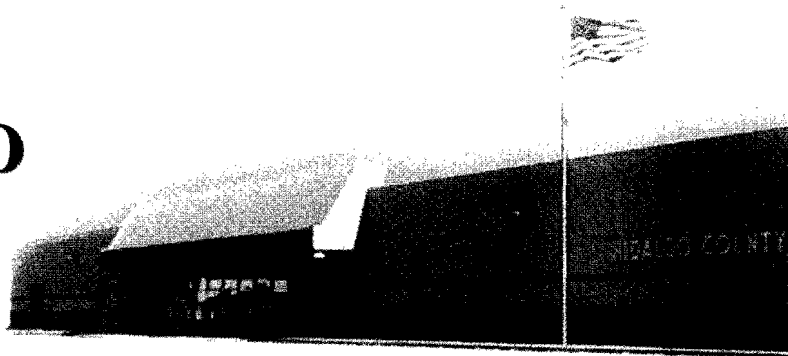
ComCourt10082013Co

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/26/2013 10:46 AM
Manuel Chapa	Manuel Chapa	10/01/2013 04:10 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Norma Briones		Started On: 09/25/2013 03:55 PM
	Final Approval Date: 10/03/2013	

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



September 19, 2013

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

The Honorable Ramon Garcia
Hidalgo County Commissioners
Edinburg, Texas 78539

Re: See attached list

Gentlemen:

The Hidalgo County District Court has ordered a correction to the tax roll as allowed by Property Tax Code Section 42.43. This correction decreased the tax liability of the property owner(s). Since taxes had been previously paid, our office determined that the tax roll correction resulted in a tax refund over \$2,500.00 dollars due to the taxpayer(s). The County Auditor has also agreed with our determination. As a result, I respectfully request that the Commissioner's Court approve the enclosed application(s) for a tax refund as recommended by the County Auditor.

When completed, please return the attached to our office. Thank you for your assistance in this matter.

Respectfully

Pablo (Paul) Villarreal, Jr.

Pablo (Paul) Villarreal, Jr., RTA

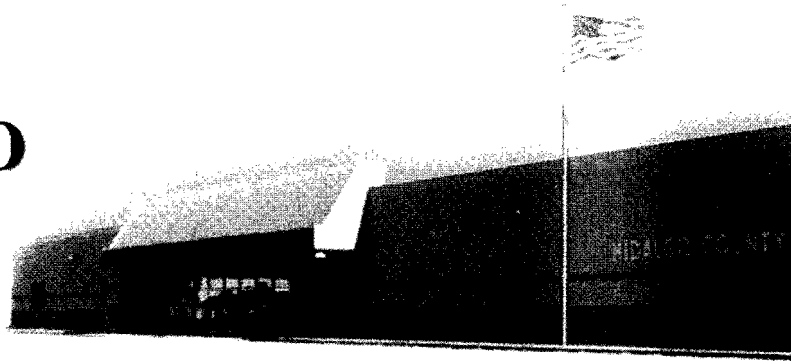


jn

Enclosure

cc: Raymundo Eufracio, CPA
Hidalgo County Auditor

Office of Tax Assessor - Collector
COUNTY of HIDALGO
Pablo "Paul" Villarreal, Jr. R7A



P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

ACCOUNT NUMBER	PAYER	AMOUNT
H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,546.81
H3945.99.002.000A.00	VLO Retail Holdings Inc	\$2,548.30



APPLICATION FOR TAX REFUND

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

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

Step 1: Owner's name and address	Owner's name VALLEY SHAMROCK # 1526 (PAID BY: VLO RETAIL HOLDINGS INC)	
	Present mailing address (number and street) P.O. BOX 690110	
	City, town or post office, state, ZIP code SAN ANTONIO, TX 78269	Phone (area code and number)

Legal description (or attach copy of the tax bill or tax receipt): **INVENTORY FIXTURES & EQUIPMENT 900**

Step 2: Describe the property	WEST FERGUSON NEW ACCT 1990 / # 17422925812	
	Address or location of property:	
	343453	
	Account number of property: H3945.99.002.000A.00	Tax receipt number: OR 20446381

Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES	2011	01/31 / 2012	\$ 8,489.30	\$ 2,546.81
	2.		/	\$	\$
	3.		/	\$	\$
	4.		/	\$	\$
	5. TOTAL		/	\$	\$ 2,546.81
	Taxpayer's reason for refund (attach supporting documentation): COURT ORDER # C-2666-11-J <i>Per Order, pay by 10-21-13</i> NR				

Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	Signature sign here	Date of application for tax refund
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.	

Step 5: Tax refund Determination	This tax refund is ☒ Approved ☐ Disapproved		AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE: 9-17-13 <i>9-18-13</i>
	Authorized officer sign here	Date <i>9/18/13</i>	
	Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 31.12 tax code) sign here	Date <i>9-3-13</i>	

9/9 9/18

APPLICATION FOR TAX REFUND

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

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

Step 1: Owner's name and address	Owner's name VALLEY SHAMROCK # 1526 (PAID BY: VLO RETAIL HOLDINGS INC)	
	Present mailing address (number and street) P.O. BOX 690110	
	City, town or post office, state, ZIP code SAN ANTONIO, TX 78269	Phone (area code and number)

	Legal description (or attach copy of the tax bill or tax receipt): INVENTORY FIXTURES & EQUIPMENT 900
--	--

Step 2: Describe the property	WEST FERGUSON NEW ACCT 1990 / # 17422925812	
	Address or location of property:	
	343453	
	Account number of property:	Tax receipt number:
	H3945.99.002.000A.00	OR 22855693

Step 3: Give the tax payment information	Name Of Taxing Unit from Which Refund is Requested	Year for Which Refund is Requested	Date of the Tax Payment	Amount of Taxes Paid	Amount of Tax Refund Requested
	1. ALL ENTITIES	2012	01/31 / 2013	\$ 8,494.27	\$ 2,548.30
	2.		/	\$	\$
	3.		/	\$	\$
	4.		/	\$	\$
	5. TOTAL		/	\$	\$ 2,548.30
	Taxpayer's reason for refund (attach supporting documentation): COURT ORDER # C-2666-11-J <i>Per order, pay by 10-21-13</i> NR				

Step 4: sign the form	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."	
	Signature sign here	Date of application for tax refund
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.	

Step 5: Tax refund Determination	This tax refund is ☒ approved ☐ Disapproved	
	AUDITED BY: THE HIDALGO COUNTY AUDITOR'S OFFICE DATE: 9-17-13	
	Authorized officer sign here	Date 9/18/13
	Collector(s) of taxing unit(s) for refund applications over (insert amount for which governing body approval is required under Section 31.11, tax code) sign here	Date 9-3-13

9/18 9/18

AI-40907

Urban County 6. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Michelle Mendoza

Submitted By: Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Request approval to enter into one (1) "Homebuyer Assistance Program" Contract under the HOME Program.

BACKGROUND

The applicant below has been found eligible to receive closing cost/down payment assistance under the Homebuyer Assistance Program. Approval is being requested to enter into contract with the following applicant:

APPLICANT	FUNDING YEAR	GRANT AMOUNT	LENDER	LEGAL DESCRIPTION
RENE PEREZ & MARTHA A SANCHEZ	FY 2012	\$10,000	USDA	LOT 3 TOWER LANDING SUBDIVISION PHASE I ALAMO TX

All loan closing documents for the first lien have been reviewed and approved as to form by County legal counsel.

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	09/25/2013 10:12 AM
Manuel Chapa	Obdett Calzada	09/25/2013 10:13 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Mary Flores		Started On: 09/24/2013 04:02 PM
	Final Approval Date: 10/03/2013	

COUNTY OF HIDALGO
STATE OF TEXAS
URBAN COUNTY PROGRAM
HOMEBUYER ASSISTANCE PROGRAM CONTRACT

This Homebuyer Assistance Program Contract ("Homeowner Contract") is entered into this 8th day of October 2013, between the County of Hidalgo, State of Texas ("County") and Rene Perez Gomez & Martha Alicia Sanchez ("Owner").

Owner has requested financial assistance from the County to assist Owner with the down payment and/or closing costs to purchase a home in accordance with the requirements of the County's Homebuyer Assistance Program ("Homeowner Program"); and

Owner, based on the information furnished to County, qualifies for financial assistance under the Homeowner Program.

NOW THEREFORE, the County and Owner agree as follows:

1. Owner represents and warrants that all information furnished to the County in or as a part of Owner's application for financial assistance in the Homeowner Program is true and correct.

2. Owner agrees that the financial assistance provided to Owner by County will be used to pay Owner's closing costs and/or a portion of Owner's down payment in order for Owner to acquire Owner's principal residence located at:

Lot 3 TOWER LANDING SUBDIVISION PHASE I, ALAMO, HIDALGO COUNTY TEXAS
more fully described on Exhibit "A" attached hereto ("Property").

3. Owner represents to County that the contract attached hereto as Exhibit "B" is a true and correct copy of the contract under which Owner will acquire the Property. The debt

Approved as to form Steve Crain, Atlas Hall
& Rodriguez: September 2012

and lien described in Exhibit "B" will be the only debt and lien against the Property other than the lien granted pursuant to this Homeowner Contract.

4. Owner agrees to comply with all applicable requirements of the U. S. Housing and Urban Development affordable housing home ownership statutes and regulations, including 24 CFR § 92.254(a) Qualification as Affordable Housing: Homeownership, as amended.

5. Owner agrees to provide, within ten (10) business days of the final loan closing, the Urban County Program with copies of the Lender's Note, Settlement Statement, Truth-in-Lending Disclosure, Property Deed and Property Insurance.

6. Owner agrees to execute all documents requested by County in order for County to obtain a valid second deed of trust lien on the Property.

7. OWNER UNDERSTAND AND AGREES THAT COUNTY IS NOT RESPONSIBLE TO OWNER FOR: (i) ANY ASPECT OF THE CONSTRUCTION OF THE RESIDENCE ON THE PROPERTY BEING PURCHASED BY OWNER, INCLUDING ANY CLAIM FOR DEFECTIVE WORK, INCOMPLETE WORK OR WARRANTY WORK; AND/OR (ii) ANY DEFECTS IN OWNER'S TITLE TO THE PROPERTY.

8. County agrees to expend \$ 10,000 ("Homeowner Advance") for the benefit of Owner in connection with Owner's purchase of the Property. The Homeowner Advance will be applied first to Owner's closing costs and any excess funds will be applied to Owner's down payment and to the principal if funds are available.

9. OWNER AGREES THAT OWNER WILL, FOR A MINIMUM OF FIVE (5) CONSECUTIVE YEARS FOLLOWING OWNER'S PURCHASE OF THE PROPERTY, CONTINUOUSLY USE THE RESIDENCE LOCATED ON THE PROPERTY AS OWNER'S PRINCIPAL RESIDENCE. OWNER AGREES THAT OWNER WILL, ON AN ANNUAL BASIS, EXECUTE SUCH CERTIFICATIONS AS COUNTY MAY REQUIRE TO CONFIRM OWNER'S COMPLIANCE WITH THE REQUIREMENT OF THIS PARAGRAPH 9.

10. Provided Owner has continuously used the residence located on the Property as Owner's principal residence for five (5) consecutive years after the beginning date used in the Loan Documents, County will forgive Owner's outstanding HOMEBUYER ASSISTANCE Funds on the Repayment Date in an amount equal to the HOMEBUYER ASSISTANCE Funds.

FAILURE TO REPAY THE HOMEBUYER ASSISTANCE FUNDS IN ACCORDANCE WITH THIS CONTRACT AND/OR THE LOAN DOCUMENTS AND/OR TO COMPLY WITH THE OTHER PROVISIONS OF THE LOAN DOCUMENTS, MAY RESULT IN THE FORECLOSURE OF THE COUNTY'S LIENS AGAINST THE PROPERTY AND THE LOSS OF YOUR RESIDENCE AND THE PROPERTY.

11. Owner understands and agrees that if Owner sells the Property, within the period of affordability (five (5) years the beginning date used in the Loan Documents), through a voluntary or involuntary transfer, the County will recapture all or a portion of the direct subsidy provided to the homebuyer as provided in this paragraph.

The loan will be forgiven pro rata over the period of affordability under the following terms, as long as the home remains the principal residence of the home buyer:

- (i) Upon completion of the 1st year of the Loan Documents -20% of the original principal amount will be forgiven;
- (ii) Upon completion of the 2nd year of the Loan Documents -40% of the original principal amount will be forgiven;
- (iii) Upon completion of the 3rd year of the Loan Documents - 60% of the original principal amount will be forgiven;
- (iv) Upon completion of the 4th year of the Loan Documents - 80% of the original principal amount will be forgiven; and
- (v) Upon completion of the 5th year of the Loan Documents -100% of the original principal amount will be forgiven

If the net proceeds from a voluntary or involuntary sale are insufficient to repay the prorated amount of the HOME subsidy, the County shall recapture the entire amount of net proceeds from the sale. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sales price minus superior loan repayment and any closing costs incurred by the homebuyer.

12. Owner understands and agrees that: (i) Owner agrees to continuously use the residence located on the property as Owner's principal residence for five (5) consecutive years following the beginning date used in the Loan Documents; and (ii) Owner agrees to honor any of its other obligations to County under the Homebuyer Contract or the Loan Documents; collectively. In the event that the County determines that the assisted homebuyer(s) is non-compliant with the residency requirements and the other requirements stated in the Homebuyer Assistance Program Contract then the entire face value of the funds are immediately due and payable to the County. Homebuyer will be given 30 days to return to compliance. If homebuyer(s) does not return to compliance the entire face value of the funds will be due and payable and will incur a four percent (4%) interest per annum.

13. THIS HOMEBUYER CONTRACT CREATES A BINDING AGREEMENT BETWEEN YOU AND THE COUNTY; OWNER REPRESENTS AND WARRANTS TO THE COUNTY THAT OWNER HAS REVIEWED THE CONTRACT, UNDERSTANDS IT, AND IS EXECUTING IT FREELY AND VOLUNTARILY.

Executed and effective as of the date and year first written above.

COUNTY OF HIDALGO
URBAN COUNTY PROGRAM

DIANA R. SERNA
DIRECTOR

Rene Perez Gomez

Martha Alicia Sanchez

(Jurat/Individual Acknowledgment)

STATE OF TEXAS §
COUNTY OF HIDALGO §

SWORN, SUBSCRIBED AND ACKNOWLEDGED before me Rene Perez Gomez ON THIS
_____ day of _____, 2013.

NOTARY PUBLIC, STATE OF TEXAS

(Jurat/Individual Acknowledgment)

STATE OF TEXAS §
COUNTY OF HIDALGO §

SWORN, SUBSCRIBED AND ACKNOWLEDGED before me Martha Alicia Sanchez ON THIS
_____ day of _____, 2013.

NOTARY PUBLIC, STATE OF TEXAS

(Jurat/Individual Acknowledgment)

STATE OF TEXAS §
COUNTY OF HIDALGO §

SWORN, SUBSCRIBED AND ACKNOWLEDGED before me Diana R. Serna ON THIS
_____ day of _____, 2013.

NOTARY PUBLIC, STATE OF TEXAS

Exhibit "A"

To a

Homebuyer Assistance Program Contract

LEGAL DESCRIPTION OF THE PROPERTY:

Lot 3 TOWER LANDING SUBDIVISION PHASE I, ALAMO HIDALGO COUNTY TEXAS

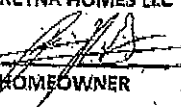
Exhibit "B"

To a

Homebuyer Assistance Program Contract

Copy of CONTRACT

CONSTRUCTION PROPOSAL

FROM: REYNA HOMES LLC 6144 E. HWY 83, RIO GRANDE CITY, TX FED I.D # 26-2927092	HOMEOWNER: RENE & MARTHA PEREZ PROPERTY ADDRESS:
TO: USDA RURAL DEVELOPMENT	LEGAL: LOT 3 TOWER LANDING PH. 1 ALAMO, TX
DATE: MAY 29, 2013	PLAN /JOB#
PROPOSAL FOR NEW CONSTRUCTION ACCORDING TO PLAN # _____ AND DESCRIPTION OF MATERIALS -FORM 1924-2 RD.	
INCLUDED IN PROPOSAL : SIDEWALK AS PER SITE PLAN DRIVEWAY AS PER SITE PLAN MAIL BOX <u>TOTAL COST OF HOUSE \$113,500</u>	
NOT INCLUDED IN PROPOSAL: LOT COST INITIAL SURVEY IMPROVEMENT SURVEY WATER METER SEWER TAP	
PROPOSAL ACCEPTED BY:  REYNA HOMES LLC	<u>5/29/13</u> DATE
 HOMEOWNER	<u>5/29/13</u> DATE
HOMEOWNER	DATE

1 REYNA HOMES LLC

AUG 20 2013

Union County Register
By _____

02

AI-40668

Purchasing Department 7. A.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Tanya Delira, PURCHASING
DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Sheriff's Office:

1. Acceptance and approval for Hidalgo County to purchase the Logical License Upgrade and support services from Celllebrite USA, Inc. through the life term of the equipment/software/hardware/maintenance/support services in place; and
2. Approval to pay the Logical License Upgrade fees in the amount of \$999.00 through assigned requisition #242229 effective upon approval.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-421-00-280-001-0-336

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Attachments

Cellebrite USA Corp.

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	09/25/2013 11:31 AM
Budget & Management	Obdett Calzada	09/25/2013 03:08 PM
Glinda Pacheco	Glinda Pacheco	09/30/2013 02:38 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Tanya Delira		Started On: 09/11/2013 10:26 AM
	Final Approval Date: 10/03/2013	

Requisition
SHERIFF'S LAW ENFORMENT FACILITY

Req # 00242229

PO #

Date: 08/21/13

Bill To: x
x

Vendor : 356735
CELLEBRITE USA CORP
266 HARRISTOWN RD STE 105
GLEN ROCK NJ 07452
FAX (201)848-9982

Ship To: SHERIFF'S LAW ENFORMENT FACILITY
711 EL CIBOLO RD.
EDINBURG TX 78539

Contact: VRODRIGUEZ
956-393-6024

Contract No:
Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	RENEWAL OF UNIVERSAL FORENSIC EXTRACTION DEVICE LICENSE USED BY CRIMINAL INVESTIGATION DIVISION FOR THE EXTRACTION OF CELL PHONE INFORMATION DO NOT DUPLICATE ORDER ITEM# SWUF-1, LOGICAL LICENSE UPGRADE -ONE YEAR Account No 3-1100-421-00-280-001-0-336 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	999.00 Encumbrance 999.00 Freight Total	999.00 .00 999.00

Authorized By: _____

Cellebrite USA, Inc.
266 Harristown Rd.
Ste. 105
Glen Rock. NJ 07452

Tel: 201-848-8552
Fax: 201-848-9982
Tax ID#: 22-3770059

Quote *Req # 24222c*

Quote Number:

Q-18671-Y

Quote Date:

8/20/2013

Quote to:

Hidalgo County Sheriff's Office
711 El Cibolo Rd

Edinburg, TX 78542

Contact: Terry Contreras
Phone #: 956.383.8814

Quote Ship to:

Ship to
711 El Cibolo Rd

Edinburg, TX 78542

Customer ID		Good Thru	Payment Terms	Sales Rep	
HIDALGOCOUNTY-711		10/18/2013	Net 30	John Bigler	
Quantity	Item	Description		List Price	Ext. Price
1	SWUF-1	Logical License Upgrade - One Year		\$999.00	\$999.00
		Logical Renewal for ser # 5603590			
		Expires 11/06/2013			

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - M777) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

Terms and conditions:

- Payment terms: Net 30 ; 1.5% per month interest on late payment
- Shipping: FCA, Glen Rock, NJ, USA ; Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- 12 months software support included in initial purchase. The next support period purchased begins immediately at the end of the 12 months, i.e., no gaps in support period are allowed.
- Complete Terms and conditions of sale available upon request (or available at: <http://www.cellebrite.com/us/tc>)

Subtotal:	\$999.00
S&H Amount:	
Sales Tax:	\$0.00
Total:	\$999.00

8/20/2013 4:39 PM

Prepared by John Bigler

Page 1 of 1

AI-41057

Purchasing Department 7. B.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Yvette Islas, PURCHASING
DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to advertise and approval of procurement packet (specifications/requirements, legal notice, etc.) for "Tissue Bank Services" RFP#13-126.

BACKGROUND

Proposed timeline:

1st ad: Saturday, October 12, 2013

2nd ad: Saturday, October 19, 2013

Proposal Open Date: October 30, 2013

Fiscal Impact

FISCAL YEAR:

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

po # 687705

Attachments

13.126 packet

dept aprvl

Form Review

Inbox

Purchasing Department

Auditor's Office

Reviewed By

Darlene Betancourt

Monica Badillo

Date

10/03/2013 05:08 PM

10/03/2013 05:48 PM

Form Started By: Yvette Islas

Started On: 10/02/2013 03:39 PM

Final Approval Date: 10/03/2013

REQUEST FOR PROPOSALS (RFP) CHECKLIST
“TISSUE BANK SERVICES”
RFP № 2013-126-00-00-YSI

1. Request for Proposals Letter.
2. Request for Proposals, Legal Notice, consisting of 8 pages.
3. Exhibit “A”, Requirements/Scope of Services, consisting of 8 pages.
4. Organ and Tissue Procurement, consisting of 3 pages.
5. Pre Autopsy harvest Photography Instructions, consisting of 2 pages.
6. Exhibit “B”, Evaluation Criteria, consisting of 2 pages.
7. Exhibit “C”, Insurance Requirements, consisting of 4 pages.
8. Exhibit “D”, Conflict of Interest Questionnaire (CIQ), consisting of 1 page.
9. Exhibit “E”, Proposer Affidavit, consisting of 1 page.
10. Proposer/Vendor Application and W-9 Form, consisting of 6 pages.
11. Certification Regarding Debarment, consisting of 1 page.

The above mentioned items shall be found in the Request for Proposals (RFP) 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.

Martha L. Salazar, CPPB Purchasing Agent

Date

Month day, 2013

RE: Hidalgo County
Request for Proposals
"TISSUE BANK SERVICES"
RFP № 2013-126-00-00-YSI

Dear Respondents:

Enclosed please find a Request for Proposals (RFP) packet for your review and consideration.

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

If 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/ysi

Enclosures

RFP NO: 2013-126-00-00	Buyer: YVETTE SALINAS	Tel. No: (956) 318-2626
------------------------	-----------------------	-------------------------

REQUEST FOR PROPOSALS

HIDALGO COUNTY “TISSUE BANK SERVICES”

PROPOSAL ACCEPTANCE DATE
Month day, 2013

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2626



1. **Sealed Proposals** will be received for "**Hidalgo County-TISSUE BANK SERVICES**", in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposals 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 proposal.
2. **ONE (1) ORIGINAL AND SEVEN (7) COPIES** of all RFP's are required, with the vendor'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, "**RFP No: 2013-126-00-00-YSI- Hidalgo County-TISSUE BANK SERVICES**" and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas on **or before 9:30 a.m. Wednesday, Month day, 2013.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP/Q 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 WITH THE FOLLOWING REFERENCE: RFP NO: 2013-126-00-00-YSI-HIDALGO COUNTY-TISSUE BANK SERVICES".

WRITTEN QUESTIONS WILL BE ACCEPTED via email at yvette.salinas@co.hidalgo.tx.us by **NO LATER THAN Monday, Month day, 2013, at 5:00 p.m.** Responses will be sent via email to all applicants by **Friday, September 19, 2012 at 5:00 p.m.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Hidalgo County reserves the right to refuse and reject any/all proposals 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: **A)** separate and accept, or eliminate any items(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B)** reject any or all proposals/qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; **C)** award of this contract shall be made to the responsible offeror whose proposal 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(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.
 5. For work to be performed and/or services to be provided or rendered at a County owned or operated location, each submitter shall, in its sole discretion, visit the job site before
-

preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the proposal.

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, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
7. No proposal may be withdrawn within sixty (60) days from the scheduled time to accept proposals.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
9. Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by Hidalgo County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
10. County reserves the right to accept or reject any or all RFP's.
11. Costs are to be net F.O.B. destination County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County's 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 proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.

15. DELIVERY INSTRUCTIONS:

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, 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

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
 - a) Name and address of successful submitter
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation - **“HIDALGO COUNTY-TISSUE BANK SERVICES”**
 - 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:

Ray Eufrazio, CPA, Hidalgo County Auditor
2802 S. Business Hwy 281
Edinburg, TX 78539
(956) 318-2511

17. SCHEDULE OF EVENTS

Proposal Acceptance Date: MONTH DAY, 2013
Award of Contract _____ 2013
Commence Work or Deliver Products _____ 2013

~~18. BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT;~~

- ~~• If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all submitters 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 participants 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 proposal, and prior to commencement of the actual work, the proposer 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.~~

19. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. DISCLOSURE OF CONFLICT OF INTEREST:

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor. Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

21. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. 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.
23. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
24. Successful proposer 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 proposer's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful proposer will be in effect until:
- a) the contract expires;
 - b) delivery and acceptance of products, and/or performance of services ordered, or;
 - c) terminated by County with thirty (30) day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
- A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the requirements.
27. Successful proposer 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 proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer 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 proposer 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 proposer'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 proposer.

28. Successful proposer shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposal shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful proposer 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.
31. Proposers shall provide with the proposal 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.
32. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non-conforming.

**Proposal for
HIDALGO COUNTY
“TISSUE BANK SERVICES”
13-126-00-00-YSI**

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

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

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Submitter agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for accepting proposal, as contained in the Requirements.

Respectfully submitted,

Bidder:	_____
Address:	_____
By:	_____
Printed Name:	_____
Title:	_____

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP No 13-126-00-00-YSI

Hidalgo County is seeking sealed proposals from qualified tissue bank organizations for **"Tissue Bank Services"**. The County of Hidalgo is seeking to enter into a contract with a Tissue Bank Service Provider by establishing through negotiations of fees and other evaluating factors to render the County these services. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of providing Tissue Bank Services as specified herein. Sealed proposals will be accepted until **9:00 a.m., Wednesday, MONTH DAY, 2013 ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP No.: 2013-126-00-00-YSI
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 So. Business Hwy 281
Edinburg, Texas 78539

The Submittal Envelope Must Show:

RFP NO.: 2013-126-00-00-YSI
"TISSUE BANK SERVICES"

SECTION I - GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that sealed proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 So., Business Hwy 281, New Administration Building, Edinburg, Texas 78539. **NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: "RFP 2013-126-00-00-YSI "Tissue Bank Services"**

WRITTEN WILL BE ACCEPTED VIA EMAIL AT yvette.salinas@co.hidalgo.tx.us , BY NO LATER THAN Monday, Month day, 2013 at 5:00 P.M. at (956) 292-7612. Responses will be sent to all applicants via email by Friday, Month day, 2013. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

PROPOSER'S AFFIDAVIT:

Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "E") certifying 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.

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

REQUIREMENT FOR DISCLOSURE OF CONFLICT OF INTEREST:

A person, vendor, consultant or contractor required to file a conflict of interest must file an updated questionnaire each year that a contractual relationship or negotiation is pending with the County.

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

NON-COLLUSION:

Submitters, by submitting the signed Proposer's Affidavit, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or provider engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States Law.

NON-DISCRIMINATION:

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

PROCESSING TIME FOR PAYMENT:

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

ELECTRONIC TRANSMISSION OF BIDS:

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

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

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

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

SUBMITTER DEFAULT:

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

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

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

HAND DELIVERED PROPOSALS:

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

SIGNING OF PROPOSALS:

In order to be considered all submittals **must** be signed. **Please sign the original in [blue](#) ink.**

WAIVING OF INFORMALITIES:

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

SUBCONTRACTING:

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

TERM:

The initial term of contract shall be for a period of one (1) year with the option to renew for two (2) additional one (1) year terms under the same rates, terms and conditions and/or scope of services.

If a new Provider is not in place at the end of the normal contract term, termination/cancellation date, current provider will continue providing services for a period not the exceed 90 (ninety) days or until a new contract is approved.

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

SECTION II: RFP REQUIREMENTS

REQUEST FOR PROPOSALS WITH QUALIFICATIONS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

CONTENTS:

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, limited to 3 pages in length.

OVERVIEW:

HIDALGO COUNTY is seeking sealed proposals from qualified tissue bank organizations for Tissue Bank Services. The County of Hidalgo is seeking to enter into a contract with a Tissue Bank Service Provider by establishing through negotiations of fees and other evaluating factors to render the County these services in accordance with the specifications outlined in this document.

Law Enforcement within Hidalgo County investigates approximately 350 deaths a year and many may be eligible tissue donors. The County is interested in a 501 (c) not for profit organization with experience in dealing with families who have lost a loved one. The organization must have local staff available and must be able to provide services 24 hours a day, 365 days a year. Tissue retrieval will be done at the Hidalgo County Morgue in an area specifically designated for that purpose. **The tissue organization must be AATB and FDA Accredited.** They must maintain the integrity of the cases without compromising the chain of custody, observe strict confidentiality rules, demonstrate a high degree of professionalism, be able to abide by the security measures of the Hidalgo County Morgue, be able to interact with the staff in a productive manner and not interfere with the general flow of work, maintain a clean work environment. Tissue Bank staff is required to take photographs of the decedent on cases where tissue is harvested prior to autopsy and to train with the morgue facility staff on the photographs needed prior to being allowed to use the facility.

PROPOSER'S QUALIFICATIONS:

The County of Hidalgo is seeking to contract with a competent and duly qualified tissue bank organization for "Tissue Bank Services."

PERSONNEL AND STAFFING:

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

The provider shall provide an organizational chart for their organization and a summary paragraph of the project work to be performed by each proposed staff member. It should include his/her experience, training and education. If any of the provider's staff member should leave anytime during the contract period, the new hire's information must be submitted in writing to the Purchasing Department and the Hidalgo County Morgue upon change.

Project Location: Hidalgo County Morgue
3100-B South Business Highway 281
Edinburg, Texas 78539

SCOPE OF WORK

Proposers must address all the items in writing under Scope of Work.

1. The Tissue Bank must have a recovery team available in Hidalgo County and must be able to respond within three hours of donors' consent.
2. The Tissue Bank must provide enough personnel to conduct the harvest in an expeditious manner as possible.
3. If the Tissue Bank does not harvest corneas, the Tissue Bank must coordinate with another eye bank donor is also a cornea donor only.
4. The Hidalgo County Forensic Pathologist must be provided with a local or toll free number to report potential donors and this number should be answered 24 hours a day by a coordinator who will take all necessary information on the first call.
5. A Spanish speaking coordinator must be on call at all times.
6. The Tissue Bank must provide all necessary materials, supplies and equipment to complete the harvest, including all sharp safe containers and must contract and ensure the proper disposal of all waste materials including medical waste etc.
7. The Tissue Bank must collect blood and vitreous samples if the harvest is completed before the autopsy, as requested by the Forensic Pathologist and following the **Organ and Tissue Procurement and Pre Autopsy harvest Photography Instructions** established by the Morgue Facility (attached). First admission hospital blood will be transported with the body or left at the

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

hospital laboratory for the Forensic Pathologist who will determine what samples can be shared by both agencies.

8. The Tissue Bank must provide the Justice of the Peace involved and the County Morgue personnel with a signed consent from the legal next-of-kin, stating the next-of-kin's relationship to the deceased (e.g. father, mother, wife, etc). A photocopy of the next-of-kin must accompany the signed consent form. The proper consent from the legal next-of-kin is the responsibility of the Tissue Bank and all Texas laws governing obtaining the consent and removal of the tissues must be complied with.
9. The Tissue Bank must supply/fax any information available on the case including the investigative agency and contact person, medical records and a check list of the tissue that is requested to be harvested by the Tissue Bank to the Justice of the Peace or Forensic Pathologist when designated by the Justice of the Peace.
10. The Tissue Bank will be responsible for the expense of biohazard waste pickup.
11. The Tissue Bank will clean the designated harvest area prior to leaving the Hidalgo County Morgue, including but not limited to removing all trash and disposing of it properly off site.
12. The Tissue Bank will only use the Hidalgo County Morgue Facility for cases where authorization has been obtained in advance by the Justice of the Peace or Forensic Pathologist when designated by the Justice of the Peace. The Justice of the Peace will contact the morgue facility personnel on call and have the signed consent form faxed or e-mailed to the facility. The Forensic Pathologist will be contacted by the morgue personnel on call on cases that are to be harvested at the morgue facility and arrangements made with the Tissue Bank on the particular time of the procedure. Any requests for use of the facility after work hours, on holidays or on weekends may require an additional fee charged to the Tissue Bank agency for arrangements for Security Personnel to open the facility. The Forensic Pathologist will determine which tissues are suitable for release.
13. The Tissue Bank must have a grief program in place to offer to the families of donors.
14. The Tissue Bank must provide the Hidalgo County Morgue with a copy of their policies and procedures as related to obtaining consent and tissue harvesting.
15. The proposal submitted by the Tissue Bank must include copies of documentation proving the IRS has recognized the organization's 501 (c) status and copies of documentation from the Texas Comptroller proving they are in good standing. It must also include the proof of their AATB and FDA accreditation.
16. The proposal submitted by the Tissue must include proof of the

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

17. The Tissue Bank should advise if they ensuring that tissue are available throughout Texas through a "Right of First Refusal" (with emphasis on Hidalgo County) and their method of doing so.

OTHER INFORMATION:

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

COMMUNICATION WITH COUNTY EMPLOYEES:

Company submitting proposals shall not discuss this RFP with employees of Hidalgo County other than Hidalgo County Purchasing Agent/Staff. **If discussion is necessary, company will notify in writing Hidalgo County Purchasing Agent/Staff. Failure to abide by this requirement may result in automatic disqualification.**

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposers to provide a fee proposal based on the scope of work/services.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

SECTION III: SELECTION AND SCHEDULES

SELECTION PROCEDURES/EVALUATION SYSTEM:

The evaluation consists of a 100 point scoring system and will be based on a two-step process. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, grade, score and evaluate the proposals received in response to this Hidalgo County request for proposals for the purpose of ranking.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

NEGOTIATION PROCESS:

The number one ranked participant will be contacted to submit a contract for negotiations. If negotiations prove unsuccessful, Hidalgo County will terminate negotiations with participant and will contact the next highest ranked participant to pen negotiations. The County of Hidalgo reserves the right to reject any and all RFP's.

Exhibit "A"
HIDALGO COUNTY-"TISSUE BANK SERVICES"
RFP № 13-126-00-00-YSI

Any Contract awarded to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty **(30) day's** written notice prior to cancellation.

PROPOSAL SUBMITTED TO:

An original and seven (7) copies of RFP's should be submitted to:

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

All RFP's must be submitted by no later than 9:30 a.m. on Wednesday, Month day, 2013.

Valley Forensics, P.L.L.C.
Norma Jean Farley, M.D.
Anatomic, Clinical and Forensic Pathologist
3100-B S. Business Hwy 281, Edinburg, TX 78539
Tel: (956) 292-7014; Fax: (866) 682-0360

Organ and Tissue Procurement

Hidalgo County is under the Justice of the Peace system with no Medical Examiner System in place. The Organ and Tissue Procurement agencies have been calling both the Justice of the Peace and the forensic pathologist on possible organ and tissue procurement cases for approval, which is unnecessary and often confusing. Since the Justice of the Peace is being contacted, and ultimately has the authorization for release of organs and/or tissue, the forensic pathologist will no longer be directly communicating with the organ or tissue agencies on organ or tissue donation cases unless contacted directly by the Justice of the Peace first. The forensic pathologist is more than happy to review any case for the Justice of the Peace, at his or her request, at any time. The procedure that Valley Forensics, PLLC will follow for organ and tissue procurement is as follows:

1. If the death falls under the Justice of the Peace authorization:
 - A. The organ procurement agency (OPA) or tissue procurement agency (TPA) will contact the Justice of the Peace (JP) for approval of donation. If the case is an unnatural death (suicide, accident such as an MVA, or homicide) or unexpected death, it should be a JP case. Make sure to know how to reach the JP after work hours, which is often through an investigative agency or the hospital house supervisor.
 - B. The JP may wish to contact Dr. Farley directly for consultation but this is not through the organ/tissue organization. If Dr. Farley is out of the office, the locum tenens pathologist is on call for emergencies. The locum tenens pathologist may be contacted by the Justice of the Peace at any time for consultation; however, the final decision on organ or tissue procurement will be made by the Justice of the Peace. Organ or tissue procurement agencies are not to contact the locum tenens pathologist directly.
 - C. **Tissue Procurement Organizations: Make sure to document whether the JP is consenting or not consenting for tissue procurement BEFORE or AFTER the autopsy. Family consent is not the same as the Justice of the Peace consent.**
 - D. **The JP, and the FP when requested by the JP, are responsible for making the determination as to whether or not a harvest prior to autopsy would interfere with an adequate forensic investigation, evidence collection, any criminal trial and/or determining the cause or manner of death.**
 - E. Deaths that occur on the weekend are autopsied on the following Monday. Make sure the JP is aware that authorization for tissue after the autopsy will mean after the autopsy on Monday. County holidays may also interfere with post autopsy procurement.
 - F. Organ and Tissue Procurement cannot be performed on cases falling under the Justice of the Peace inquest without prior consent of the JP.

2. **The Justice of the Peace may contact Dr. Farley or the locum tenens pathologist at:**
 - A. **Valley Forensics in Edinburg, M-F 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. at 956-292-7014 (except for County holidays).**
 - B. **On call cellular telephone on weekends, after hours during weekdays and holidays at 956-905-1110.**
3. **It is important, in my opinion, that the follow information be available.**
 - A. **The decedent's name and date of birth and the name and relationship of the consenting family member**
 - B. **Information about the circumstances if known (MVA, roll over, pedestrian struck by a motor vehicle hit-and-run, gunshot wound of head, body, hanging, etc)**
 - C. **The name of the investigative agency, investigator and telephone #, if known.**
 - D. **If the JP contacts Dr. Farley, Dr. Farley will request:**
 1. **The medical records, radiology studies, endoscopic studies, laboratory tests, and/or other tests to be faxed to 1-866-682-0360 (toll free number).**
 2. **Dr. Farley will also request the name and telephone number of the treating physician or charge nurse. The FP will call the physician or nurse to get any additional information.**
4. **If tissue is to be removed prior to autopsy, the pathologist will ask the team to:**
 - A. **Train at the morgue with the FP on appropriate photography of the decedent including photographs of injuries with scale. If the TPA does not have an adequate camera, one will be furnished by the FP.**
 - B. **Train at the morgue with the FP on proper drawing of blood and fluid samples.**
 - C. **Label all tubes with the patient's name, date, location of draw (e.g. femoral) and time drawn, and initials of technician drawing blood/fluid and send with the decedent to the morgue.**
 - D. **Draw blood: Preferably femoral vein (1st choice), upper or lower extremity veins (2nd choice) or subclavian vein (3rd choice) without cleaning the skin with alcohol swabs and not from an IV line:**
 1. **2 ea. 10 ml gray top tubes or at least 3 -7 mL tubes (~20 to 25 mL needed)**
 2. **2 tall lavender top tubes (7 mL each) especially if the case is a hit-and-run or homicide (DNA tubes)**
 3. **1 red top tube.**
 4. **If you have difficulty obtaining enough blood call FP for assistance**
 - E. **Vitreous fluid if corneas are removed with eye color recorded on the tube, date and time drawn and initials of individual drawing sample.**
 - F. **First hospital blood may also be requested by the FP and divided with the OPA/TPA.**
 - G. **Realize that tissue or organ harvest prior to autopsy may require the individuals involved in the procedure to testify in court if necessary.**
 - H. **Tissue procurement team will make arrangements to contact RGV transport (or arrange for the house supervisor to do so) for transportation of the body to the morgue facility after harvest is complete.**
5. **If tissue is to be removed after the autopsy, call the Valley Forensics, PLLC office during office hours, M-F, 8 a.m.-12 p.m. and 1 pm-5 p.m.) if:**
 - A. **The TPA needs blood for studies and cannot make it to the morgue prior to the autopsy. Tiger top tubes, if needed, are to be supplied by the TPA.**

- B. After the autopsy is complete, the decedent will be released to the funeral home of the families choice and transported from this funeral home to the tissue procurement location.
 - C. The morgue facility will receive a release form when the family has selected funeral home and may be contacted at 956-682-3431 (currently Ceballos FH).
 - D. Please know the transport service to be used and the location where the procurement will be performed for the JP, morgue facility and/or FP if other arrangements need to be made between the morgue facility and TPA.
6. OPA/TPA should cease procurement and contact the JP immediately (and/or FP when involved) if unexpected or unreported traumatic findings are identified upon further examination of the body, opening the body cavities (blood within the cavities) or incising the body.
- A. Blood within the pericardial sac STOP; usually indicates traumatic injury to the heart.
 - B. Blood within the chest cavities STOP; especially in the left chest cavity, may indicate injury of the thoracic aorta.
 - C. Blood or fecal material with in the abdominal trauma STOP; may be due to blunt abdominal trauma.
 - D. The above injuries may be the only cause of death.
 - E. Measure any blood in cavities and photograph containers of blood if requested.
7. If the FP obtains information about an infectious process, malignancy or cocaine use in cardiac (heart valve) donors, before or after the autopsy, the OPA or TPA will be contacted immediately.
8. If a funeral home or relative contacts the morgue facility or Valley Forensics about tissue or organ procurement, the individual will be asked to contact the Justice of the Peace.

Norma J. Farley, M.D.

Cristina Espinoza, Autopsy Technician

Noah Garcia, Autopsy Technician

Phillip Farley, Administrator/Investigation

Olga Montero, Office Manager

Date Implemented: 12-17-2011

Revised: 9-28-2012

Valley Forensics, P.L.L.C.
3100-B S. Business Hwy 281, Edinburg, TX 78539
Tel: (956) 292-7014; Fax: (866) 682-0360

Pre Autopsy Harvest Photography Instructions

- I. Photographs
 - A. All photographs to include an identification label.
 1. Include name of decedent
 2. Include date photograph taken
 3. Size of label should be approximately 2" x 2"
 - B. Required Photographs.
 1. Overall view of body "as received" with medical therapy in place taken over the decedent and not to the side.
 2. Views of affected areas, unwashed.
 3. Overall body unclothed, medical therapy removed and cleaned front and back (back only if harvest involves the back). Again, camera held up over the body and not from the side. This may take three photographs: 1. head and upper chest with upper arms. 2. Lower chest with lower arms, hands, pelvis and genitalia. 3. Lower extremities.
 4. Frontal view of face similar to a "booking" type photograph with scale.
 5. Scars, tattoos and identifying marks, with scale.
 6. Views of affected areas, washed/cleaned, both scaled and unscaled (also **See C** below).
 - a. Wounds (ulcerations, rashes, vesicles).
 - b. **Bruises, scratches, lacerations and fractures (especially lower extremity fractures in pedestrians struck by a motor vehicle. If present, do not harvest the affected extremity. Example: right tibia fracture – do not harvest right calf, skin or bone. Left femur fracture found on harvesting this bone, STOP, do not harvest the entire left lower extremity. Call if there is any question.**
 - c. Pattern impressions; bite marks, fabric, tool marks, etc. **STOP. Do not harvest anything near these injuries. Call JP and Forensic Pathologist.**
 - d. If there are any ligatures, bindings, knots, asphyxial devices, protruding items, etc, **STOP and call JP and Forensic Pathologist immediately. Do not harvest.**
 - e. Any additional photographs as directed by pathologist.
 - C. Using a Scale
 1. Photographs of injuries require a shot showing the injury and landmarks that identify the location of the injury (an out photograph) and a close up photograph with scale detailing the injury (in).
 2. The close up photograph should have the evidence or wound and the ruler fill the viewfinder and be in sharp focus.
 3. Film plane should be placed parallel to object plane with lens directly over center of object and perpendicular to body.
 4. A scale should be placed on the same plane as the area of primary interest.

5. Scale placement should not obscure any detail or characteristics of the subject
 6. The scale should be 6 cm long and have 1 mm markings and can be supplied by Valley Forensics, P.L.L.C.
 7. Avoid a direct reflection from your light source off of the scale into the camera lens when lighting the subject. A camera is also available from Valley Forensics, P.L.L.C.
- D. In accordance with Valley Forensics Organ and Tissue Procurement Procedure, TPO's must train at the morgue with the FP on appropriate photography of the decedent including photographs of injuries with scale.
- E. Only organizations with members who have completed training will be authorized to harvest pre-autopsy. The trained member must be a part of the harvest team.

Individuals who have completed training:

Name

Organization

Name

Organization

Name

Organization

Name

Organization

Name

Organization

Name

Organization

Name

Organization

Name

Organization

EXHIBIT "B"
EVALUATION AND SELECTION CRITERIA

The County of Hidalgo will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Each proposal will be analyzed to determine overall responsiveness and qualification under the RFP. The initial selection shall be based on the demonstrated competence and qualifications of the individual or firm who is to provide the services. After the County of Hidalgo makes its selection, it shall proceed to negotiate a contract at a fair and reasonable price. If the County of Hidalgo is unable to negotiate a satisfactory contract with the most highly qualified person, the County shall end negotiations with that person or firm and begin negotiations with the second most highly qualified person. The negotiations shall be undertaken in this sequence until a contract is made.

The evaluation criteria will include, but not be limited to the following:

1. EXPERIENCE 40 POINTS

- Please provide a listing of current clients with a contact person.
- How many clients does your company have that are working with local, state, or federal government?
- Give qualifications and experience of your firm for the Tissue Bank Services.
- Will your firm provide other personnel to be involved in providing these services (explain)?

2. WORK PERFORMANCE 20 POINTS

- Submit a brief summary report on your approach to management of Tissue Bank Services within budgetary constraints. Also, include a statement identifying your firm's methodology in the development of such a plan.
- Proposer must provide a list of clients where similar services are being provided.

3. CAPACITY TO PERFORM 20 POINTS

- Submit a brief summary of staffing level/experience of staff.
- In your firm's capacity to perform, would your firm require any additional human and/or financial resources?

4. RESPONSIVENESS TO THE REQUEST FOR PROPOSAL 20 POINTS

- The Provider's technical understanding of the project and its purpose as evidenced by the quality of the proposal submitted.
- The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

**EXHIBIT “B”
RFP EVALUATION FORM
HIDALGO COUNTY-“TISSUE BANK SERVICES”**

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
1. EXPERIENCE (40) pts		
➤ Provide a listing of current clients with a contact person.	0-10	
➤ How many clients does your company have that are working with local, state, or federal government?	0-10	
➤ Give qualifications and experience of your firm for the Tissue Bank Services.	0-10	
➤ Will your firm provide other personnel to be involved in providing these services (explain)?	0-10	
Comments/Rationale for points:	TOTAL:	
2. WORK PERFORMANCE (20) pts		
➤ Submit a brief summary report on your approach to management of Tissue Bank Services within budgetary constraints. Also, include a statement identifying your firm's methodology in the department of such a plan.	0-10	
➤ Proposer must provide a list clients where similar services are being provided.	0-10	
Comments/Rationale for points:	TOTAL:	
3. CAPACITY TO PERFORM (20) pts		
➤ Submit a brief of summary of staffing level/experience of staff.	0-10	
➤ In your firm's capacity to perform, would your firm require any additional human and/or financial resources?	0-10	
Comments/Rationale for points:	TOTAL:	
4. RESPONSIVENESS TO THE REQUEST FOR PROPOSAL (20) pts		
➤ The Proposers technical understanding of the project and its purpose as evidenced by the quality of the proposal submitted.	0-10	
➤ The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.	0-10	
Comments/Rationale for points:	TOTAL:	
TOTAL SCORE:		

Provider: _____

Evaluator: _____ Date: _____

EXHIBIT “C”

Insurance Requirements

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:

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.

A Five Hundred Thousand Dollars (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

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.

Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	☐ CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	☐ OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	☐ OWNER'S PROTECTIVE LIABILITY				GENERAL AGGREGATE \$
	☐ GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT ☐ LOC				PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS				
☐ NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	☐ ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
C	EXCESS LIABILITY				EACH OCCURENCE \$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
	☐ DEDUCTIBLE				\$
	☐ RETENTION \$				\$
					\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATU- ☐ OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

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

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Insurance Requirement Acknowledgment

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

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

- ☐ will be acquired within 10 working days after notification from Purchasing Department of 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 05/29/2007

(Copy of receipt and this form must be submitted with bid)

PROPOSER'S AFFIDAVIT
Exhibit "E"

PROPOSER'S AFFIDAVIT OF NON-COLLUSION NON-CONFLICT OF INTEREST, 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____.

**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			
<u>Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:</u>			
<u>Small and/or Disadvantaged Business Information (check application criteria)</u>			
<u>Small Business:</u> _____ <u>Disadvantaged Business (At Least 51% Ownership)</u>			
☐ 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			
<u>To Be Completed by the County:</u> Rec'd by (Purchasing): _____ Date Rec'd by (Purchasing): _____			
Date Forwarded Information to Auditor's Office: _____ Entry Date: _____ Vendor No.: _____			

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

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

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ Other

Address: _____ City: _____ State: _____ Zip: _____

~~Contact Person: _____ Title: _____ Phone No.: ()~~

Subcontract Amount: \$_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ Other

Address: _____ City: _____ State: _____ Zip: _____

~~Contact Person: _____ Title: _____ Phone No.: ()~~

Subcontract Amount: \$_____ Description of Work to be Performed:

HUB Subcontractor Name: _____ HUB Status:

Certifying Agency (Check all applicable): ☐ Texas Building & Procurement Commission ☐ Other

Address: _____ City: _____ State: _____ Zip: _____

~~Contact Person: _____ Title: _____ Phone No.: ()~~

Subcontract Amount: \$_____ Description of Work to be Performed:

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/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.) City, state, and ZIP code List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on 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 ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ⁴
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 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 indicated 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 verify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

THIS PAGE MUST BE SUBMITTED WITH BID)

Zimbra

yvette.salinas@co.hidalgo.tx.us

Tissue Bank approval

From : Yvette Salinas <yvette.salinas@co.hidalgo.tx.us>

Tue, Sep 17, 2013 11:54 AM

Subject : Tissue Bank approval

4 attachments

To : roy cazares <roy.cazares@da.co.hidalgo.tx.us>

Roy,

Please see the changes in Exhibit A that we discussed and as suggested by Ms Savannah (highlighted in pink.) We were unable to change the number of days in case we terminate (highlighted in green) because that would mean changing the legal notice terms and template. Number seven (#7) addresses procedures provided by Dr. Farley, I have attached them as well.

I have attached the Exhibit B you previously approved.

Please give the documents a final review and forward as necessary. I will proceed to ask for authority to advertise once I get your approval.

Yvette Salinas
Buyer III
Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
956-318-2626
yvette.salinas@co.hidalgo.tx.us

OK TO PROCEED- PLEASE
ASK MONICA TO PLACE
ON NEXT WEEK'S
AGENDA.

PO

-
-  **4. organ-tissue procurementrevised.docx**
28 KB
 -  **5. Preautopsy harvest photography.docx**
22 KB
 -  **3. EXHIBIT A. draft specifications.post legal.09.17.13.docx**
32 KB
 -  **6 . EXHIBIT B. eval n select criteria rc ok 09.03.13.docx**
23 KB
-

AI-41043

Purchasing Department 7. C.

CC CONSENT

Meeting Date: 10/07/2013

Submitted For: Raul Silguero

Submitted By: Carlos Jasso, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Acceptance and approval of Change Order No.2 reflecting a decrease of \$80.00 to delete two (2) unused inlet storm water protection with contractor 2GS, L.L.C. for the Pct. 2 McColl Road Overlay Curb & Gutter Improvements, as submitted through project engineer Raul Sese (C-13-139-05-21).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1200-431-00-122-087-0-841

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Attachments

Change Order No. 2

Form Review

Inbox

Purchasing Department

Auditor's Office

Form Started By: Carlos Jasso

Reviewed By

Darlene Betancourt

Monica Badillo

Final Approval Date: 10/03/2013

Date

10/03/2013 05:08 PM

10/03/2013 05:48 PM

Started On: 10/02/2013 09:10 AM

CHANGE ORDER NUMBER TWO (2)

Project: McColl Road Overlay & Curb and Gutter Improvements

DATE OF ISSUANCE: 9/18/2013

EFFECTIVE DATE: 9/18/2013

OWNER: Hidalgo County Precinct No. 2
OWNER'S CONTRACT NO: C-13-139-05-21CONTRACTOR: 2GS, LLC
P.O. Box 595
Penitas, Texas 78576ENGINEER: Raul E. Sesein, PE
Planning Administrator
Hidalgo County Planning Department
1304 South 25th Street
Edinburg, Texas 78539

You are directed to make the following changes in the Contract Documents.

Description:

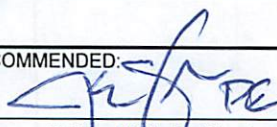
1. Deleting two (2) unused inlet storm water protection
- 2.
- 3.
- 4.
- 5.
- 6.

Reason for Change Order:

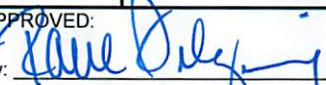
1. Delete 2 EA @ \$40.00 (\$80.00) of Inlet Storm Water Protection
- 2.
- 3.
- 4.
- 5.
- 6.

Attachments:

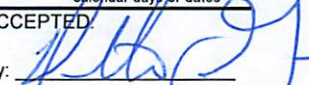
CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:	
Original Contract Price		Original Contract Time for	
\$ 408,758.00		Substantial Completion: 0	
		calendar days or dates	
Net Changes from previous Change Order		Net Change from previous Change Orders	
\$ 1,951.01		0	
		calendar days	
Contract Price prior to this Change Order		Contract Time prior to this Change Order	
\$ 410,709.01		Substantial Completion: 0	
		calendar days or dates	
Net Increase(decrease) of this Change Order		Net Increase(decrease) of this Change Order	
\$ (80.00)		0	
		calendar days	
Contract Price with all approved Change Orders	Net % increase(decrease) from original contract price.	Contract Time with all approved Change Orders	
\$ 410,629.01	0.46%	Substantial Completion: 0	
		calendar days or dates	

RECOMMENDED:
By: 
Engineer (Authorized Signature)

Date: 09/18/13

APPROVED:
By: 
Owner (Authorized Signature)

Date: 9/29/2013

ACCEPTED:
By: 
Contractor (Authorized Signature)

Date: 9/18/13

Exhibit E-B

P.O. BOX 595
PEÑITAS, TX 78576



PH: (956) 424-3414
FAX: (956) 683-6149

Order No. TWO

Date: September 18, 2013

CONTRACT CHANGE ORDER REQUEST

Project Name: McColl Road Overlay & Curb and Gutter Improvements
Contract No.: C-13-139-05-21

Owner: Hidalgo County Precinct No.2

Description of Changes	Decrease in contract price	Increase in contract price
2EA - Inlet Storm Water Protection @ \$40.00/ea	\$ (80.00)	\$ -
Totals	\$ (80.00)	\$ -
Net Change In Contract Price	\$ (80.00)	\$ -

Reasons:

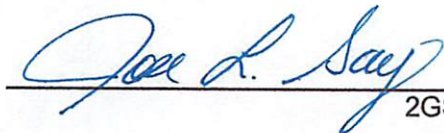
Delete 2 unused items from Contract Quantities

The amount of the Contract will be (Decreased) (Increased) by the Sum of : eighty dollars and zero cents
Dollars \$ (80.00)

The Contract Total Including this and previous Change Order Will be: four hundred ten thousand six
hundred twenty-nine dollars and one cent Dollars \$ 410,629.01

The contract Period Provided for Completion will be (Increased)(Decreased)(Unchanged): _____ Days.

Requested by:


2GS, LLC

9/18/13
Date

CHANGE ORDERS TABULATION
HIDALGO COUNTY
McColl Road Overlay and Curb and Gutter
CONTRACT NUMBER: C-13-139-05-21

Item Number	Item Code	Original Plan Quantity	Change Order #1 Quantities	Change Order #2 Quantities	Change Order #3 Quantities	Unit	Item Description	Unit Price	Revised Unit Price	Original Contract Cost	Change in Contract Cost of C.O.#1	Revised Contract Cost after C.O.#1	Change in Contract Cost of C.O.#2	Revised Contract Cost after C.O.#2	Change in Contract Cost of C.O.#3	Revised Contract Cost after C.O.#3
							ROADWAY									
1		368.00	229.53			LF	Remove and Replace 24" Curb and Gutter	\$ 8.50		\$ 3,128.00	\$ 1,951.01	\$ 5,079.01	\$ -	\$ 5,079.01	\$ -	
2		27.00		(2)		EA	Inlet Storm Water Protection	\$ 40.00		\$ 1,080.00	\$ -	\$ 1,080.00	\$ (80.00)	\$ 1,000.00		
3		1.00				LS	Traffic Control	\$ 8,000.00		\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00		
4		14200.00				SY	Plane ASPH CONC Pav (0 - 1 1/2")	\$ 2.00		\$ 28,400.00	\$ -	\$ 28,400.00	\$ -	\$ 28,400.00		
5		37250.00				SY	1 1/2" D-GR HMA (QCQA) TY-D SAC A PG76-22	\$ 9.40		\$ 350,150.00	\$ -	\$ 350,150.00	\$ -	\$ 350,150.00		
6		1.00				LS	Permanent Pavement markings including but not limited to thermoplastic 8" white solid lines, 4" white broken lines, 4" yellow solid and broken lines, 24" white stop line, white arrow, white word, Type I-C and Type II-AA Raised Pavement markers	\$ 18,000.00		\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00		
							TOTAL ROADWAY:			\$ 408,758.00	\$ 1,951.01	\$ 410,709.01	\$ (80.00)	\$ 410,629.01	\$ -	\$ -
							TOTAL BASE AMOUNTS:			\$ 408,758.00	\$ 1,951.01	\$ 410,709.01	\$ (80.00)	\$ 410,629.01	\$ -	\$ -

AI-40961

Purchasing Department 7. D.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Yvette Islas, PURCHASING
DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to advertise and approval of procurement packet (draft specifications/requirements, legal notice, etc) for "Third Party Administration Services- Workers Compensation"-RFP #13-154

BACKGROUND

Proposed Timeline:

1st ad: Saturday, October 12, 2013

2nd ad: Saturday, October 19, 2013

Bid Opening Date: Wednesday, October 30, 2014

Release of packets to interested parties: Wednesday, October 16, 2013

Fiscal Impact

FISCAL YEAR:

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

po # 687705

Attachments

tpa packet

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	10/03/2013 05:08 PM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Yvette Islas		Started On: 09/25/2013 04:50 PM
	Final Approval Date: 10/03/2013	

REQUEST FOR PROPOSALS (RFP) CHECKLIST
“QUALITY CLAIMS ADMINSTRATOR FOR WORKER’S
COPMENSATION”

RFP № 13-154-00-00-YSI

1. Request for Proposals Letter.
2. Request for Proposals, Legal Notice, consisting of 9 pages.
3. Exhibit “A”, Requirements/Scope of Services, & Additional Specifications/Requirements consisting of 23 pages.
4. Exhibit “B”, Evaluation Criteria, consisting of 3 pages.
5. Exhibit “C”, Insurance Requirements, consisting of 4 pages.
6. Exhibit “D”, Conflict of Interest Questionnaire (CIQ), consisting of 1 page.
7. Exhibit “E”, Proposer Affidavit, consisting of 1 page.
8. Proposer/Vendor Application and W-9 Form, consisting of 6 pages.
9. Certification Regarding Debarment, consisting of 1 page.

The above mentioned items shall be found in the Request for Proposals (RFP) packet that is attached herewith. Should you find that nay 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.

Martha L. Salazar, CPPB Purchasing Agent

Date

Month day, 2013

RE: Hidalgo County
Request for Proposals
"Quality Claims Administrator Services for Workers' Compensation-Hidalgo
County"
RFP № 13-154-00-00-YSI

Dear Respondents:

Enclosed please find a Request for Proposals (RFP) packet for your review and consideration.

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

If 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/ysi

Enclosures

REQUEST FOR PROPOSALS

HIDALGO COUNTY

“QUALITY CLAIMS ADMINISTRATION SERVICES FOR WORKERS’ COMPENSATION”

Month day, 2013

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

(956) 318-2626

LEGAL NOTICE

Form HCPD-04
RFP NO: 13-154-00-00-YSI

1. Sealed proposals will be received for **Hidalgo County – “Quality Claims Administration Services for Workers’ Compensation”**, in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo 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 proposal.
2. One (1) original and seven (7) copies of all RFPs are required, with the vendor'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, **RFP NO: 13-154-00-00-YSI- Hidalgo County – “Quality Claims Administration Services for Workers’ Compensation”** and in County's Purchasing Department, **physical address:** 2802 S. Business Hwy. 281; **mailing address:** 2812 S. Hwy. Business 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., Wednesday, Month day, 2013.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH THE FOLLOWING REFERENCE: RFP NO: 13-154-00-00-YSI-HIDALGO COUNTY-“QUALITY CLAIMS ADMINISTRATION SERVICES FOR WORKERS’ COMPENSATION”.

WRITTEN QUESTIONS WILL BE ACCEPTED WILL BE ACCEPTED via facsimile to (956) 292-7612 or via e-mail to yvette.salinas@co.hidalgo.tx.us BY NO LATER THAN Wednesday, Month day, 2013 at 5:00 p.m. Responses will be sent to all applicants by Friday, Month day, 2013. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

Hidalgo County reserves the right to refuse and reject any/all proposals 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: **A.** separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B.** right to reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; **C.** award of this contract shall be made to the responsible offeror whose proposal 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(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.

5. **For work to be performed and/or services to be provided or rendered at a County owned or operated location, each proposer shall visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the dollar amount of the proposal.**
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, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
7. No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
9. Any interpretations, amendments, corrections or changes to this proposal 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 Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
10. County reserves the right to accept or reject any or all proposals.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS: (If applicable)
 - . 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

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
 - Name and address of successful proposer
 - Name and address of receiving department or official
 - Purchase Order Number (if any)
 - Notation – **"Hidalgo County – Quality Claims Administration Services for Workers' Compensation"**
 - Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:
Hidalgo County Auditor's Office
Ray Eufracio, County Auditor
2802 S. Business Hwy. 281
Edinburg, TX 78539
956-318-2511

17. Schedule of Events

Projected Proposal Opening, 9:30 A.M.,	Month day, 2013
Project/Anticipated Award Date:	_____, 2013
Commence Work or Deliver Products	_____, 2013

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

~~If the contract proposed is for the construction of public works or is for a contract for goods 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 participants are 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 proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.~~
- . ~~If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.~~
- . ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.~~
- . ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. Ethical Standards:

- . It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor pending before any department or agency of the County.
- . It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- . No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. Disclosure of Conflict of Interest:

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

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

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

21. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. 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.
23. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the proposal;
 - . 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 proposer 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 proposers' 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 proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services

ordered, or (c) terminated by County with thirty (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 proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the requirements.
26. Successful proposer 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 proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer 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 proposer 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 proposer'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 proposer.
27. Successful proposer 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 Proposals shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer 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 proposer 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. Proposers shall provide with the proposal 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. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non conforming.

Request for Proposal
HIDALGO COUNTY–
“QUALITY CLAIMS ADMINISTRATION SERVICES
FOR WORKERS’ COMPENSATION”
RFP NO: 13-154-00-00-YSI

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

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

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer: _____

Address: _____

By: _____

Printed Name: _____

**EXHIBIT A
REQUIREMENTS**

**HIDALGO COUNTY
REQUEST FOR PROPOSALS/QUALIFICATIONS**

**"Quality Claims Administration Services
for Workers' Compensation"**

RFP NO: 13-154-00-00-YSI

OVERVIEW: Hidalgo County is requesting "Proposals with Qualifications" from qualified "Quality Claims Administration Proposer(s)" for "Workers' Compensation." Hidalgo County is seeking to enter into a "Quality Claims Administration Services Contract(s) with a state-registered "Quality Claims Administration Proposer(s)." Hidalgo County Purchasing Department will receive sealed envelopes for the provision of "**Quality Claims Administration Services for Workers' Compensation**" - **Request for Proposals/Qualifications** as specified herein. Statements of qualifications will be accepted until **9:30 A.M., Wednesday, Month day, 2013.** **ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The Hidalgo County Drainage District No.1 Board of Directors may at their option, utilize the "**Quality Claims Administration Services for Workers' Compensation**" Provider(s) selected by Hidalgo County for Hidalgo County Drainage District No.1. Should the Board of Director's of Hidalgo County Drainage District No. 1 decide the firm selected as the Provider is the same as the one selected by Hidalgo County, the Provider shall offer Hidalgo County Drainage District No. 1 the same terms and provisions as it offers Hidalgo County.

Deliver Submittal to:

RFP/Q NO: 13-154-00-00-YSI
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Hwy. 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP/Q Number, Name and Acceptance Date.

The following outlines the Request For Proposals/Qualifications:

SECTION I - GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2812 S. Hwy. 281, Hidalgo County New Administration Building, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED BY NO LATER THAN** Wednesday, **Month day, 2013** at 5:00 PM via email at yvette.salinas@co.hidalgo.tx.us. Responses will be sent to all applicants by **Friday, Month day, 2013.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSER'S AFFIDAVIT:

Respondents to this RFP/Q must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying 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.

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**, 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 participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

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

NON-DISCRIMINATION:

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

PROCESSING TIME FOR PAYMENT:

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

ELECTRONIC TRANSMISSION OF BIDS:

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

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

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

SUBMITTER DEFAULT:

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

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

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

RFP/Q DELIVERY:

Hidalgo County requires submitters, when hand delivering qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFP/Q off.

SIGNING OF QUALIFICATIONS:

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

WAIVING OF INFORMALITIES:

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

SUBCONTRACTING:

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

CONTRACT TERM:

a.) Initial Term: Effective date is from **January 1, 2014 to December 31, 2016;**

- b.) **Renewals & Extensions:** It shall be at the County's sole discretion to renew and extend for an additional two (2), one (1) year terms, renewals/extensions are to be provided to Hidalgo County for consideration by no later than, **October 1, 2014** for the first renewal/extension and no later than **October 9, 2015** for the second renewal/extension.

DAVIS BACON ACT:

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

SECTION II-RFP/Q –REQUIREMENTS

REQUEST FOR PROPOSALS/QUALIFICATIONS:

The required contents and limitations for the preparation of the RFP/Q are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP/Q. A total of **one (1) original and ten (10) copies** of the RFP/Q shall be submitted to the address on the cover letter.

CONTENTS:

The required contents for the RFP/Q are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the submitters 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.

PROPOSER QUALIFICATIONS:

Hidalgo County is soliciting to contract with qualified Proposers(s) to perform professional quality claims administration for Hidalgo County's Self-Funded Workers' Compensation Program. Please refer to, and fill out, RFP/Q Form, Attachment "A" (Pages 8-13) for qualifications information.

SCOPE OF SERVICES-CLAIMS ADMINISTRATION AND SUPPORT SERVICES:

A. Each Proposer must provide the following proposal:

- Hidalgo County, all entities

B. Each Proposer must supply a list of all potential servicing personnel with a current resume of each adjuster who would handle or would in any way be involved in the handling of County claims. Any additional personnel to be involved in County claims handling at a later date must have resume submitted for prior consultation with the County, with any subsequent proposal for personnel to follow guidelines as provided herein. Resumes should include a summary of education, experience, licenses, and languages spoken/written, see Attachment A.

As part of proposal price, Hidalgo County requires the ability to view case notes and create unlimited custom reports on-line via TPA website. Training should be included in costs. However, each Proposal shall include samples of the types of statistical data and loss reports to be provided monthly, to include, but not limited to:

- a.) A monthly summary of the workers' compensation checking account (check register), listing all checks, vouchers, voided checks, in numerical sequence, stating date issued, claim number, claimant name, payee, amount, type of benefit paid, and benefit period. This report must be presented to the Employee Benefits Division no later than the 5th day of each month or as requested.
- b.) Bi-weekly Replenishment Report for funding of the Workers' Compensation payment fund.
- c.) Loss runs available by any date selection, sorted by several fields (i.e., name, date, type of injury, body part, etc.)

- d.) Proposer will prepare and submit IRS Form 1099 for all vendors and mail the forms to vendors. Proposer will prepare and submit Form 1099 data in a magnetic tape format no later than January 15th of each year to County.
- e.) Proposer will be available for claims reporting on a 24 hour basis.
- f.) Any duplicate payments or overpayments made due to Proposer's oversight or negligence shall be the responsibility of the Proposer; Proposer will reimburse County for same, within 30days. In addition, Proposer will provide County an overpayment report by type, reason, and payee by fiscal year on a quarterly and annual basis.
- g.) Proposer will provide a captioned report to the Employee Benefits Division when reserves on any claim reach 50% of County's retention, and Proposer will notify appropriate insurance carriers.
- h.) Proposer will cooperate with any medical cost containment group, case management, P.I. Investigation, law firm or any other organization designated by County.
 - 1. Proposer will meet with the County's Employee Benefits Division as follows:
 - Monthly to review the status and or handling of up to 25 claims selected by the County.
 - Quarterly to review all open claims and any other matters at the discretion of the County.
 - 2. Proposer will respond to any request by the County within 24 hours from time a request is made.
 - 3. The agreement will include an indemnify provision to protect the County against errors or omissions committed by the TPA. The provision should also specify that the Proposer agrees to hold the County harmless and to indemnify the County for all arising out of any claims alleging an error or omission with respect to the services performed by the Proposer.
 - 4. The selected Proposer will be subject to periodic claims audits by internal County Staff and/or independent Proposer at the discretion of the County.
 - 5. Provide description of the on-line computer claims service and attach a sample copy of an on-line illustration or exhibit through printouts of the applicable screens County personnel would see.
- i.) County requires proposer provide address & phone number of office locations in Texas which will administer all claims under this contract.

PERSONNEL AND STAFFING:

The Proposer 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 licenses and certifications as required by the State of Texas, Hidalgo County. All qualified quality claims administrators are required to furnish a certification or acknowledgment stating that the quality claims administrator(s) is/are free from suspension or debarment pursuant to federal regulation 45CRF76. Certification form is included in this packet and must be completed and submitted as part of the response on the RFP/Q. The quality claims administrator(s) should add copies of its/their Professional Liability Insurance as well as all other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer is to provide a fee proposal based on the scope of work/services.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires one (1) original submittal and ten (10) copies.

PART III-SELECTION AND SCHEDULES

SELECTION/EVALUATION PROCESS:

Hidalgo County will conduct a comprehensive evaluation of all Proposal/Qualification's received in response to this RFP/Q. Hidalgo County will establish a Scoring/Grading Committee comprised of staff members to perform such evaluation. Each RFP/Q received will be analyzed to determine overall responsiveness and qualifications under the RFP/Q; further, the Scoring/Grading Committee and/or Commissioners' Court may select proposing organizations for "in person" presentation, including proposed adjuster(s). Criteria to be evaluated, not necessarily in order of priority, may include the items listed below. Final approval of a selected Proposer is subject to the action of County Commissioners Court.

A.) Economic evaluation of the Proposed Fee Schedule; rates to be submitted during negotiation's phase.

20 Points

B.) Responsiveness to the Request For Proposal/Qualifications

20 Points

1. Requested information included and thoroughness of response.
2. Understanding and acceptance of the scope of services.
3. Acceptance of the RFP/Q and Contract Requirements.
4. Clarity and conciseness of the response.

C.) Proposer's capability to provide the services requested and information contained in Attachment "A".

60 Points

1. Background of Proposer and support personnel, including professional qualifications.
2. Relevant experience of the Proposer.
3. Specific experience with public entity clients.
4. Other resources, including the total number of employees, number and location of offices.
5. References and experience in the Texas Public Sector.

Hidalgo County may accept, within the time specified herein, any RFP/Q in whole or in part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP/Q on the part of Hidalgo County.

The Contract will be awarded to the respondent whose Proposal will be most advantageous to County, as determined by the evaluation factors listed herein and by the recommendation of the Scoring/Grading Committee with approval of Hidalgo County Commissioner's Court.

NEGOTIATION PROCESS:

The number one ranked Proposer will be contacted to submit a draft contract for negotiation. If negotiations prove unsuccessful, the next highest ranked company will be contacted. The Count of Hidalgo reserves the right to reject any and all RFP/Q's.

TERMINATION OF SERVICES:

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

RFP/Q SUBMITTED TO: An original and ten (10) copies of RFP/Q's should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Hwy. 281
Hidalgo County New Administration Building

RFP/Qs must be submitted by **no later than 9:30 a.m. on Wednesday, Month day, 2013.**

ADDITIONAL SPECIFICATIONS/REQUIREMENTS

Hidalgo County, Texas

REQUEST FOR PROPOSALS/QUALIFICATIONS FOR QUALITY CLAIMS ADMINISTRATION SERVICES FOR SELF-FUNDED WORKERS' COMPENSATION

I. INTRODUCTION:

Hidalgo County (hereinafter referred to as "County") is Requesting For Proposals/Qualifications (RFP/Q) from organizations (Proposers) (hereinafter referred to as "Proposers") qualified to perform professional claims administration services for Hidalgo County's Self-Funded Workers' Compensation Program. The scope of the work will encompass all aspects of County operations and requires extensive knowledge and experience with workers' compensation coverage. The information provided in the Request for Proposal/Qualifications (RFP/Q) is in the areas of "Quality Claims Administration Services".

II. GENERAL BACKGROUND:

Hidalgo County is seeking a new contract for its "Quality Claims Administration Services For its Workers' Compensation Program. COUNTY'S designated representative during the RFP/Q process shall be COUNTY'S Purchasing Agent, Martha L. Salazar, Hidalgo County Purchasing Department, Edinburg, Texas.

The COUNTY'S fiscal year is from January 1 to December 31.

III. PROPOSER QUALIFICATIONS:

Hidalgo County is seeking to contract with a qualified Proposer(s) to perform professional claims administration for Hidalgo County's Self-Funded Workers' Compensation Program. Please refer to, and fill out, RFP/Q Form, Attachment "A" (Pages 8-13) for qualifications information.

RFP/Q from a PROPOSER for Claims Administration Services should include the following:

- A. The location of Proposals local office(s) and hours staffed, number of professional staff members, attorneys, Claims Adjusters, etc. (Refer to FEE SCHEDULE Notes). Provide the names of principal owners, partners or officers.
- B. HIDALGO COUNTY would like RFP/Qs to indicate who is primarily responsible for the management and supervision of the HIDALGO COUNTY account. This individual should be at least an account manager level (whose duties are primarily the supervision of claims files).
The account manager and the names of any adjusters and/or examiners assigned to the handling of HIDALGO COUNTY files should also be included with an indication of length of service and area of expertise.
- C. Advise as to the average and maximum number of files claims adjusters and/or examining personnel must handle at the local office assigned to handle HIDALGO COUNTY'S claims.
- D. Advise as to whether or not the designated claims personnel on HIDALGO COUNTY'S account will also be involved in on-site investigation and other outside claims adjusting functions. If so, provide some detail as to when and who would perform these outside functions and the time frame expected.
- E. Advise how frequently your diary system allows claims supervisory personnel to review open claims.
- F. Describe if you have a formal program for managing lawsuits and litigation expense.
- G. Advise if you use a formal claims procedure and performance manual and, if so, provide a sample.
- H. Advise if you use a standard form other than state forms used in PROPOSER claim process, and if so, please provide copies.
- I. The attached FEE SCHEDULE shall be utilized, during the negotiation process, to provide a fixed cost per claim

as well as a flat rate cost for Worker's Compensation, identifying separate rates for report only, medical only and indemnity. Questions found below the Fee Schedule table must be answered.

- J. Specify whether or not fees will include your Proposer performing all of the necessary and required State filings.
- K. Indicate the types of allocated claims expenses which are not included in your per claim cost.
- L. Claim Payment Funding Procedure: PROPOSER prints checks on checks from SCH-ACH account and all records for IRS filings are to be maintained and issued by PROPOSER on table income.
- M. Include a list of five (5) to seven (7) Texas public entity references, (include local entities if any). Along with your references, include a list that is representative of your clients. References will be contacted as part of the evaluation process.

VIII. PREPARATION OF RFP/Q:

- A. PROPOSER is expected to examine this Request For Proposal/Qualifications carefully. The Proposer should understand the terms and conditions for providing the pertinent services, and respond completely. Failure to provide complete responses may result in disqualification.
- B. Failure to respond to all portions of this RFP/Q may result in the PROPOSER'S response being deemed non-responsive. If HIDALGO COUNTY deems an RFP/Q non-responsive, it will be disqualified. An officer or principal of the PROPOSER must sign RFP/Qs, however, an agent may sign RFP/Qs if the signature is accompanied by written evidence of authority.
- C. All RFP/Qs should include the PROPOSER'S federal tax number (Refer to W-9 Form provided).

IX. SELECTION PROCESS:

Refer to PART III-SELECTION AND SCHEDULES- for the selection process.

X. TERMS AND CONDITIONS-QUESTIONS FROM PROPOSERS:

Hidalgo County believes that the data contained in this RFP/Q document is sufficient for preparations of responses. Request for additional information should be directed in writing to: yvette.salinas@co.hidalgo.tx.us.

SUBMISSION OF RFP/Q'S

One (1) original and ten typed and bound copies of the Proposal/Qualifications shall be enclosed in a sealed envelope with the notation "Quality Claims Administration Services for Workers' Compensation" clearly marked on the envelope. **All Proposals/Qualifications are due at the Purchasing Department at Hidalgo County no later than 9:30 AM CST on Wednesday, Month day, 2013. Any Proposal/Qualifications received at the location below after that time shall not be considered.**

Please mail or deliver your RFP/Q to:

Physical Address

**Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Hwy. 281
Hidalgo County New Administration Building
Edinburg, TX 78539
(956) 318-2626**

All provisions in Proposer's Proposal/Qualifications, including any estimated or projected costs, shall remain valid for ninety (90) days following the deadline date for submissions or if an RFP/Q is selected, throughout the entire term of the Contract.

All RFP/Qs become property of COUNTY upon receipt and will not be returned. RFP/Qs submitted will clearly identify trade secrets or information deemed confidential by the Proposer by typing the word "**CONFIDENTIAL**" in bold fourteen (14) point font on the bottom margin and indicate what information is protected. However, all PROPOSER'S are hereby notified that any RFP/Qs submitted to COUNTY may be subject to disclosure, either in whole or part, under the Texas Public Information Act.

INDEPENDENT CONTRACTOR:

It is expressly understood and agreed that Proposer and all persons designated by it to provide services in connection with this RFP/Q, is and shall be deemed to be an independent contractor, responsible for its respective acts or omissions, and that COUNTY shall in no way be responsible for any acts or omissions by the Proposer. Neither party hereto has authority neither to bind the other nor to hold out to third party that it has the authority to bind the other.

XI. INSURANCE & INDEMNITY PROVISIONS:

- A. Prior to the commencement of any work under this CONTRACT, Proposer shall furnish an original completed certificate(s) of insurance to the COUNTY, which shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon.
- B. The COUNTY reserves the right to review the insurance requirements of this section during the effective period of this CONTRACT and any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by the COUNTY'S DEPARTMENT OF BUDGET & MANAGEMENT based upon changes in statutory law, court decisions, or circumstances surrounding this Contract, but in no instance will the COUNTY allow modification whereupon the COUNTY may incur increased risk.
- C. The COUNTY shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by the COUNTY, and may make a reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Upon such request by the COUNTY, the CONTRACTOR shall exercise reasonable efforts to accomplish such changes in policy coverage, and shall pay the cost thereof.
- D. Proposer agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain the following required provisions.
- Name the COUNTY and its directors, officers, employees, agents and elected officials as additional insured with respects to the operations and activities of, or on behalf of, the named insured performed under contract with the COUNTY, with the exception of the workers' compensation/employers' liability and the professional liability policies.
 - The Proposer's insurance shall be deemed primary with respect to any insurance or self-insurance carried by the COUNTY for liability arising out of operations under the contract with the COUNTY.
 - Provide for an endorsement that the "other insurance" clause shall not apply to the COUNTY where the COUNTY is an additional insured on the policy.
 - Workers' Compensation/Employers' liability policy will provide a waiver of Subrogation in favor of the COUNTY.
- E. Proposer shall notify the COUNTY in the event of any notice of cancellation, nonrenewal or material change in coverage and shall give such notices not less than ten (10) days prior to the change, or ten (10) days for nonpayment of premium, which notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the COUNTY, by Certified mail, at the following address:

Hidalgo County Department of Budget & Management
Attention: Flora Vazquez
2802 S. Hwy. 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

- F. **PROPOSER covenants and agrees to FULLY INDEMNIFY and HOLD HARMLESS, the COUNTY and its elected officials, employees, officers, directors, and representatives, individually or collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to,**

personal or bodily injury, death and property damage, made upon the COUNTY directly or indirectly arising out of, resulting from or related to PROPOSER's activities under this CONTRACT, including any acts or omissions of PROPOSER, any agent, officer, director, representative, employee, consultant or subcontractor of PROPOSER, and their respective officers, agents, employees, directors and representatives while in the exercise of performance of the rights or duties under this CONTRACT. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of COUNTY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT PROPOSER AND COUNTY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE COUNTY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

- G. The provisions of this INDEMNIFICATION are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
- H. Proposer shall promptly advise the COUNTY, in writing of any claim or demand against the COUNTY or Proposer known to Proposer related to or arising out of PROPOSER'S activities under this CONTRACT.

XII. SCHEDULE OF EVENTS

RFP/Q Mailouts	<u>Wednesday, Month day, 2013</u>
RFP/Qs Due	<u>Wednesday, Month day, 2013-9:30 a.m.</u>
Contract Award	<u>Possible Award On: Tuesday, Month day, 2013</u>
Start Date	<u>January 1, 2014</u>

XII. RESERVATION OF RIGHTS

COUNTY reserves the right to:

- Reject any and all RFP/Q's received.
- Issue a subsequent RFP/Q's.
- Cancel the entire RFP/Q's.
- Remedy technical errors in the RFP/Q's process.
- Negotiate with any, all or none of the respondents to the RFP/Q's.
- Accept the written RFP/Q's as an offer.
- Waive informalities and irregularities.
- Accept one or more RFP/Q.

This RFP/Q does not commit COUNTY to enter into a Contract, nor does it obligate it to pay any costs incurred in preparation and submission of the RFP/Q or in anticipation of a Contract.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA E-MAIL AT yvette.salinas@co.hidalgo.tx.us NO LATER THAN Wednesday, Month day, 2013 at 5:00 pm. Responses will be sent to all respondents via e-mail by Friday, Month day, 2013. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ATTACHMENT A
HIDALGO COUNTY, TEXAS
RFP/Q FORM
WORKERS' COMPENSATION CLAIMS ADMINISTRATION

Firm Name: _____

Address of Current Nearest/Local Office: _____
(County) (State) (Zip)

Telephone No.: _____ Fax No.: _____

Office Hours: _____ Date Established: _____

Principal Contact for This RFP/Q: _____

PRICING: 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.2265.001, et. Seq. Once selected for negotiations, firm is to provide a fee proposal based on the Scope of Work.

During the Negotiation's Phase, Hidalgo County will request proposals with cost distributed in a "per file" set up with a maximum annual not to exceed fee for any and all workers' compensation claims. A file is to be defined as per occurrence, regardless of the number of claimants involved in the same occurrence. In the case of indemnity claims under the workers' compensation system, an indemnity file will be defined as an occurrence in which an employee has lost eight (8) calendar days. Each Firm is also requested to submit a flat annual fee for any and all claims. Each Firm will provide pricing that reflects the total bottom line fee for all claims. All claims costs and related expenses will be projected by the Firm and included in the fee quoted.

CLAIMS ADMINISTRATION

NOTE: Organization's proposed Attorney Services firm must have a minimum of 12 years' experience in workers' compensation litigation.

Please answer the following questions regarding your ability to administer workers' compensation claims for Hidalgo County. Answers to all questions except item 8, should apply to the specific claims adjusting location that would actually process Hidalgo County claims should you be selected.

COMPANY QUALIFICATIONS

(Note: If a national or regional company, respond **only** for the local branch/office that would handle COUNTY'S account.)

1. Principal Owner/Owners/Partners and Officers _____

2. Date Founded/Opened _____

3. Total number of full time employees _____

4. Number of public entity clients: _____ % of total clientele

5. Total number of clients: _____

6. List of four (4) similar size or larger Texas public entity clients, including address, telephone number

and contact person. Please indicate length of relationship:

- a. _____

- b. _____

- c. _____

- d. _____

7. List the three (3) most recent Texas public entity clients that did not renew their contracts for your services, including address, telephone number and contact person.

- a. _____

- b. _____

- c. _____

8. How many claims processing locations does your firm operate in Texas? _____

9. Which claims processing location will be associated with County account? _____

10. Please indicate the size of the claims processing location in the following terms:

- a. Number of accounts served _____
- b. Average number of claims opened each month _____
- c. Average number of claims handled by an adjuster per month _____
- d. Average number of claims processed each month _____

11. What is your caseload for indemnity claims? _____

12. How will you handle medical claims only? _____

13. Please furnish the following information regarding the workers' compensation claims manager of the claim adjusting location from which COUNTY claims will be paid.

Name: _____

Years of employment with your firm: _____

Years of experience in insurance industry: _____

Years of experience in workers' compensation claims administration _____

Professional designations and/or degrees earned _____

14. Please furnish the following information regarding the Texas Department of Insurance/Division of Workers' Compensation hearing professional that would handle this account.

Name: _____

Years of employment with your firm: _____

Years of experience in insurance industry: _____

Years of Texas Workers' Compensation experience: _____

Years of hearing experience: _____

Professional designations and/or degrees earned: _____

15. Attach an Organizational Chart for the specified claims processing location. Please include a block for each separate function included in the operation, including, any special units that exist. Label each unit with its function, number of employees, and unit name, if it has one. If there are several claims processing units, please indicate the unit that would be involved in the COUNTY account.

16. Indicate your standards for claims assignment/workload for each adjuster.

17. Provide the following statistics regarding your operation as of January 1, 2009:

- a. Claims on hand
- b. Claims requiring medical only payments
- c. Total claims requiring compensation payments
- d. Open/active claims
- e. Number of claims opened each month
- f. Number of claims closed each month
- g. Number of DWC hearings each month.

18. Provide information regarding any ongoing training that your employees servicing this account will

be required to satisfactorily complete. Indicate if COUNTY personnel may attend this training and at what cost, if any.

19. Describe the workflow of claims presented by COUNTY for handling.

20. Describe your screening and follow-up system for the following:

- a. Review of usual, customary and reasonable medical charges: _____

- b. Duplicate billings and duplicate payments: _____

- c. Duplicate claims filed against employer's major medical plan or other insurance carriers:

- d. Selection of physician for independent medical exam: _____

- e. Peer review or other means of reporting suspected medical malpractice:

- f. Overpayment of benefits: _____

21. Describe your internal audit procedures for the claims office. Include the frequency of the audits, who performs them, and what percentage of claims are audited:

22. How frequently does your diary system allow claims supervisory personnel to review open claims?

23. How are reserves established and monitored? _____

24. How are allocated expenses monitored and adjusted? _____

25. Will you subcontract any portion of the services you propose to furnish?

☐ Yes ☐ No If "yes", give full details below.

26. Does your firm or do persons within your firm currently have claims or litigation against the the COUNTY? ☐ Yes ☐ No. If "yes", please explain. _____

27. Please attach a copy of all licenses and permits you are required to obtain in order to administer claims in Texas.

28. Is your firm audited by an outside independent auditor?

____ Yes, as an independent entity
____ Yes, as a part of parent corporation
____ No (if not, explain below)

-
29. Has Fidelity Bond or Errors & Omissions coverage ever been refused, non-renewed, or canceled?
[] Yes [] No If "yes" please explain below.

30. Is your firm currently approved as a Third Party Administrator for any insurance carrier?
[] Yes [] No If "yes", please furnish the information requested below:

Name of Insurer

Lines of Insurance Administered Amount of Authority

ADJUSTER QUALIFICATIONS

(Complete for each adjuster and supervisor who will service COUNTY's account)

1. Adjuster's Name: _____

Address _____
(County) (State) (Zip)

2. Years of adjusting experience: _____

3. Years of municipal adjusting experience: _____

4. Length of adjusting service with your firm: _____

5. Type of adjusting (i.e. inside/outside/public): _____

6. Current number of claims handled per month by type:

Medical only _____

Lost time _____

Record only _____

7. List adjuster's license, include categories and expiration date: _____

8. Languages spoken: _____

9. Languages written: _____

10. Attach adjuster's Resume.

COST CONTAINMENT

- 1) Provide a list of case managers, their addresses & phone numbers that your company assigns claims to if needed.
- 2) Describe the process by which medical cost containment staff will communicate with claims' handling staff.
- 3) Identify any specific procedures to detect medical abuse and fraud. The response should include but not limited to over utilization, duplicate billing, unbundling, irregularities surrounding in and outpatient surgical procedures and DME use and billing.
- 4) Describe the Utilization Review components and processes proposed to include but not limited to prospective, concurrent and retrospective.
- 5) Describe the system, hardware and software to be used for medical fee guide re-pricing, to include information regarding data transfer and embedded resources.
- 6) Do you have a Prescription Benefit Management Program? If so, describe. List types of reports that can be generated.
- 7) Describe your Pharmaceutical review program.
- 8) Describe your capability and process to capture and factor out medical charges on disputed claims and duplicate submissions in reporting medical cost containment savings.
- 9) Describe the proposed workflow for medical bill price review services for facility and non-facility charges.
- 10) Describe the proposed preauthorization services to include initial, follow-up and appeals.
- 11) If your firm does not offer peer review services, how do you handle these services?

- 12) Describe any procedural safeguards that address duplicate medical payments to include retrospective quality control efforts and the level and frequency of communication of findings to clients.
- 13) Specifically discuss your procedures to address utilizing the various treatment guidelines to question the medical necessity of services, coding of services, duplicate billing and incorrect coding.
- 14) Describe the electronic edits used to identify billing irregularities.
- 15) Describe the process of reducing payments based in your bill review and/or preauthorization process where manual decisions by auditors and reviewers have been replaced.
- 16) Do you have current affiliations with Preferred Provider Organizations, Health Maintenance Organizations, Health Care Networks or other managed care organizations? Please explain.
- 17) Describe any existing revenue sharing arrangement with Preferred Provider Organizations, Health Maintenance Organizations, Health Care Networks or other managed care organizations.
- 18) Is your company currently affiliated with any Workers' Compensation Health Care Network (HCN), and if so, answer the following questions:
 - Identify the principal members of your staff who will be associated with the management and meeting the day to day operational requirements of this program. Include resume or work history and qualifications.
 - Describe the day to day operational requirements.
 - Describe how you propose to select medical providers and rank them in the order of preference.
 - How will the medical plan management address the removal of medical providers?
 - Describe how your medical plan contract will address treatment plans as a component of managing the cost of claims?

- What will be the dispute resolution process for the medical panel?
- How will you address out-of-plan medical providers where no coverage exists? Will there be a possibility of PPO savings on out-of-plan medical providers?
- Describe the method(s) you propose to provide employees access to a list of providers in the medical panel. (Internet look up, Online PDF, hardcopy, etc...)
- Describe your approach to treatment guidelines?
- How do you propose to provide guidance to medical providers where established treatment guidelines are silent on necessary and appropriate care?
- For Workers' Compensation Networks:
 - Provide a detailed outline of your operations and the history of your network. Include number and types of physicians and health related services provided.
 - If not already provided, provide a list of government entities or related organizations enrolled in your network.
 - Discuss any unique cost savings associated with your network.
 - Outline how Hidalgo County would integrate your network into its current program (include transitional timelines).
 - Provide any other relevant information that may distinguish your firm from your competitors.
 - In the attached Fee Guideline sheet disclose the costs associated with the use of your network.

INSURANCE

Please answer the following questions regarding your firm:

1. Employee Fidelity Bond:

Underwriter: _____

Bond Amount: _____

Term: From: _____ to: _____

Policy Number: _____

2. Professional Liability Coverage:

Insurer: _____

Liability Limit: _____

Term: From: _____ to: _____

Policy Number: _____

*List any claims pending against you

3. Commercial General Liability Insurance:

Liability Limit: _____

Term: From: _____ to: _____

Policy Number: _____

4. Business Automobile Liability:

Liability Limit: _____

Term: From: _____ to: _____

Policy Number: _____

5. Workers' Compensation

Liability Limit: _____

Term: From: _____ to: _____

Policy Number: _____

MICELLANEOUS:

1. Have you completed and attached Attachments [☐] Yes [☐] No

2. Federal tax ID number: _____

I affirm that the information provided herein is correct and that pricing information contained in this document shall remain a valid offer for 90 days following the deadline date for submission or if a Proposal is selected, throughout the entire term of the Contract.

By: _____
(Authorized Officer)

Type Name and Title

Date

FEE SCHEDULE

Must be completed and returned during the Negotiation Phase **only**. Failure to complete could result in rejection of RFP/Q.

Services					
Claims Administration	Fee per Claim				
Workers Compensation					
-Report Only					
- Medical Only					
- Indemnity					
Administration Fee					
Other					
Annual Fixed Fee Life of File or Life of Contract Pricing	Fee Per Claim	Flat Fee	Fee Per Hour	No Charge	Mileage
Field Services/Investigation					
Medical Case Management					
Utilization Review*					
Medical Bill Audits*					
Use of PPO Networks*					
Use Of Rx Discount Program*					
Attorney Services**					
Attending Hearings					
Legal/File Review					
Rehabilitation Services					
Vocational Case Management					
On-Line Computer Services					
Non-legal Personnel attending TWCC Hearings					
Runoff Costs W/Comp					
RMIS System and Services-Annual Administration					

Fee					
Subrogation Costs					

*NOTE 1: Provide the Contracted/Sub-Contracted firms proposed as providers for these services.

**NOTE 2: Provide list of at least three (3) Attorney Services firms for selection of firm.

Are fees included in your proposed fee schedule included in the handling of the claim after suit is filed?

☐ YES ☐ NO

Are the fees proposed in fee schedule for life of this claim or for life of Contract pricing?

Life of the Claim ☐ Life of Contract Pricing ☐

Explain: _____

EXHIBIT B

SELECTION/EVALUATION CRITERIA

**HIDALGO COUNTY
REQUEST FOR PROPOSAL**

**“Quality Claims Administration Services For
Worker’s Compensation”**

RFP NO: 13-154-00-00-YSI

SELECTION/EVALUATION CRITERIA

Hidalgo County will conduct a comprehensive evaluation of all Proposal/Qualification's received in response to this RFP. Hidalgo County will establish a "Selection Committee" comprised of staff members to perform such evaluation. Each RFP received will be analyzed to determine overall responsiveness and qualifications under the RFP; further, the "Selection Committee" may select proposing organizations for "in person" presentation. Criteria to be evaluated, not necessarily in order of priority, may include the items listed below. Final approval of a selected PROPOSER is subject to the action of COUNTY's COMMISSIONERS COURT.

1. Economic Evaluation of the Proposed Fee Schedule **20 Points**
2. Responsiveness to the RFP **20 Points**
 - a. Requested information included and thoroughness of response.
 - b. Understanding and acceptance of the scope of services.
 - c. Acceptance of the RFP and Contract requirements.
 - d. Clarity and conciseness of the response.
3. Proposer's capability to provide the services requested **60 Points**
 - a. Background of Proposer and Support Personnel, including professional qualifications.
 - b. Relevant experience of the Proposer.
 - c. Specific experience with public entity clients.
 - d. Other resources, including the total number of employees, number and location of offices.
 - e. References and experience in the Texas Public Sector.

Hidalgo County may accept, within the time specified herein, any Proposal in whole or in part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of the County.

The Contract will be awarded to the respondent whose RFP will be most advantageous to County, as determined by the evaluation factor's listed herein and by the recommendation of the Selection Committee with approval of Commissioners Court.

RFP SELECTION/EVALUATION FORM

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
1. Economic Evaluation of the Proposed Fee Schedule	20 Points	<u> </u>
2. Responsiveness to the Request for Proposal/Qualifications. a. Requested information included and thoroughness of response. b. Understanding and acceptance of the scope of services. c. Acceptance of the RFP and Contract requirements. d. Clarity and conciseness of the response. Responsiveness to the Request for Proposal	20 Points	<u> </u>
3. Proposer's capability to provide the services requested and information contained in Attachment "A". a. Background of Proposer and Support Personnel, including professional qualifications. b. Relevant experience of the Proposer. c. Specific experience with public entity clients. d. Other resources, including the total number of employees, number and location of offices. e. References and experience in the Texas Public Sector.	60 Points	<u> </u>
Total	100 Points	<u>Score</u>

Provider: _____

Evaluator: _____

Date: _____

Comments: _____

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	☐ COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	☐ CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	☐ OWNER'S & CONT. PROT				PERSONAL & ADV INJURY \$
	☐ OWNER'S PROTECTIVE LIABILITY				GENERAL AGGREGATE \$
	☐ GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT ☐ LOC				PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO				BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS				
☐ NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	☐ ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
C	EXCESS LIABILITY				EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE \$
	☐ DEDUCTIBLE				\$
	☐ RETENTION \$				\$
					\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUS- ☐ OTHER TORY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

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

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

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

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

AUTHORIZED REPRESENTATIVE

Insurance Requirement Acknowledgment

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

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

will be acquired within 10 working days after notification from Purchasing Department of 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

**PROPOSER'S AFFIDAVIT
EXHIBIT "E"**

**PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING FOR
"QUALITY CLAIMS ADMINISTRATION SERVICES FOR
WORKERS' COMPENSATION"**

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 any 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: 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	
<u>Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:</u>	
<u>Small and/or Disadvantaged Business Information (check application criteria)</u>	
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:

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.) City, state, and ZIP code List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on 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 ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ⁴
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 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 indicated 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 verify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

THIS PAGE MUST BE SUBMITTED WITH BID)

AI-40885

Purchasing Department 7. E.

CC CONSENT

Meeting Date: 10/07/2013

Submitted By: Nielda Cavazos, PURCHASING
DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Approval to add fuel card for:

1. Adult Probation - Add vehicle cards
2. Constable Pct 4 - Add vehicle card

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1297-423-00-320-0XX-4-626

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding available as of 10-3-13:

Program 006: \$400

Program 015: \$400

Attachments

Adult Probation

REQUEST

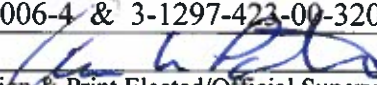
Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	09/25/2013 11:17 AM
Budget & Management	Obdett Calzada	09/25/2013 03:25 PM
Manuel Chapa	Manuel Chapa	10/03/2013 11:48 AM
Auditor's Office	Monica Badillo	10/03/2013 05:48 PM
Form Started By: Nielda Cavazos		Started On: 09/23/2013 09:32 AM
Final Approval Date: 10/03/2013		

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

XX Add Vehicle Card ☐ Add Driver Pin ☐ Delete/ Cancel Card ☐ Delete/Cancel Driver

Department:	Adult Probation		
Billing Address:	P O Box 970 Edinburg, Texas 78540		
Fuel Card Manager:	Diana G Solis		
	This person can not have use of the fuel card		
Phone Number:	956-587-6008	County Email:	diana.solis@hidalgocountycsd.org
Web user Name:	Password:		
Hidalgo Co Acct Number:	3-1297-423-00-320-006-4 & 3-1297-423-00-320-015-4		
Requested By:	Arnold K. Patrick		9/20/2013
Original Signature is required			
On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. # 410885
Reviewed by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	
Sign & Print Authorized Elected Official/Supervisor/Director	

Vehicle Plate No (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Asset Number (N/A = Non-vehicle)	<i>Purchasing Dept. Use Only</i> Card Number
1159738	2014 Ford Escape	1FMCU0F78EUA86188	AA002205	
1159737	2014 Ford Escape	1FMCU0F7XEUA86189	AA002206	

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID (6 digits)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

☒ Add Vehicle Card
 ☐ Add Driver Pin
 ☐ Delete/ Cancel Card
 ☐ Delete/Cancel Driver

Department:	Constable Pct 4		
Billing Address:	2814 S. Business Highway 281; Edinburg, Texas 78539		
Fuel Card Manager:	Nayla Muñoz		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-8560	County Email:	nayla.munoz@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1100-421-00-294-001-0-626		
Requested By:	Joel Rivera, Chief Deputy		
Original Signature is required		Sign & Print Elected/Official Supervisor/Director	
On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. # <u>40885</u>
Reviewed by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	
Sign & Print Authorized Elected Official/Supervisor/Director	

Vehicle Plate No (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Asset Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
CNL 3026	2013 Dodge Ram 1500	1C6RR7KTXDS663963	58963	

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy