

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-001  
 DATE: January 31, 2012  
 Revised

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 


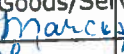

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach

Professional consulting services fee not to exceed \$34,965 (1-04-12 thru 1-31-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$135	28	13%	\$ 3,780.00
Graphic Design	\$ 65	7		\$455.00
Copy Writing	\$ 55	8		\$ 440.00
Meetings conducted with HC Precinct 4 staff to plan, produce and review PCT 4 content, images, design and materials – work in progress.				
Research, copywriting and reviews of Precinct 4 materials text copy developed – work in progress.				
Design, producing images, reviews and preliminary printing, of Precinct 4 materials developed – work in progress.				
Total Payment Due				\$ 4,675.00


4-1200-431-00-124-007-0-311  
 Pct. # 0048  
 Pur. Req. # 208665  
 P.O. # 669756

Invoice Received By:  on 2/4/14  
 Goods/Services Received By:  on 2/5/14  


Work-In-progress deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach Materials include: website, annual report, Newsletter template, poster boards, email template, flyers, posters and website management.

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 FEB 07 2014  
 By: 

**JANUARY 2012 Project Log Sheet****GODINEZ COMMUNICATIONS**

300 S. 8TH STREET, McAllen, Texas, 78501

BRIAN GODINEZ: Principal in Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3		
4	Precinct content review of materials, images and photographs (Principal in Charge)	4
5		
6		
7		
8		
9	Precinct content research, review of materials, images and photographs (Principal in Charge)	2
10	Precinct content research, review of materials, images and photographs (Principal in Charge)	3
11		
12	Review of photographs and precinct information (Principal in Charge)	3
13		
14		
15		
16	Precinct 4 meeting with Precinct 4 staff at Precinct 4 (Principal in Charge)	2
17	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	5
18		
19	Content review of materials; research (Principal in Charge), copywriting (1) and design of materials (1)	4
20	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	3
21		
22		
23	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	3
24		
25	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	3
26	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	3
27	Precinct 4 meeting with Precinct 4 staff at Precinct 4 (Principal in Charge)	2
28		
29		
30	Content review of materials (Principal in Charge); copywriting (2) and design of materials (1)	4
31	Precinct 4 meeting with Commissioner Palacios and Precinct 4 staff at Precinct 4 (Principal in Charge)	2
<b>TOTAL HOURS</b>		<b>43</b>

**Godinez Communications**

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

**INVOICE**

INVOICE NO: HC-PCT4-002  
 DATE: February 29, 2012  
 Revised

RECEIVED  
 FEB 04 2014


To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach

Professional consulting services fee not to exceed \$34,965 (2-01-12 thru 2-29-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
			23%	
Principal-in-Charge	\$135	18		\$ 2,430.00
Graphic Design	\$ 65	8		\$ 520.00
Copy Writing	\$ 55	8		\$ 440.00
Meetings conducted with HC Precinct 4 staff to plan, produce and review PCT 4 content, images, design and materials – work in progress.				
Research, copywriting and reviews of Precinct 4 materials text copy developed – work in progress.				
Design, producing images, reviews and preliminary printing, of Precinct 4 materials developed – work in progress.				
4-1200-431-00-124-007-0-311 Pct. # <u>0048</u> Pur. Rsq. # <u>208665</u> P.O. # <u>669756</u> <i>has</i>				
			Invoice Received By: <u></u> on <u>2/4/14</u>	
			Goods/Services Received By: <u>Marcos Lopez</u> on <u>2/5/14</u> <i>has</i>	
Total Payment Due				\$ 3,390.00

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 FEB 07 2014  
 BY: m/10:52

Work-In-progress deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach Materials include: website, annual report, newsletter template, poster boards, email template, flyers, posters and website management.

**FEBRUARY 2012 Project Log Sheet****GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3	Precinct content research review of materials, images and photographs (Principal in Charge)	3
4		
5		
6	Precinct content research, review of materials, images and photographs (Principal in Charge)	2
7	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	3
8	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	4
9		
10		
11		
12		
13		
14	Precinct 4 meeting with Precinct 4 staff at Precinct 4 (Principal in Charge)	3
15	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	4
16		
17		
18		
19		
20	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	3
21		
22		
23	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	3
24	Content review of materials (Principal in Charge); copywriting (1) and design of materials (1)	3
25		
26		
27	Content review of materials (Principal in Charge); copywriting (1) and design of print and online materials (1)	3
28		
29	Content review of materials (Principal in Charge); copywriting (1) and design print and online materials (1)	3
<b>TOTAL HOURS</b>		<b>34</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-003  
 DATE: March 30, 2012  
 Revised

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach

Professional consulting services fee not to exceed \$34,965 (3-01-12 thru 3-30-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$135	94	64%	\$ 12,690.00
Graphic Design	\$ 65	19		\$ 1,235.00
Copy Writing	\$ 55	8		\$ 440.00
Research, copywriting and reviews of Precinct 4 materials text copy developed – work in progress.				
Design, produced images, reviews and printing of Precinct 4 materials developed.				
Prepared for and attended the State of the County and Precinct 4 March 29th event; produced and printed all supporting materials required.				
Total Payment Due				\$ 14,365.00

4-1200-431-00-124-007-0-311  
 Pct. # 0048  
 Pur. Req. # 208665  
 P.O. # 669756 *hms*

Invoice Received By: *Paula* on 2/4/14  
 Goods/Services Received By: *Marcos Lopez* on 2/10/14  
*hms*

Work-In-progress deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precinct4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach Materials include: website, annual report, newsletter template, poster boards, email template, flyers, posters and website management.

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 FEB 07 2014  
 By: *[Signature]* 10:32

**MARCH 2012 Project Log Sheet****GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1	Precinct content review of materials, images and photographs (Principal in Charge)	5
2	Precinct content review of materials, images and photographs (Principal in Charge)	5
3		
4		
5	Meeting to review print and online materials (Principal in Charge)	3
6	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	3
7	Precinct 4 meeting with Precinct 4 staff to review materials (Principal in Charge)	2
8	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	3
9	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	3
10	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	5
11		
12	Precinct 4 meeting with Precinct 4 staff to review materials (Principal in Charge)	1
13	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	5
14	Meeting to review print and online materials (Principal in Charge)	3
15	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	3
16	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	5
17	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (2)	5
18		
19	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (2)	5
20	Precinct 4 meeting with Precinct 4 staff to review materials (Principal in Charge)	2
21	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (4)	11
22	Meeting to review and modify print and online materials (Principal in Charge)	12
23	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (1)	4
24	Meeting to review and modify print and online materials (Principal in Charge)	7
25		
26	Content review of materials (Principal in Charge); Material copywriting (1) and design of print and online materials (3)	9
27	Organized and printed materials for the State of the Precinct 4 event (Principal in Charge)	7
28	Organized and printed materials for the State of the Precinct 4 event (Principal in Charge)	7
29	Organized, printed final materials and attended the State of the Precinct 4 address (Principal in Charge)	6
30		
<b>TOTAL HOURS</b>		<b>121</b>

**Godinez Communications**

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

**INVOICE**

INVOICE NO: HC-PCT4-004  
 DATE: April 30, 2012  
 Revised

RECEIVED  
 FEB 04 2014


To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach


Professional consulting services fee not to exceed \$34,965 (4-01-12 thru 4-30-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge  Meetings conducted with HC Precinct 4 staff to follow up on State of the Precinct event	\$135	4 ✓	66%	\$ 540.00 ✓
		4-1200-431-00-124-007-0-311 Pct. # <u>0048</u> Pur. Rsq. # <u>208665</u> P.O. # <u>669756</u> <i>WAB</i>		
		Invoice Received By: <u></u> on <u>2/4/14</u> Goods/Services Received By: <u>Marcos Lopez</u> on <u>2/5/14</u> <i>WAB</i>		
Total Payment Due				\$ 540.00 ✓

Deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach Materials include: website, annual report, newsletter template, poster boards, email template, flyers, posters and website management.

RECEIVED  
 FEB 07 2014  
 By: 

**APRIL 2012 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5	Meeting with Precinct 4 staff; follow up on State of the Precinct 4 event (Principal in Charge)	2
6		
7		
8		
9		
10		
11		
12	Meeting with Precinct 4 staff; follow up on State of the Precinct 4 event (Principal in Charge)	2
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
<b>TOTAL HOURS</b>		<b>4</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-005  
 DATE: May 31, 2012  
 Revised

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach

Professional consulting services fee not to exceed \$34,965 (5-01-12 thru 5-31-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
			69%	
Principal-in-Charge	\$135	7		\$ 945.00 ✓
Graphic Design	\$ 65	3		\$ 195.00 ✓
Copy Writing	\$ 55	1		\$ 55.00 ✓
Meetings conducted with HC Precinct 4 staff to continue to enhance, correct and design digital version of 2012-2013 Annual Report.				
Copy editing of digital version of Precinct 4 Annual Report and Precinct 4 community website.				
Completed final design corrections, for Precinct 4 Annual Report.				
Design and content updates for Precinct 4 community website and hosting.				
Total Payment Due				\$ 1,195.00 ✓

~~4-1200-431-00-124-007-0-311~~  
 Pct. # 0048  
 Pur. Rsq. # 208665  
 P.O. # 669756 *MAB*

Invoice Received By: *[Signature]* on 2/4/14  
 Goods/Services Received By: *Marcos Lopez* on 2/5/14  
*MAB*

Deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach annual report and website updates and management

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 By: *[Signature]* 10:32

**MAY 2012 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3		
4	Content review of materials (Principal in Charge); Copywriting (1) and editing of digital version of report and website	2
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17	PCT 4 meeting with PCT 4 staff at Godinez Office to update digital version of report	2
18	Content review of materials (Principal in Charge); Copywriting (1) and editing of digital version of report and website	2
19		
20		
21		
22		
23		
24		
25		
26		
27	Content review of materials (Principal in Charge); Design (1) corrections of digital version of report and website	2
28		
29	PCT 4 meeting with PCT 4 staff at Godinez Office to update digital version of report	2
30	Copywriting (1) and editing of digital version of report and website	1
31		
<b>TOTAL HOURS</b>		<b>11</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-006  
 DATE: June 30, 2012  
 Revised

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 FEB 04 2014


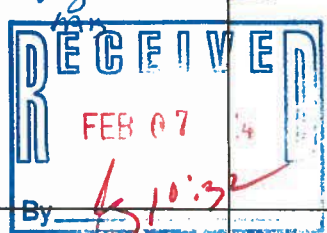
To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 Community Outreach

Professional consulting services fee not to exceed \$34,965 (6-01-12 thru 6-30-12)

Description	Rate	Total # of Hours	% of Project Completion	Amount
			73%	
Principal-in-Charge	\$ 135	4 ✓		\$ 540.00 ✓
Graphic Design	\$ 65	7 ✓		\$ 455.00 ✓
Copy Writing	\$ 55	5 ✓		\$ 275.00 ✓
Meeting conducted with HC Precinct 4 staff to continue to enhance, correct and design digital version of 2012-2013 Annual Report.				
Copy editing of digital version of Precinct 4 Annual Report and Precinct 4 community website.				
Completed final design corrections, for Precinct 4 Annual Report.				
Design and content updates for Precinct 4 community website and hosting.				
			4-1200-431-00-124-007-0-311 Pct. # 0048 Pur. Req. # 208665 P.O. # 669756 <i>QAB</i>	
			Invoice Received By:  on 2/4/14 Goods/Services Received By: <i>Marcos Lopez</i> on 2/5/14	
			 By: <i>10:32</i>	
		Total Payment Due		\$ 1,270.00 ✓

Deliverables:

Hidalgo County Precinct 4 Website at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report

**JUNE 2012 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11	Review of materials (Principal in Charge); Copywriting (1) and design (1) of digital version of report and website	2
12	Review of materials (Principal in Charge); Copywriting (2) and design (1) of digital version of report and website	4
13	PCT 4 meeting with PCT 4 staff at Godinez Office to update digital version of report	2
14		
15		
16		
17		
18	Review of materials (Principal in Charge); Copywriting (2) and design (1) of digital version of report and website	4
19		
20		
21	Design (4) corrections of digital version of report and website	4
22		
23		
24		
25		
26		
27		
28		
29		
30		
<b>TOTAL HOURS</b>		<b>16</b>

at [http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4\\_2011-2012\\_AnnualReport.pdf](http://hcpct4.com/wordpress/wp-content/themes/pct4/docs/Precint4_2011-2012_AnnualReport.pdf)

HC Precinct 4 Community Outreach annual report and website updates and management.



**JULY 2012 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

300 S. 8th Street, McAllen, Texas, 78501

BRIAN GODINEZ: Principal-in-Charge  
 PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11	PCT 4 meeting with PCT 4 staff at Godinez to update web and create Pct 4 newsletters	2
12		
13	Review of materials (Principal in Charge); copywriting (3) for Precinct 4 community website and newsletters	5
14		
15		
16	Review of materials (Principal in Charge); design (3) of PCT 4 and San Carlos newsletter templates	5
17		
18		
19	Review of materials (Principal in Charge); Copywriting (1) and design (1) of digital version of report and website	4
20	Review of materials (Principal in Charge); design (4) corrections of digital version of report and website	5
21		
22		
23		
24	Review of materials (Principal in Charge); design (3) updates for PCT 4 website and training program for PCT 4	4
25	Review of materials (Principal in Charge); design (3) updates for PCT 4 website and training program for PCT 4	5
26		
27		
28		
29		
30		
31		
<b>TOTAL HOURS</b>		<b>30</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-008  
 DATE: January 31, 2013

RECEIVED  
 FEB 04 2014


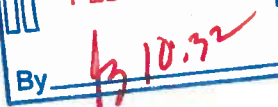
To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (1-02-13 thru 1-31-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$135	14	5%	\$ 1,890.00 ✓
Graphic Designer	\$ 65	3		\$ 195.00 ✓
Copy Writing	\$ 55	2		\$ 110.00 ✓
Meetings conducted with HC Precinct 4 staff to plan, produce and review 2013 PCT 4 content, images, design and materials – work in progress.				
Research, copywriting and reviews of Precinct 4 materials text copy developed – work in progress.				
Design, producing images, reviews and preliminary printing, of Precinct 4 materials developed – work in progress.				
			4-1200-431-00-124-007-0-311 Pct. # <u>6048</u> Pur. Rsq. # <u>208665</u> P.O. # <u>669756</u> <b>RAM</b>	
			Invoice Received By: <u></u> on <u>2/4/14</u> Goods/Services Received By: <u>Martinez Lopez</u> on <u>2/5/14</u> <b>RAM</b>	
			RECEIVED FEB 07 2014 By: <u></u>	
Total Payment Due				\$ 2,195.00 ✓

Precinct 4 2013 deliverables:

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: updated website, new annual report, April town hall meeting materials and invitation, poster boards, email template, flyers, posters and website hosting and management.

**JANUARY 2013 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

**300 S. 8TH STREET, McAllen, Texas, 78501**

**BRIAN GODINEZ: Principal in Charge  
PRECINCT 4: COMMUNITY OUTREACH**

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6		
7		
8		
9	Precinct 4 content research, review of materials, images and photographs	2
10	Precinct 4 content research, review of materials, images and photographs	3
11	Review of photographs and precinct information	2
12		
13		
14		
15	Content review of materials (Principal in Charge); Copywriting (1) and design (2) of materials	4
16	Precinct 4 meeting with Precinct 4 staff at Precinct 4	2
17		
18		
19		
20		
21		
22		
23	Precinct 4 meeting with Precinct 4 staff at Precinct 4	3
24		
25	Content review of materials (Principal in Charge); Copywriting (1) and design (1) of materials	3
26		
27		
28		
29		
30		
31		
<b>TOTAL HOURS</b>		<b>19</b>



**FEBRUARY 2013 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

**300 S. 8TH STREET, McAllen, Texas, 78501**

**BRIAN GODINEZ: Principal in Charge  
PRECINCT 4: COMMUNITY OUTREACH**

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6	Precinct 4 content research, organizing content, copywriting (1) and design (1) of annual report	2
7		
8		
9		
10		
11	Precinct 4 content research, organizing content (Principal); copywriting (3) and design (3) of annual report	8
12	Precinct 4 content research, organizing content (Principal); copywriting (1) and design (1) of annual report	3
13	Precinct 4 content research, organizing content (Principal); copywriting (1) and design (1) of annual report	3
14	Precinct 4 meeting with Precinct 4 staff at Godinez Office (Principal) / Copywriting (2) & Design (3) of Report	7
15	Precinct 4 meeting with Precinct 4 staff at Godinez Office (Principal) / Copywriting (2) & Design (1) of Report	6
16		
17		
18	Precinct 4 meeting with Precinct 4 staff at Godinez Office (Principal); Copywriting (1) & Design (2) of Report	8
19	Precinct 4 content research, organizing content (Principal); copywriting (1) and design (1) of annual report	5
20	Precinct 4 content research, organizing content( Principal); copywriting (1) and design (2) of annual report	4
21	Precinct 4 content research, organizing content (Principal); copywriting (2) and design (1) of annual report	4
22	Precinct 4 content research, organizing content (Principal); copywriting (2) and design (3) of annual report	9
23		
24		
25	Precinct 4 meeting with Precinct 4 staff at Godinez Office (Principal);/ Copywriting (1) & Design (3) of Report	7
26	Precinct 4 content research, organizing content (Principal); copywriting (1) and design (1) of annual report	4
27	Precinct 4 content research, organizing content (Principal); copywriting (2) and design (4) of annual report	9
28	Precinct 4 meeting with Precinct 4 staff at Godinez Office	4
<b>TOTAL HOURS</b>		<b>83</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-010  
 DATE: MARCH 31, 2013

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539


BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-311  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (3-01-13 thru 3-31-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$ 135	19	31%	\$ 2,565.00
Graphic Designer	\$ 65	12		\$ 780.00
Copy Writing	\$ 55	11		\$ 605.00
Copywriting and reviews of Precinct 4 ANNUAL REPORT – work in progress.				
Design, producing images and reviews of Precinct 4 ANNUAL REPORT – work in progress.				
		4-1200-431-00-124-007-0-311 Pct. # <u>0048</u> Pur. Rsq. # <u>208665</u> P.O. # <u>669756</u> <i>WAB</i>		
		Invoice Received By: <u><i>Marty Salazar</i></u> on <u>2/4/14</u> Goods/Services Received By: <u><i>Marcos Lopez</i></u> on <u>2/5/14</u> <i>h213</i>		
Total Payment Due				\$ 3,950.00

RECEIVED  
 FEB 07 2014  
 10.32 

Precinct 4 2013 deliverables

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: new annual report, updated website, June town hall meeting materials and invitation, poster boards, email template, flyers, posters, town hall presentation and website hosting and management.

**MARCH 2013 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

**300 S. 8TH STREET, McAllen, Texas, 78501**

**BRIAN GODINEZ: Principal in Charge  
PRECINCT 4: COMMUNITY OUTREACH**

DAY	ACTIVITY	HOURS
1	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (1); web updates	4
2		
3		
4	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (2); web updates	5
5	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (1)	3
6	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (1); web updates	3
7	Photography session and selection of photographs (Principal);	5
8	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (2); web updates	5
9		
10		
11	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (2)	4
12		
13	PCT 4 annual report: copywriting (1) and design (1)	2
14	PCT 4 annual report: organizing content, photography, reviews (Principal)	1
15		
16		
17		
18	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1)	2
19	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (1)	3
20	PCT 4 annual report: organizing content, photography, reviews (Principal); copywriting (1) and design (1)	3
21	PCT 4 annual report: organizing content, photography, reviews (Principal)	1
22		
23		
24		
25		
26		
27	PCT 4 annual report: copywriting & editing	1
28		
29		
30		
31		
<b>TOTAL HOURS</b>		<b>42</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-011  
 DATE: APRIL 30, 2013

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-312  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (4-01-13 thru 4-30-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$ 135	8	36%	\$ 1,080.00
Graphic Designer	\$ 65	9		\$ 585.00
Copy Writing	\$ 55	10		\$ 550.00
Copywriting and reviews of Precinct 4 annual report, website and town hall meeting materials – work in progress.				
Design, producing images and reviews of Precinct 4 annual report, website and town hall meeting materials – work in progress.				
Total Payment Due				\$ 2,215.00

4-1200-431-00-124-007-0-311  
 Pct. # 8048  
 Pur. Rqd. # 208665  
 P.O. # 669756 **RAO**

Invoice Received By: Marty Salazar on 2/4/14  
 Goods/Services Received By: Martinez Lopez on 2/5/14  
**RAO**

RECEIVED  
 FEB 07 2014  
 By: 13/10.32

Precinct 4 2013 deliverables:

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: new annual report, updated website, June town hall meeting materials and invitation, poster boards, email template, flyers, posters, town hall presentation and website hosting and management.

**APRIL 2013 Project Log Sheet****GODINEZ COMMUNICATIONS**

300 S. 8TH STREET, McAllen, Texas, 78501

BRIAN GODINEZ: Principal in Charge

PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1		
2	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (1) and design (1)	4
3	Precinct 4 annual report: copywriting (1) and design (1)	2
4	Precinct 4 annual report: copywriting	1
5	Precinct 4 annual report: copywriting (1) and design (1)	2
6		
7		
8	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (1) and design (1)	3
9		
10	Precinct 4 town hall meeting materials and website: copywriting (1) and design (1)	2
11		
12		
13		
14		
15		
16		
17	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (1) and design (1)	3
18		
19	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (1) and design (1)	4
20		
21		
22		
23		
24		
25	Precinct 4 town hall meeting: copywriting (1) and design (1)	2
26		
27		
28		
29		
30	Precinct 4 town hall meeting materials and website (Principal); copywriting (1) and design (1)	4
<b>TOTAL HOURS</b>		<b>27</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-012  
 DATE: MAY 31, 2013

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-312  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (5-01-13 thru 5-31-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
			45%	
Principal-in-Charge	\$ 135	20		\$ 2,700.00 ✓
Graphic Designer	\$ 65	12		\$ 780.00 ✓
Copy Writing	\$ 55	11		\$ 605.00 ✓
Copywriting and reviews of Precinct 4 annual report, website and town hall meeting materials – work in progress.				
Design, producing images and reviews of Precinct 4 annual report, website and town hall meeting materials – work in progress.				
			4-1200-431-00-124-007-0-311 Pct. # 0048 Pur. Rsq. # 208665 P.O. # 669756 KAD	
			Invoice Received By: <u>BOYLE</u> on 2/4/14 Goods/Services Received By: <u>Marty Salazar</u> on 2/3/14 MS	
Total Payment Due				\$ 4,085.00 ✓

RECEIVED  
 FEB 07 2014  
 By: MS

Precinct 4 2013 deliverables:

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: new annual report, updated website, June town hall meeting materials and invitation, poster boards, email template, flyers, posters, town hall presentation and website hosting and management.

**MAY 2013 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

**300 S. 8TH STREET, McAllen, Texas, 78501**

**BRIAN GODINEZ: Principal in Charge  
PRECINCT 4: COMMUNITY OUTREACH**

DAY	ACTIVITY	HOURS
1	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (2) and design (1)	6
2	Precinct 4 annual report: copywriting (1) and design (1)	2
3		
4		
5		
6	Precinct 4 annual report: copywriting	1
7	Precinct 4 annual report: copywriting (1) and design (1)	2
8	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (1)	3
9	Precinct 4 staff meeting with Godinez to review annual report, town hall meeting materials and website	2
10	Precinct 4 annual report: copywriting (1) and design (1)	2
11		
12		
13		
14		
15		
16		
17	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (1)	3
18		
19	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (2)	4
20	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (1)	2
21		
22	Precinct 4 staff meeting with Godinez to review annual report, town hall meeting materials and website	2
23	Precinct 4 annual report, town hall meeting materials and website (Principal); copywriting (3) and design (1)	7
24		
25		
26		
27		
28	Precinct 4 town hall meeting: copywriting	1
29	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (1)	2
30	Precinct 4 annual report, town hall meeting materials and website (Principal); and design (1)	2
31	Precinct 4 annual report, town hall meeting materials and website (Principal); and copywriting (1)	2
<b>TOTAL HOURS</b>		<b>43</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-013  
 DATE: June 30, 2013

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 

Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-312  
 Requisition No.: 208665  
 PO #: 669756

P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (6-01-13 thru 6-30-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
Principal-in-Charge	\$ 135	21	52%	\$ 2,835.00
Graphic Designer	\$ 65	5		\$ 325.00
News release and distribution				
Reviews of Precinct 4 annual report, website and town hall meeting materials and presentations				
Producing images and reviews of Precinct 4 annual report, website and town hall meeting materials and presentations				
Total Payment Due				\$ 3,160.00

4-1200-431-00-124-007-0-311  
 Pct. # 0048  
 Pur. Rsq. # 208665  
 P.O. # 669756  
 Invoice Received By: Della on 2/4/14  
 Goods/Services Received By: Marcos Lopez on 2/5/14  
 RAS

RECEIVED  
 FEB 07 2014  
 By: by 10:32

Precinct 4 2013 deliverables:

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: new annual report, updated website, June town hall meeting materials and invitation, poster boards, email template, flyers, posters, town hall presentation and website hosting and management.

**JUNE 2013 Project Log Sheet****GODINEZ COMMUNICATIONS**

300 S. 8TH STREET, McAllen, Texas, 78501

BRIAN GODINEZ: Principal in Charge

PRECINCT 4: COMMUNITY OUTREACH

DAY	ACTIVITY	HOURS
1	Precinct 4 town hall meeting news release and media advisory release (Principal)	5
2		
3	Precinct 4 annual report online and town hall updates (Principal)	1
4	Precinct 4 town hall meeting keynote presentation (Principal)	5
5	Precinct 4 town hall meeting keynote presentation and flyer design (2)	2
6	Precinct 4 town hall meeting keynote presentation (Principal) and flyer design (2)	3
7	Precinct 4 town hall meeting keynote presentation (Principal)	1
8		
9		
10		
11		
12		
13	Precinct 4 town hall meeting keynote presentation (Principal)	1
14	Precinct 4 annual report and town hall meeting online updates (Principal)	1
15		
16		
17	Precinct 4 annual report and town hall meeting online updates (Principal)	1
18		
19	Pct 4 town hall meeting design (1)	1
20		
21		
22		
23		
24	Precinct 4 town hall meeting news release and media advisory creation / newsletter updates (Principal)	2
25	Precinct 4 town hall meeting news release and media advisory creation (Principal)	2
26	Precinct 4 town hall meeting news release and media advisory creation (Principal)	1
27	Pct 4 Town Hall Meeting with Comm J Palacios	
28		
29		
30		
<b>TOTAL HOURS</b>		<b>26</b>

# Godinez Communications

EIN# 27-1107092  
 300 S. 8<sup>th</sup> Street  
 McAllen, Texas 78501

# INVOICE

INVOICE NO: HC-PCT4-014  
 DATE: July 31, 2013

RECEIVED  
 FEB 04 2014

To: Marty Salazar  
 Director of Purchasing  
 County of Hidalgo  
 2812 S. Business Highway 281  
 Edinburg, TX 78539

BY: 


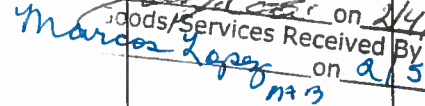
Contract No.: C-11-117-08-02  
 Account No.: 2-1100-415-00-115-002-0-312  
 Requisition No.: 208665  
 PO #: 669756


P.O. #	TERMS	DUE DATE	PROJECT
	Net 30	30 Days	Precinct 4 2013 Community Outreach

Professional consulting services fee not to exceed \$45,360 (7-01-13 thru 7-31-13)

Description	Rate	Total # of Hours	% of Project Completion	Amount
			47%	
Principal-in-Charge	\$ 135	5		\$ 675.00
Graphic Designer	\$ 65	2		\$ 130.00
Copy Writing	\$ 55	2		\$ 110.00
Precinct 4 meeting				
PCT 4 website training				
Final copywriting and design, of Pct 4 website and video upload				
Total Payment Due				\$ 915.00

4-1200-431-00-124-007-0-311  
 Pct. # 0048  
 Pur. Rsq. # 208665  
 P.O. # 669756

Invoice Received By:  on 2/4/14  
 Goods/Services Received By:  on 2/5/14

RECEIVED  
 FEB 07 2014  
 By: 

Precinct 4 2013 deliverables

Hidalgo County Precinct 4 Website 2013 update at <http://www.hcpct4.org> and PCT 4 2012-2013 Annual Report at [http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4\(forWEB\).pdf](http://hcpct4.com/wp-content/themes/pct4/docs/2013Pct4(forWEB).pdf)

HC Precinct 4 2013 Community Outreach materials include: new annual report, updated website, June town hall meeting materials and invitation, poster boards, email template, flyers, posters, town hall presentation and website hosting and management.

**JULY 2013 Project Log Sheet**

**GODINEZ COMMUNICATIONS**

300 S. 8TH STREET, McAllen, Texas, 78501

**BRIAN GODINEZ: Principal in Charge**  
**PRECINCT 4: COMMUNITY OUTREACH**

DAY	ACTIVITY	HOURS
1		
2		
3		
4		
5		
6		
7		
8		
9	Meeting with Comm Joseph Palacios (Principal)	2
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23	PCT 4 Website Wordpress Training (Principal)	3
24		
25		
26	Final copywriting (2) and design (2) clean up on Pct 4 website; add video to website	4
27		
28		
29		
30		
31		
<b>TOTAL HOURS</b>		<b>9</b>

**APPROVED**

AI-30289

24. A. 6.

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha Salazar

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of the following work authorizations through Contract #C-11-117-08-02 with Brian Godinez in connection to the "Professional Consulting Services To Assist, Assess, Review, And Facilitate The County's Revenue And Expenditure Efficiencies" as follow:

- a. WA#2-Provide planning, organization, facilitation, communications and reporting and support services for the County's Indigent Defense And Jail Overcrowding, in the amount of \$36,815.00.
- ✓ b. WA#3-Provide communications and public engagement strategies and services to Hidalgo County Precinct No. 4, to assist raising the awareness and education of County and Precinct 4 Services and Programs for the Community, in the amount of \$34,965.00.

BACKGROUND

WA #2 & WA #3 - C-11-117-08-02 with Brian Godinez

Fiscal Impact

<u>FISCAL YEAR:</u>	<u>ACCT. #:</u>
<u>FUNDS AVAILABLE Y/N?:</u>	<u>MATCHING FUNDS Y/N?:</u>

BUDGETARY IMPACT:

DBM WILL IDENTIFY FUNDING WITHIN THIS AGENDA MEETING. ALSO, REQUISITION#S WILL BE PROVIDED ONCE FUNDING HAS BEEN IDENTIFIED BY DBM.

Attachments

- WA#2-Brian Godinez-C-11-117-08-02
- WA#3-Brian Godinez-C-11-117-08-02
- Contract #C-11-117-08-02-Brian Godinez

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/22/2011 04:47 PM
Auditor's Office	Angela Garcia	12/22/2011 05:38 PM
Form Started By: Vangie Garcia		Started On: 12/21/2011 09:14 AM
	Final Approval Date: 12/22/2011	

**HIDALGO COUNTY**  
**Professional Consulting Services**  
**Contract # C-11-117-08-02**

**WORK AUTHORIZATION No.3**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "Owner," and, "**GODINEZ COMMUNICATIONS,**" professional consultant of McAllen, Texas , hereinafter called "Consultant."

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the CONSULTANT to provide professional consulting services as it pertains to the following:

Provide communications and public engagement strategies and services to Hidalgo County Precinct 4 to assist raising the awareness and education of County and Precinct 4 services and programs for the community.

The scope of services to be provided by the **CONSULTANT** is identified in **EXHIBIT "B"- Scope of Services to be Provided by the Consultant** attached hereto. The project work schedule is identified in **EXHIBIT "C" – Project Work Schedule** attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is \$ 34,965. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as **EXHIBIT "C" – Project Work Schedule and EXHIBIT "D" - Consultant Cost/Rates** attached hereto.

**PART 3. PAYMENT**

Compensation and payment to the **CONSULTANT** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 3 of the Agreement.

**PART 4. FUNDING**

This Work Authorization NO.1 shall be funded through funding source:

Account No. 2-1200-431-00-124-007-0-311

Requisition Number 208665

**PART 5. PERIOD OF SERVICE**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work.

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by Hidalgo County Commissioner Joseph Palacios as to content and detail of this Work Authorization No. 1.

HIDALGO COUNTY PRECINCT 4

BY: Joseph Palacios  
Joseph Palacios, County Commissioner Precinct 4

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on as indicated below and effective as of \_\_\_\_\_ day of , 2011.

**THE CONSULTANT:  
GODINEZ COMMUNICATIONS**

**THE OWNER:  
HIDALGO COUNTY**

BY: Brian Godinez  
Brian Godinez

BY: Ramon Garcia  
Ramon Garcia, County Judge

ATTEST:  
BY: Arturo Guajardo, Jr.  
Arturo Guajardo, Jr., County Clerk

Approved by Commissioners' Court  
on 12/29/11 RW

**LIST OF ATTACHMENTS**

- ATTACHMENT "A" - Scope of Services to be Provided by the Owner
- ATTACHMENT "B" - Scope of Services to be Provided by the Consultant
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Consultant Cost/Rates
- ATTACHMENT "E" - Insurance Requirements Provided by the Consultant

**ATTACHMENT "A"**  
**Services to be provided by the OWNER**

The following provides an outline of the services to be provided by the OWNER in the development of the Project.

The OWNER will provide to the CONSULTANT the following:

- (1) Authorization to the CONSULTANT to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the CONSULTANT and accepted by the OWNER in accordance with Section 6 of the Agreement.
- (3) Assistance to the CONSULTANT, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the CONSULTANT cannot easily obtain.
- (4) Provide any available relevant data the OWNER may have on file concerning the project.
- (5) Provide timely review and decisions in response to the CONSULTANT'S request for information and/or required submittals and deliverables, in order for the CONSULTANT to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the CONSULTANT.
- (7) Assist the CONSULTANT in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:  
  
*Public Meetings*
  - (a) Approve agenda and all exhibits prior to public meeting.
  - (b) Approve date and location of the meeting.
  - (c) Review/approve Public Meeting Report.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the CONSULTANT and more particularly identified in Attachment "B" of the

Agreement.

(9) Review and approve the Project design criteria.

(10) Review and approve change as required and prepared by the CONSULTANT.

## **ATTACHMENT "B"**

### Scope of Services to be Provided by the Consultant

The project will consist of working closely (daily, weekly and/or monthly) with Hidalgo County, County Commissioner Joseph Palacios, Precinct 4 staff and resources, as well as with the communities of Hidalgo County Precinct 4, and provide professional communications and public engagement strategies and services to assist raising the awareness and education of County and Precinct 4 services and programs for the community, including:

- Assist with the development and coordination of objectives, strategies and message for Hidalgo County Precinct 4's communications and public engagement plan;
- Assist with the implementation of a communications and public engagement plan including the possible design and development of tactics, tools and materials for community wide distribution and dissemination;
- Possible design and development of various tactics, tools and materials that may include but is not limited to research, survey, message, photography, video, graphics, newsletters, news releases, brochure, website, fact sheets, online banners, news conferences, periodic progress reports, presentations, briefings, fliers, television programming, editorial pieces, advertisements, outreach events or forums utilized to raise the awareness and education of community services and programs.
- Cooperate and coordinate fully with the County Commissioners' Court, Precinct 4 staff and resources;
- Report and consult to the County and Precinct 4 as often as reasonably necessary;
- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;

**ATTACHMENT C**

**PROJECT WORK SCHEDULE - Precinct 4 Communications - Consulting Services & Costs**

Consulting Elements, Hours & Fees	JAN '12	FEB '12	MAR '12	APR '12	MAY '12	JUN '12	JUL '12	2012 TOTALS
<b>PRINCIPAL IN CHARGE HOURS</b>								
Planning hours	12	5	10	0	0	0	0	27
Meeting Facilitation Hours	6	3	30	4	4	2	2	51
Development Hours	10	10	34	0	3	2	10	69
Implementation Hours	0	0	20	0	0	0	0	20
Principal-in-charge TTL Hours	28	18	94	4	7	4	12	167
Principal-in-charge Fees (@ \$135/hr)	\$ 3,780	\$ 2,430	\$ 12,690	\$ 540	\$ 945	\$ 540	\$ 1,820	\$ 22,545
<b>ADDITIONAL CONSULTING SUPPORT HOURS</b>								
Graphic Design TTL Hours (@ \$65/hr)	7	8	19	0	3	7	14	41
Copy Writing TTL Hours (@ \$55/hr)	8	8	8	0	1	5	4	30
Additional Consulting Support TTL Hours	15	16	27	0	4	12	18	74
Additional Consulting Support TTL Fees	\$ 895	\$ 960	\$ 1,875	\$ -	\$ 250	\$ 730	\$ 1,130	\$ 5,640
<b>TOTAL CONSULTING COSTS</b>	\$ 4,675	\$ 3,390	\$ 14,365	\$ 540	\$ 1,195	\$ 1,270	\$ 2,750	\$ 28,185

**Revised ATTACHMENT C**

**ADDITIONAL PROJECT WORK SCHEDULE - Precinct 4 Communications - Consulting Services & Costs**

Consulting Elements, Hours & Fees	JAN '13	FEB '13	MAR '13	APR '13	MAY '13	JUN '13	JUL '13	2013 TOTALS
<b>PRINCIPAL IN CHARGE HOURS</b>								
Planning hours	7	0	0	0	0	0	0	7
Meeting Facilitation Hours	5	17	0	0	4	0	2	28
Development Hours	2	19	19	8	16	16	0	80
Implementation Hours	0	0	0	0	0	5	3	8
Principal-in-charge TTL Hours	14	36	19	8	20	21	5	123
Principal-in-charge Fees (@ \$135/hr)	\$ 1,890	\$ 4,860	\$ 2,565	\$ 1,080	\$ 2,700	\$ 2,835	\$ 875	\$ 10,805
<b>ADDITIONAL CONSULTING SUPPORT HOURS</b>								
Graphic Design TTL Hours (@ \$65/hr)	3	26	12	9	12	5	2	67
Copy Writing TTL Hours (@ \$55/hr)	2	21	11	10	11	0	2	55
Additional Consulting Support TTL Hours	5	47	23	19	23	5	4	122
Additional Consulting Support TTL Fees	\$ 305	\$ 2,845	\$ 1,385	\$ 1,135	\$ 1,385	\$ 325	\$ 240	\$ 7,020
<b>TOTAL CONSULTING COSTS</b>	\$ 2,195	\$ 7,705	\$ 3,950	\$ 2,215	\$ 4,085	\$ 3,160	\$ 915	\$ 24,225

**ATTACHMENT "D"**  
**Consultant Cost/Rates**

For and in consideration of the **Services** attached to this Agreement and to be rendered by the **Consultant**, the **Owner** shall pay the **Consultant** the **fee** as defined in this Agreement, and as more particularly identified as follows:

<b>Description - All Inclusive</b>		<b>Hourly Fees</b>
Principal-in-Charge		\$135
Graphic Design		\$65
Copy Writing		\$55
Administrative Support		\$45
<b>Material Rates</b>		
<b>Item</b>	<b>Unit Rate</b>	
Mileage (outside of Hidalgo County)	IRS Allowable Rate	
Sub-consultant Fees	Billable Hourly Rate + 10%	
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)	

**ATTACHMENT "E"**

Insurance Requirements Provided by the Consultant



# CERTIFICATE OF LIABILITY INSURANCE

RAG  
R045DATE (MM/DD/YYYY)  
12/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HEARTLAND MARKETING GROUP INC 504623 P: (866) 467-8730 F: (877) 905-0457 PO BOX 33015 SAN ANTONIO TX 78265	<b>CONTACT NAME</b> _____ <b>PHONE</b> (A.C. No. Ext): (866) 467-8730	<b>FAX</b> (A.C. No.): (877) 905-0457
	<b>E-MAIL ADDRESS:</b> _____ <b>PRODUCER CUSTOMER ID #:</b> _____	
<b>INSURED</b> BRIAN GODINEZ DBA GODINEZ COMMUNICATIONS 300 S 8TH ST MCALLEN TX 78501	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Sentinel Ins Co LTD	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab	X	46 SBM ZW6973	12/03/2011	12/03/2012	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO. SECT <input checked="" type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Those usual to the Insured's Operations. See the Business Liability Coverage Form SS0008 attached to this policy for Additional Insured provisions.

<b>CERTIFICATE HOLDER</b> Hidalgo county 2802 S BUSINESS 281 EDINBURG, TX 78539	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	CONTACT NAME Liz Cruz
	PHONE (A/C, Hk, Ext) (210) 930-6665 FAX (A/C, Hk) (210) 930-1838
	E-MAIL ADDRESS lcruz@alamoinsgrp.com
INSURED Brian Godinez d/b/a Godinez Communications 300 S. 8th Street McAllen TX 78501	INSURER(S) AFFORDING COVERAGE INSURER A: Progressive Casualty Ins Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 11/12 Auto REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			08255095-0	9/22/2011	9/22/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Base \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  CFD <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Hidalgo County is an additional insured on the Auto policy.

CERTIFICATE HOLDER Hidalgo County Attn: Purchasing Department 2812 S. Highway Bus. 281 Edingburg, TX 78539	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE John McMahan/LIZ <i>Pat M. Mahan</i>
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/19/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	<b>CONTACT NAME:</b> Emily Rodriguez <b>PHONE (A/C No, Ext):</b> (210) 930-6665 <b>FAX (A/C, No):</b> (210) 930-1838 <b>E-MAIL ADDRESS:</b> Erodriquez@alamoinsgrp.com
<b>INSURED</b> Godinez Communications 300 S. 8th Street McAllen TX 78501	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: The United States Liability Ins INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 2011/2012E&OMASTER REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Professional Liability			SP1022568	8/18/2011	8/18/2012	\$1,000,000/\$1,000,000 Limit \$1,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Certificateholder is hereby named as additional insured on professional liability as their interest may appear.

**CERTIFICATE HOLDER****CANCELLATION**

Hidalgo County Attn: Evangelina Garcia 100 E. Cano 2nd Floor Edinburg, TX 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  John McMahan/EMILY <i>Pat M. McMahan</i>
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ACORD 25 (2010/05)

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INS025 (2010/05) 01

The ACORD name and logo are registered marks of ACORD

Affidavit Agreement

Date: May 24, 2011

Affiant: Brian Godinez d.b.a. Godinez Communications

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant.

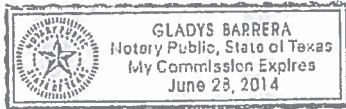
Affiant Brian Godinez states he is a sole proprietor doing business as Godinez Communications with Hidalgo County under RFP # 2011-117 dated May 18, 2011. Affiant will provide services for Hidalgo County under a Hidalgo County RFP /Q Description: Professional Consultant Services to Assist, Assess, Review and Facilitate the County's Revenue and Expenditure Efficiencies, which will be approved upon receipt by the Hidalgo County Purchasing Department.

Affiant further states that he has no employees and does not anticipate employing any during the term of this contract. In the event Affiant does employ any staff during the contract, Affiant shall immediately notify Hidalgo County and obtain the Workers Compensation required by law. Affiant further acknowledges that failure to do so will result in cancellation of the purchase order.

Further Affiant sayeth not.

*[Handwritten Signature]*

Printed Name of Affiant: Brian Godinez



SWORN AND SUBSCRIBED TO under oath before me on May 25, 2011

Gladys Barrera

Notary Public, State of Texas



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/29/2013

<b>PRODUCER</b> HEARTLAND MARKETING GROUP INC PO BOX 33015 SAN ANTONIO, TX 78265 P: (866)467-8730 F: (877)905-0457	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.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> BRIAN GODINEZ DBA GODINEZ COMMUNICATIONS 300 S 8 <sup>TH</sup> ST MCALLEN, TX 78501	INSURER A: Sentinel Ins Co LTD	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	46SBMZW6973	12/03/2012	12/03/2013	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
							\$
	<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
	<input type="checkbox"/>	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
	<input type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU TORY LIMITS <input type="checkbox"/> OTH ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
	<input type="checkbox"/>	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### CERTIFICATE HOLDER

Additional Insured :

Hidalgo County  
2802 S Business 281  
Edinburg, TX 78539

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE 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

Named insured

BRIAN GODINEZ  
LEIGH ANN GODINEZ  
GODINEZ COMMUNICATIONS  
300 S. 8TH ST  
MCALLEN, TX 78501

**Policy number: 08255095-1**

Underwritten by  
Progressive County Mutual Ins Co  
September 20, 2012  
Policy Period - Sep 22, 2012 - Sep 22, 2013  
Page 1 of 2

**progressiveagent.com**

**Online Service**

Make payments, check billing activity, print policy documents, or check the status of a claim.

**1-210-930-6665**

**ALAMO INS GROUP**

Contact your agent for personalized service.

**1-800-444-4487**

For customer service if your agent is unavailable or to report a claim.

# Commercial Auto Insurance Coverage Summary

## This is your revised Renewal Declarations Page

Your coverage begins on September 22, 2012 at 12:01 a.m. This policy expires on September 22, 2013 at 12:01 a.m.

This coverage summary replaces your prior one. Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for an auto may not be combined with the limits for the same coverage on another auto, unless the policy contract allows the stacking of limits. The policy contract is form 6912 (06/10). The contract is modified by forms 2852TX (02/07), 1652TX (05/07), 1198 (01/04), Z529TX (03/07), Z528TX (03/07), 5701TX (07/11), 4852TX (03/07), 4881TX (06/11) and Z228 (01/11).

The named insured organization type is a sole proprietorship.

### Automobile Burglary/Theft Prevention Authority Fee

Notice: A fee of \$2.00 is payable in addition to the premium due under this policy. This fee reimburses the insurer, as permitted by 28 TAC Sec. 5.205, for the \$2.00 fee per motor vehicle per year required to be paid to the Automobile Theft Prevention Fund under Texas Civil Statutes, Article 4413(37), Sec. 10, which became effective on June 6, 1991, and revised effective September 1, 2011.

### Outline of coverage

Description	Limits	Deductible	Premium
Liability To Others			\$1,341
Bodily Injury and Property Damage Liability	\$1,000,000 combined single limit		
Uninsured/Underinsured Motorist	\$1,000,000 combined single limit		373
Uninsured Motorist Property Damage	Included in combined single limit	\$250	99
Personal Injury Protection	\$2,500 each person		86
Comprehensive			218
See Auto Coverage Schedule	Limit of liability less deductible		
Collision			610
See Auto Coverage Schedule	Limit of liability less deductible		
<b>Subtotal policy premium</b>			<b>\$2,727</b>
Automobile Burglary/Theft Prevention Authority Fee			2
Fees			20
<b>Total 12 month policy premium and fees</b>			<b>\$2,749</b>

**Rated drivers**

1. BRIAN GODINEZ
2. LEIGH GODINEZ

**Auto coverage schedule**

1. **2011 Hyundai Sonata** Actual Cash Value (plus \$2,000.00 Permanently Attached Equip)  
 VIN: 5NPEC4AC5BH117043 Garaging Zip Code: 78501 Radius: 50

	Liability	UM/BI	UM PD	PIP	
<b>Liability Premium</b>	\$1,341	\$373	\$99	\$86	
<b>Physical Damage Premium</b>	Comp Deductible	Comp Premium	Collision Deductible	Collision Premium	Auto Total
	\$500	\$218	\$500	\$610	<b>\$2,727</b>

**Premium discounts**

Policy	
08255095-1	Business Experience and Paid In Full

**Additional Insured information**

1. Additional Insured HIDALGO COUNTY  
2812 S HWY BSN EDINBURG, TX 78539



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/29/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	<b>CONTACT NAME:</b> Liz Y Cruz <b>PHONE (A/C No. Ext):</b> (210) 930-6665 <b>FAX (A/C No):</b> (210) 930-1838	
	<b>E-MAIL ADDRESS:</b> lcruz@alamoinsgrp.com	
<b>INSURED</b> Godinez Communications 300 S. 8th Street McAllen TX 78501	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> The United States Liability Ins	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 12/13 PROF                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>E&amp;O Liability</b>			SP1022595A	8/18/2012	8/18/2013	Each Claim Limit \$1,000,000 Annual Aggregate Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Hidalgo County Attn: Evangelina Garcia 100 E. Cano 2nd Floor Edinburg, TX 78539	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  John McMahan/SERV <i>Pat Mc Mahan</i>

**Affidavit Agreement**

Date: May 24, 2011

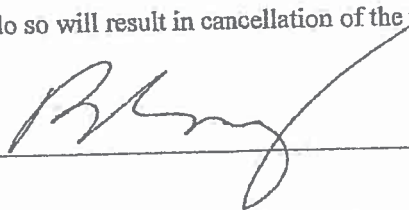
Affiant: Brian Godinez d.b.a. Godinez Communications

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant.

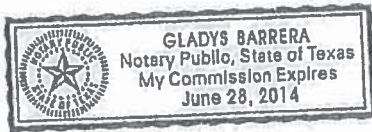
Affiant Brian Godinez states he is a sole proprietor doing business as Godinez Communications with Hidalgo County under RFP # 2011-117 dated May 18, 2011. Affiant will provide services for Hidalgo County under a Hidalgo County RFP /Q Description: Professional Consultant Services to Assist, Assess, Review and Facilitate the County's Revenue and Expenditure Efficiencies, which will be approved upon receipt by the Hidalgo County Purchasing Department.

Affiant further states that he has no employees and does not anticipate employing any during the term of this contract. In the event Affiant does employ any staff during the contract, Affiant shall immediately notify Hidalgo County and obtain the Workers Compensation required by law. Affiant further acknowledges that failure to do so will result in cancellation of the purchase order.

Further Affiant sayeth not.

  
\_\_\_\_\_

Printed Name of Affiant: Brian Godinez



SWORN AND SUBSCRIBED TO under oath before me on May 25, 2011

Gladys Barrera  
\_\_\_\_\_

Notary Public, State of Texas