AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT
MEETING
April 8, 2014
8:45 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 Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call**

2. **Pledge of Allegiance**

3. **Prayer**

4. **Approval of Consent Agenda**

5. **Open Forum**

6. **AI-43924**
A. Appointment of Interim Constable, Pct. #4
B. Approval to set bond amount for Interim Constable, Pct. #4
C. Approval of bond for Interim Constable, Pct. #4

7. **Constables:**

A. **AI-43923** Constable Precinct No. 4:
1. Discussion, consideration, and approval to appoint the persons listed below as Deputy Constable by Constable _____,Constable Precinct 4 in accordance with Texas Local Government Code Section 86.011:

Michael E. Anzaldua	Robert Lugo, Jr
David Trinidad Sanchez	Teodoro A. Lemus, Jr
Raul A. Salinas	David Garza, Jr
Carlos Gonzalez, Jr	Albert Allen Collins
Joaquin Vasquez	Romeo Pena, Jr
Martin Bradley Brown	Aaron L. Moreno
Armando Patlan	Horaldo Sanchez

2. Discussion, consideration, and approval to appoint the persons listed below as Reserve Deputy Constable by Constable _____,Constable Precinct 4 in accordance with Texas Local Government Code Section 86.012:

William Blake Sutton	Robert Vela, Jr
Lee P. Foster	Dwight F. Yoder
Peter L. Palmer	Homer Garza
James Moon	Orlando Lopez

8. **Budget & Management - Sergio Cruz:**

A. **AI-43859** Approval of Orders Authorizing The Issuance, Sale And Delivery Of Hidalgo County, Texas Limited Tax Refunding Bonds, Series 2014a (Tax-Exempt) And Hidalgo County, Texas Limited Tax Refunding Bonds, Series 2014b (Taxable) Pursuant To The Provisions Of Texas Government Code, Sections 1207 Et Seq.; Levying A Continuing Direct Annual Ad Valorem Tax; Authorizing The Refunding Of Certain Outstanding Obligations; Authorizing The Execution Of A Bond Purchase Contract; Approving An Official Statement, And Making Other Provisions Regarding Such Bonds And Matters Incident Thereto.

B. **Budget Appropriations:**

1. **AI-43960** CO2002 (1332):
Approval of 2014 appropriation of funds in the amount of $4,872.24.

2. **AI-43958** CO2004 (1334):
Approval of 2014 appropriation of funds in the amount of $48,111.95.

9. **County Judge's Office:**

A. **AI-43961** The City of Edinburg is requesting a letter of support for the City's Transportation Study Model Project grant application being submitted to the U.S. Department of Transportation – Transportation Investment Generating Economic Recovery (TIGER) Planning Grant

10. **Executive Officer - Valde Guerra:**

A. 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."

2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation" and authority to submit letter of engagement

B. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:
1) Renovations to Former Administration Building 1st and 2nd Floors
2) Update on other ongoing county owned building construction and renovation repair projects
3) Emergency situations occurring since last agenda meeting

C. **AI-43964** Facilities Management:
Requesting permission to expand/modify Pulmonary Clinic X-ray room and authority to obtain any necessary permits/documents (if applicable) and authorize Executive Officer to sign related documents

11. **District Courts:**

A. **AI-43885** 139th District Court (1100):
Requesting permission/approval of travel for Judge Bobby Flores to attend the "Judicial Symposium on the Economics and Law of Public Pension Reform" to be held in Charleston, South Carolina on April 27-29, 2014.

12. **Human Resources - Esther Cortez:**

A. **AI-43944** Sheriff's Office/ Jail (1100):
1. Approval of the following personnel actions, effective 04/08/14:

Action	Position Title	Slot #	Dept. #	Current Budgeted Salary	Proposed Budget Salary
Delete	Chief of Staff	0370	280-001	$ 77,250.00	-0-

Delete	Administrative Assistant I	0389	280-002	$ 24,087.00	-0-
Create	Chief Deputy	0417	280-001	-0-	$ 87,550.00
Add Clothing Allowance	Chief Deputy	0417	280-001	-0-	$ 500.00
Add Supplemental Pay	Chief Deputy	0417	280-001	-0-	$ 1,800.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule(s).

13. Sheriff's Office:

A. AI-43759 Authorization and approval to accept the Grant Adjustment Notice in reference to Operation Stonegarden FY 2012 grant extension and authorization for County Judge, as authorized official, to sign (and initial) required documents.

B. AI-43779 1. Approval of Certification of Revenues by the County Auditor for the Sheriff's Investigation Fund – HB 65 (Fund 1227).
2. Approval to appropriate $316,000.00 from the unreserved fund balance in the Sheriff's Investigation Fund - HB 65 (Fund 1227).

C. AI-43786 Requesting approval for reimbursement to Deputy Claudio Macias in the amount of $50.00.

14. Health & Human Services Department - Eddie Olivarez

A. AI-43865 TDH T.B.ELIM (1293):
1. Requesting approval to accept the Tuberculosis Prevention and Control - Federal grant contract amendment #2014-001400-02. The purpose of this amendment to add a Progress Report to Section 15 of the Program Attachment. The effective date of this Amendment is 04/08/2014.
2. Requesting approval for County Judge to e-sign the TB/PC contract.

B. AI-43814 Pursuant to Texas Local Government Code section 157.903, requesting approval of indemnification in the amount of $20.00 for a counterfeit $20.00 bill received at a county clinic.

C. Health Care Funding District:

1. Discussion and/or action, including but not limited to Health Care Funding District and/or Expenditures

D. Indigent Health Care Program:

1. Discussion and/or action, including but not limited to Indigent Health Care Program and 1115 Waiver and/or Expenditures

15. IT Department - Renan Ramirez:

A. AI-43789 PLANNING DEPARTMENT
Authorization and approval to swap mobile device numbers and change the names assigned to the equipment through the County's membership/participation with CONTRACT: DIR-SDD-1779 with VERIZON WIRELESS for the following:

Description:	Employee Name:	Employee ID:	Current MDN:	Service Plan:	Change Employee Name to:	Change Employee ID to:	Change MDN to:

iPhone	Tomas J. Arredondo	105899	956-483-5638	Nationwide Talk & Txt & Data Unl. Anytime Mins.	Arturo A. Hernandez	180181	956-515-6860
cell phone	Arturo A. Hernandez	180181	956-515-6860	Nationwide Unl. Talk & Txt	Tomas J. Arredondo	105899	956-483-5638

16. **Urban County - Diana Serna:**

A. **AI-43748** The Urban County Program on behalf of the City of San Juan is requesting approval and award of best and final negotiated contract with Halff Associates, Inc. in the amount of $ 29,000.00 utilizing CDBG FY (2013) Street Improvements funds (Sioux Road Canal).

B. **AI-43819** On behalf of the City of Palmview, Urban County Program is requesting approval to reject the sole base bid and alternate bid submitted by Texas Cordia Construction of Edinburg, Texas for the City of Palmview Street Improvements project (Abram Road Bridge) UCP FY 25 (2012).

C. **AI-43776** 1. Requesting acceptance and action to correct the base bid total from $55,047.29 to $55,042.76, due to the contractor's mathematical error.

2. Urban County Program on behalf of the City of Mercedes is requesting consideration and action to award and enter into a construction contract with Saenz Utility Contractors, LTD for the 8" off-site sanitary sewer improvements safe room shelter located within the City of Mercedes. Total contract amount of $55,042.76 utilizing UCP - City of Mercedes FY 25 (2012) water/sewer improvement funds.

D. **AI-43751** On behalf of the City of Edcouch, Urban County Program is requesting approval to reject the sole bid submitted by Prime Controls of Lewisville, TX for the UCP FY's 24 & 25 (2011 & 2012) City of Edcouch Water/Sewer Improvements project (Water Treatment Plant).

17. **Elections Administration - Yvonne Ramon:**

A. **AI-43762** Approval of Full Contract Services between Hidalgo County and the City of Elsa for their election to be held on May 10, 2014.

B. **AI-43763** Approval of Full Contract Services between Hidalgo County and the Donna Independent School District for their election to be held on May 10, 2014.

C. **AI-43765** Approval of Full Contract Services between Hidalgo County and the City of Mercedes for their election to be held on May 10, 2014.

D. **AI-43764** Approval of Full Contract Services between Hidalgo County and the Donna Irrigation District, Hidalgo County Number One for their election to be held on May 10, 2014.

18. **Head Start Program - Teresa Flores:**

A. **AI-43752** Proclamation for Week of the Young Child

B. **AI-43747** Discussion/Approval of Supplemental Application for 2014 Funding Increase due to Cost of Living Adjustment(COLA) and Restoration of Sequestration Funds

19. **Precinct #2 - Comm. H. Palacios:**

A. **AI-43770** Appointment of member to the Housing Authority Board.

B. **AI-43903** Requesting approval to process the following invoice as a claim with authority for County Treasurer to issue payment after review, audit, and processing procedures are completed by the County Auditor.

Vendor	Invoice No.	Amount
Texas Land Reclamation LLC	11720	$175.00

C. **AI-43951** Pct 2 ICA W/SJ&Alamo-Ridge C. Chvz-Alamo (1200):
Approval of appropriation of funds into Pct 2 ICA W/SJ& Alamo Ridge Road (Cesar Chavez-Alamo) Project in the amount of $180,000.00.

20. **Precinct #4 - Comm. J. Palacios:**

A. **AI-43936** Approval to rename "G.I. Road" to "Capt. Ken Baker Road"

B. **AI-43919** Requesting approval to process the following invoices as claims with authority for County Treasurer to issue payment after review, audit, and processing procedures are completed by the County Auditor.

Vendor	**Invoice #**	**Amount**
Magic Valley Concrete	140226	$400.00
Magic Valley Concrete	141468	$560.00
Magic Valley Concrete	141499	$1,840.00
Magic Valley Concrete	142281	$560.00
Magic Valley Concrete	142594	$920.00
Safety-Kleen System Inc.	62783278	$171.56

21. **Purchasing Department - Marty Salazar:**
Notes:
A. FOR ANY CONTRACT(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. **Hidalgo County**

1. **AI-43950** Presentation for consideration, discussion, acceptance, and approval of Work Authorization No. 5 (with a estimated cost of $2,838.93) for construction materials testing Services for the, "Renovations to Former Administration Building" with L&G Engineering Laboratory, LLC, to provide engineer services to Hidalgo County. C-13-220-08-13

2. **AI-43577** **LAW LIBRARY:**
A. Requesting exemption form competitive bidding requirements under Texas Local Government Code 262.024 (a)(7) -"an item that can obtained from only one source";

B. Approval of the Sole Source Declaration for "West Publishing Corporation -Thomson Reuters", to include the purchase of all future upgrades, software, maintenance-support and related services for the Hidalgo County-Law Library for: "Online Legal Research Services" with said declaration to remain in effect unless revoke by HCCC.

3. **AI-43926** Acceptance and approval to award proposal received in the amount of $6,439.32 from Herrera and Hunt, Inc., awarded Job Order Contractor through County's participation with HCDE-Choice Facility Partners JOC contract No. JOC-09-040JC-07, for the project: Hidalgo County Facilities Management -"Storefront Doorway Installation at the Health Department".

4. **AI-43935** Presentation of bids received for the purpose of award and approval of contract documents to multiple responsible vendors submitting the lowest and best bids (meeting all specifications and/or requirements) for: **Rental and/or Purchase of Industrial Uniforms"** for **Hidalgo County-RFB:2014-013-02-05-SMA.**

5. **AI-43816** Presentation by Purchasing Department for acceptance, adoption, and approval of Hidalgo County Fixed Asset Policy & Procedures Manual for use by all applicable Elected Offices, Departments, Programs & Agencies.

6. **AI-43913** a. Acceptance and approval of an Amendment No. 2 to the AIA A101-2007 Standard Form of Agreement with D. Wilson Construction Company, for the "Remodel of Existing Old Administration Building (1st and 2nd Floor)," to remove the allowance schedules and re-direct to Betterment Allowance;

b. Requesting approval of clarifications to the following Construction Change Directives:
1. Change Directive No. 1 (approved CC 11/26/13) to be funded by allowance;
2. Change Directive No. 2 (CC 3/11/14-NOT APPROVED) thus null and void;
3. Change Directive No. 3 (CC 3/18/14) to be funded by either the allowances or Betterment Allowance;

c. Requesting approval of Change Order No. 1 (increase) in connection: "Repairs and Renovations-1st and 2nd Floor to the Former Administration Building," in the amount of $124,541.00 to awarded general contractor, D. Wilson Construction, Inc., and as recommended by project architect, Alcocer Garcia Associates with concurrence by construction manager, Prodigy, including authority for County Judge to execute document;

d. Approval of Request for Payment-Application No. 5 in the amount of $491,913.80 from D. Wilson Construction Co. awarded contractor for the, "Repairs and Renovations-1st and 2nd Floors to the Former Administration Building", and as certified for payment by project architect, Alcocer Garcia Associates, Inc. and reviewed & initialed by construction manager, Prodigy C-12-029-10-23.

B. Pct. 1

1. **AI-43820** Acceptance and approval to purchase One (1) New 2015 Cat Model CT660 Brush Truck with standard equipment through Hidalgo County's membership/participation with National Joint Powers Alliance (NJPA) awarded Contract #060311-CAT in the amount of $123,616.26 through assigned requisition #254466.

C. Pct. 2

1. **AI-43890** a. Acceptance and approval to execute an "On Call" professional engineering services contract with R. Gutierrez Engineering Corporation for, "Various Projects" for Precinct No. 2 as approved for negotiations on CC03/05/14.

b. Acceptance and approval of Work Authorization #1 (with an estimated cost of $2,800.00) as submitted by R. Gutierrez Engineering Corporation for Pct 2 Equipment & Maintenance Facility, through Contract No. C-14-085-04-08.

22. Closed Session:
Commissioners' Court may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071 & 551.072 to discuss the following:

A. Real Estate Acquisition

B. Pending and/or potential litigation

C. **AI-43897** Claim of Arnold Ramirez

D. **AI-43962** Civil Action No. 7:13-CV-00496; Adriana Mora as Next Friend of Brian Mora Valadez, incapacitated v. Hidalgo County, Texas

23. **Open Session:**

A. Real Estate Acquisition and appropriation for same

B. Pending and/or potential litigation

C. **AI-43899** Claim of Arnold Ramirez

D. **AI-43963** Civil Action No. 7:13-CV-00496; Adriana Mora as Next Friend of Brian Mora Valadez, incapacitated v. Hidalgo County, Texas

24. **Closed Session:**
Commissioners' Court may reconvene into Closed Session for the discussion regarding the agenda items listed

25. **Open Session:**
Commissioners' Court may reconvene into Open Session for the discussion regarding the agenda items listed

26. **Adjourn**

AI-43924 **6.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

A. Appointment of Interim Constable, Pct. #4
B. Approval to set bond amount for Interim Constable, Pct. #4
C. Approval of bond for Interim Constable, Pct. #4

BACKGROUND

Constable Guerra vacated post; appointed as County Sheriff.
Bonds amounts $500./minimum - $ 1,500./maximum

Attachments

bond amts

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 02:00 PM
Obdett Calzada	Obdett Calzada	04/03/2014 02:51 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/03/2014 09:59 AM

Final Approval Date: 04/04/2014

OFFICIAL BOND REQUIREMENTS

OFFICIAL	2. AMOUNT	1. TO WHOM PAYABLE	APPROVED BY	Sec. of Statutes	4. CONDITIONS
District Attorney	$5,000.	Governor	District Judge	Gov't Code 43.002	", in the manner prescribed by law, faithfully pay over all money that he collects or that comes into his hands for the state or a county."
County Attorney	$2,500.	Governor	Commissioners Court	Gov't Code 45.001	"faithfully pay over in the manner prescribed by law all money that he collects or receives for any county or the state."
County Judge	$1,000.- 10,000.	County Treasurer	Commissioners Court	Gov't Code 26.001	"pay all money that comes into his hands as county judge to the person or officer entitled to it; pay to the county all money illegally paid to him out of county funds; and not vote or consent to pay out county funds for other than lawful purposes."
County Clerk	At least 20% of the maximum amount of fees collected in any year during the term of office preceding the term for which the bond is given — $5,000 minimum, $500,000 maximum	County	Commissioners Court	Local Gov't Code 82.001	"faithfully perform the duties of office."
Deputy County Clerk	At least 20% of the maximum amount of fees collected in any year during the term of office preceding the term for which the bond is given — $5,000 minimum, $500,000 maximum	County for the use and benefit of the County Clerk	Commissioners Court	Local Gov't Code 82.002	"faithfully perform the duties of office."
County Auditor	$5,000 minimum	District Judge(s)	District Judge(s)	Local Gov't Code 84.007	"faithfully perform the duties of county auditor."
County Treasurer	Established by the commissioners court not to exceed one-half of one percent of the largest amount budgeted for general county maintenance and operations for any fiscal year of the county beginning during the term of office preceding the term for which the bond is to be given — $5,000 minimum, $500,000 maximum	County Judge	Commissioners Court	Local Gov't Code 83.002	"faithfully execute the duties of office."
District Clerk	Not less than 20% of the maximum amount of fees collected in any year during the term of office immediately preceding the term for which the bond is given — $5,000 minimum, $100,000 maximum	Governor	Commissioners Court	Gov't Code 51.302	"faithfully perform the duties of the office."
Deputy District Clerk	Not less than 20% of the maximum amount of fees collected in any year during the term of office immediately preceding the term for which the bond is given — $5,000 minimum, $100,000 maximum	Governor for the use and benefit of the District Clerk	Commissioners Court	Gov't Code 51.309	"faithfully perform the duties of the office."
County School Superintendent	$1,000.	County governing board unless a county-wide independent school district has been created, in which event the bond is payable to and approved by the County Commissioners Court		Educ. Code 17.49	"faithfully perform his duties."
County Surveyor	Fixed by the Commissioners Court — $500 minimum, $10,000 maximum	Not Specified		Nat. Res. Code 23.013	"faithfully perform the duties of the office."
Deputy County Surveyor	Not less than $500 nor more than $10,000 (Fixed by the County Surveyor)	County Surveyor		Nat. Res. Code 23.014	"faithfully perform the duties of the office."
Sheriff	Set by the Commissioners Court $5,000 minimum, $30,000 maximum	Governor	Commissioners Court	Local Gov't Code 85.001	"faithfully perform the duties of office established by law; account for and pay to the person authorized by law to receive them the fines, forfeitures, and penalties the sheriff collects for the use of the state or a county; execute and return when due the process and precepts lawfully directed to the sheriff, and pay to the person to whom they are due or to the person's attorney the funds collected by virtue of the process or precept; and pay to the county any funds illegally paid, voluntarily or otherwise, to the sheriff from county funds."
County Assessor-Collector (State Bond)	Equal to 5% of the net state collections from motor vehicle sales and use taxes and motor vehicle registration fees in the county during the year ending August 31 preceding the date the bond is given — $2,500 minimum, $100,000 maximum	The Governor and the Governor's successors in office	Commissioners Court and the State Comptroller of Public Accounts	Tax Code 6.28	"faithful performance of the person's duties as assessor-collector."
County Assessor-Collector (County Bond)	Equal to 10% of the total amount of county taxes imposed in the preceeding tax year, $100,000 maximum	Commissioners Court	Commissioners Court	Tax Code 6.28	"faithful performance of the person's duties as assessor-collector."
County Commissioner	$3,000.	County Treasurer	County Judge	Local Gov't Code 81.002	"faithfully perform the commissioner's official duties and reimburse the county for all county funds illegally paid to him and will not vote or consent to make a payment of county funds except for a lawful purpose."
Justice of the Peace	$5,000 maximum	County Judge	Not Specified	Gov't Code 27.001	"faithfully and impartially discharge the duties required by law and promptly pay to the entitled party all money that comes into his hands during the term of office."
Constable	Set by the Commissioners Court $500 minimum — $1,500 maximum	The Governor and the Governor's successors in office	Commissioners Court	Local Gov't Code 86.002	"faithfully perform the duties imposed by law."
County Public Weigher and Deputies	$2,500	County Judge	Department of Agriculture	Agric. Code 13.256	"accurately weigh or measure commodities reflected on certificates issued by him, protect the commodities that he is registered to weigh or measure, and comply with all laws and rules governing public weighers."
State Public Weigher	$10,000	State of Texas	Department of Agriculture	Agric. Code 13.256	"accurately weigh or measure commodities reflected on certificates issued by him, protect the commodities that he is registered to weigh or measure, and comply with all laws and rules governing public weighers."

3. If precinct insert the number.
4. Conditions.

AI-43923 **Constables 7. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Constable Precinct No. 4:
1. Discussion, consideration, and approval to appoint the persons listed below as Deputy Constable by Constable _____,Constable Precinct 4 in accordance with Texas Local Government Code Section 86.011:

Michael E. Anzaldua	Robert Lugo, Jr
David Trinidad Sanchez	Teodoro A. Lemus, Jr
Raul A. Salinas	David Garza, Jr
Carlos Gonzalez, Jr	Albert Allen Collins
Joaquin Vasquez	Romeo Pena, Jr
Martin Bradley Brown	Aaron L. Moreno
Armando Patlan	Horaldo Sanchez

2. Discussion, consideration, and approval to appoint the persons listed below as Reserve Deputy Constable by Constable _____,Constable Precinct 4 in accordance with Texas Local Government Code Section 86.012:

William Blake Sutton	Robert Vela, Jr
Lee P. Foster	Dwight F. Yoder
Peter L. Palmer	Homer Garza
James Moon	Orlando Lopez

BACKGROUND

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

Sec. 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** SEE BELOW

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

BUDGETARY IMPACT:

1. Deputy Constables - Monies budgeted within corresponding positions/ slot in the CONSTABLE PCT.4 - 1100-421-00-294-001-0-XXX account.

2. Reserve Deputy Constables - Do not get paid from Co. funds; no fiscal impact to Co.

Attachments

LGC 86.011 & 86.012

email

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 02:01 PM
Obdett Calzada	Obdett Calzada	04/03/2014 02:49 PM
Rosalinda Cantu	Rosie Cantu	04/04/2014 10:55 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/03/2014

Final Approval Date: 04/04/2014

LOCAL GOVERNMENT CODE

TITLE 3. ORGANIZATION OF COUNTY GOVERNMENT

SUBTITLE B. COMMISSIONERS COURT AND COUNTY OFFICERS

CHAPTER 86. CONSTABLE

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 86.001. ELIGIBILITY TO SERVE AFTER BOUNDARY CHANGE. A person who has served as the constable of a precinct for 10 or more consecutive years before a change is made in the boundaries of the precinct is not ineligible for reelection in the precinct because of residence outside the precinct if the constable's residence is within the boundaries of the precinct as they existed before the change.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.002. OATH; BOND. (a) Before entering on the duties of office, a person who is elected to the office of constable must execute a bond with two or more good and sufficient sureties or with a solvent surety company authorized to do business in this state. The bond must be payable to the governor and the governor's successors in office and conditioned that the constable will faithfully perform the duties imposed by law. The bond must be approved by the commissioners court of the county. The commissioners court shall set the bond in an amount of not less than $500 or more than $1,500.

(b) A person who is elected constable must also take and sign the constitutional oath of office. The oath shall be endorsed on the bond, together with the certificate of the officer who administers the oath. The bond and oath must be deposited and recorded in the office of the clerk of the county court.

(c) The bond is not void on the first recovery but may be sued on from time to time in the name of an injured party until the whole amount of the bond is recovered.

(d) A person who is elected or appointed to the office of constable and who has given the necessary bond and taken the oath of office may immediately perform the duties of the office. The acts of the constable are as valid in law as if the constable were commissioned.

(e) Repealed by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995. Amended by:

Acts 2005, 79th Leg., Ch. 1094 (H.B. 2120), Sec. 18, eff. September 1, 2005.

Sec. 86.0021. QUALIFICATIONS; REMOVAL. (a) A person is not eligible to serve as constable unless:

(1) the person is eligible to be licensed under Sections 1701.309 and 1701.312, Occupations Code, and:

(A) has at least an associate's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;

(B) is a special investigator under Article 2.122(a), Code of Criminal Procedure; or

(C) is an honorably retired peace officer or honorably retired federal criminal investigator who holds a certificate of proficiency issued under Section 1701.357, Occupations Code; or

(2) the person is an active or inactive licensed peace officer under Chapter 1701, Occupations Code.

(b) On or before the 270th day after the date a constable takes office, the constable shall provide, to the commissioners court of the county in which the constable serves, evidence that the constable has been issued a permanent peace officer license under Chapter 1701, Occupations Code. A constable who fails to provide evidence of licensure under this subsection or who fails to maintain a permanent license while serving in office forfeits the office and is subject to removal in a quo warranto proceeding under

Chapter 66, Civil Practice and Remedies Code.

(c) The license requirement of Subsection (b) supersedes the license requirement of Section 1701.302, Occupations Code.

Added by Acts 1997, 75th Leg., ch. 884, Sec. 3, eff. Jan. 1, 1998. Amended by Acts 1999, 76th Leg., ch. 877, Sec. 1, eff. Aug. 30, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.821, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 954 (H.B. 1588), Sec. 1, eff. June 18, 2005.

Sec. 86.003. NEW BOND; REMOVAL. (a) If any of the sureties of a constable dies, permanently moves from this state, becomes insolvent, or is released from liability as provided by law or if the commissioners court determines that the bond of the constable is insufficient, the court shall issue a citation that requires the constable to appear at a time set in the citation, after the 10th day but on or before the 30th day after the date the citation is issued, in order to execute a new bond with good and sufficient surety.

(b) If the constable neglects or refuses to appear to execute the bond at the designated time, the constable shall cease to perform the duties of the office and shall be removed from office by the judge of the district court in the manner provided by law for the removal of county officers.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER B. DEPUTIES

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm

the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

(b) Each deputy constable must qualify in the manner provided for deputy sheriffs.

(c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or security. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.

(d) A person commits an offense if the person:

(1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or

(2) is a constable and issues a deputyship without the consent and approval of the commissioners court.

(e) An offense under Subsection (d) is punishable by a fine of not less than $50 or more than $1,000.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

(b) A reserve deputy constable serves at the discretion of the constable and may be called into service at any time that the constable considers it necessary to have additional officers to preserve the peace and enforce the law. The constable may authorize a reserve deputy constable who is a peace officer as described by Article 2.12, Code of Criminal Procedure, to carry a weapon or act as a peace officer at all times, regardless of whether the reserve deputy constable is engaged in the actual discharge of official duties, or may limit the authority of the reserve deputy constable to carry a weapon or act as a peace officer to only those times during which the reserve deputy constable is engaged in the actual discharge of official duties. A reserve deputy constable who is not a peace officer as described by

Article 2.12, Code of Criminal Procedure, may act as a peace officer only during the actual discharge of official duties. A reserve deputy constable, regardless of whether the reserve deputy constable is a peace officer as described by Article 2.12, Code of Criminal Procedure, is not:

(1) eligible for participation in any program provided by the county that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers; or

(2) exempt from Chapter 1702, Occupations Code.

(c) Except as provided by Subsection (c-1), a reserve deputy constable must take the official oath and must execute a bond in the amount of $2,000, payable to the constable. The oath and bond must be filed with the county clerk of the county in which the appointment is made. The oath and bond must be given before the reserve deputy constable's entry on duty and simultaneously with the officer's appointment.

(c-1) If a constable appoints more than one reserve deputy constable, the constable may execute a blanket surety bond to cover the reserve deputy constables. Instead of a reserve deputy constable executing an individual bond under Subsection (c) or the constable executing a blanket surety bond, the county may self-insure against losses that would have been covered by the bond.

(d) While actively engaged in an assigned duty at the call of the constable, a reserve deputy constable is vested with the same rights, privileges, and duties of any other peace officer in this state.

(e) The county and the constable do not incur any liability by reason of the appointment of a reserve deputy constable if the reserve deputy constable incurs a personal injury while serving in that capacity.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 90, Sec. 3, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.822, eff. Sept. 1, 2001.
Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 261 (H.B. 1241), Sec. 1, eff. June 17, 2011.

Zimbra **rosalinda.cantu@co.hidalgo.tx.us**

Re: AI 43923- Appointment of Deputy Constables

From : Rosalinda Cantu <rosalinda.cantu@co.hidalgo.tx.us> Fri, Apr 04, 2014 11:49 AM

Subject : Re: AI 43923- Appointment of Deputy Constables

To : horaldo.sanchez <horaldo.sanchez@co.hidalgo.tx.us>

Cc : Monica Badillo <monica.badillo@co.hidalgo.tx.us>,
Obdett Calzada <obdett.calzada@co.hidalgo.tx.us>,
Melanie Gutierrez <melanie.gutierrez@co.hidalgo.tx.us>

Sergeant Sanchez,

Thank you for your prompt response. I will apply the appropriate changes as per this email message. Thank you.

Sincerely,

Rosalinda Cantu
Budget Analyst II
Department of Budget & Management- Budget Division
2818 S. Bus Hwy 281 - Edinburg, Texas 78539
(956) 292-7025 extension 5408 (956) 292-7035 Fax
rosalinda.cantu@co.hidalgo.tx.us

----- Original Message -----
From: "Horaldo Sanchez" <horaldo.sanchez@co.hidalgo.tx.us>
To: "rosalinda cantu" <rosalinda.cantu@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 11:08:25 AM
Subject: Fwd: AI 43923- Appointment of Deputy Constables

From my Android phone on T-Mobile. The first nationwide 4G network.

-------- Original message --------
From: Melanie Gutierrez <melanie.gutierrez@co.hidalgo.tx.us>
Date: 04/04/2014 10:53 AM (GMT-06:00)
To: Horaldo Sanchez <horaldo.sanchez@co.hidalgo.tx.us>
Subject: Re: AI 43923- Appointment of Deputy Constables

Horaldo Sanchez Joaquin Vasquez
Aaron Moreno Armando Patlan
Michael Anzaldua Robert Lugo
David T. Sanchez David Garza
Bradley Brown Teodoro Lemus
Carlos Gonzalez Albert A. Collins
Raul Salinas Romeo Pena Jr.

William Blake Sutton
Lee P Foster
Peter L Palmer
James Moon
Robert Vela Jr
Dwight Yoder
Homer Garza
Orlando Lopez

----- Original Message -----

From: "Horaldo Sanchez" <horaldo.sanchez@co.hidalgo.tx.us>
To: "Melanie Gutierrez" <melanie.gutierrez@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 10:25:12 AM
Subject: Fwd: AI 43923- Appointment of Deputy Constables

----- Original Message -----

From: "Rosalinda Cantu" <rosalinda.cantu@co.hidalgo.tx.us>
To: "Horaldo Sanchez" <horaldo.sanchez@co.hidalgo.tx.us>

Cc: "Obdett Calzada" <obdett.calzada@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 9:23:53 AM
Subject: AI 43923- Appointment of Deputy Constables

Good morning Sergeant Sanchez,

As per our conversation from a few minutes ago, below is the list of Deputy Constables that will be presented to Commissioners Court on 04/08/14. I need clarification because I see various names have not been included in section no. 1 of this agenda item. Please advise.

Sincerely,

Rosalinda Cantu
Budget Analyst II
Department of Budget & Management- Budget Division
2818 S. Bus Hwy 281 - Edinburg, Texas 78539
(956) 292-7025 extension 5408 (956) 292-7035 Fax
rosalinda.cantu@co.hidalgo.tx.us

AI-43859 **Budget and Management 8. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Sergio Cruz, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Approval of Orders Authorizing The Issuance, Sale And Delivery Of Hidalgo County, Texas Limited Tax Refunding Bonds, Series 2014a (Tax-Exempt) And Hidalgo County, Texas Limited Tax Refunding Bonds, Series 2014b (Taxable) Pursuant To The Provisions Of Texas Government Code, Sections 1207 Et Seq.; Levying A Continuing Direct Annual Ad Valorem Tax; Authorizing The Refunding Of Certain Outstanding Obligations; Authorizing The Execution Of A Bond Purchase Contract; Approving An Official Statement, And Making Other Provisions Regarding Such Bonds And Matters Incident Thereto.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM
Form Started By: Sergio Cruz		Started On: 03/28/2014 02:47 PM

Final Approval Date: 04/04/2014

AI-43960 **Budget and Management 8. B. 1.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Dina Trevino **Submitted By:** Merlen P. Munoz, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

CO2002 (1332):
Approval of 2014 appropriation of funds in the amount of $4,872.24.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1332-419-40-220-043-0-452

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

BUDGETARY IMPACT:

Funds available as of 4/4/14

Attachments

Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 04:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Merlen P. Munoz Started On: 04/04/2014 03:58 PM

Final Approval Date: 04/04/2014

DATE: April 4, 2014

2014
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for **CO2002-Adm Bldg-100 E Cano**

ACCOUNT NUMBER: 4-1332-419-40-220-043-0-XXX

Contact Person: Merlen Munoz Ph#: (956) 292-7025 ext. 5403

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

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
4-1332-419-40-220-043-0- 452	CO2002-Adm Bldg-100 E Cano	Bldg Add & Reno	4,872.24
		TOTAL BUDGET INCREASE (DECREASE)	**4,872.24**

REASON: To appropriate funding.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-43958 **Budget and Management 8. B. 2.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Dina Trevino **Submitted By:** Merlen P. Munoz, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

CO2004 (1334):
Approval of 2014 appropriation of funds in the amount of $48,111.95.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1334-419-40-220-043-0-452

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

BUDGETARY IMPACT:

Funds available as of 4/4/14.

Attachments

Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 04:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Merlen P. Munoz Started On: 04/04/2014 03:54 PM

Final Approval Date: 04/04/2014

DATE: April 4, 2014

2014
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for **CO2004-Adm Bldg-100 E Cano**

ACCOUNT NUMBER: 4-1334-419-40-220-043-0-XXX

Contact Person: Merlen Munoz Ph#: (956) 292-7025 ext. 5403

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

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
4-1334-419-40-220-043-0- 452	CO2004-Adm Bldg-100 E Cano	Bldg Add & Reno	48,111.95
		TOTAL BUDGET INCREASE (DECREASE)	**48,111.95**

REASON: To appropriate funding.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-43961 **County Judge's Office 9. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Michael Leo **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

The City of Edinburg is requesting a letter of support for the City's Transportation Study Model Project grant application being submitted to the U.S. Department of Transportation – Transportation Investment Generating Economic Recovery (TIGER) Planning Grant

BACKGROUND

Attachments

letter

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/04/2014 04:22 PM

Final Approval Date: 04/04/2014

April 03, 2014

Honorable Richard H. Garcia
Mayor, City of Edinburg
415 W. University
P.O. Box 1079
Edinburg, Texas 78540

RE: City of Edinburg, Hidalgo County Courthouse, University of Texas – Pan American (UTPA) Transportation Study Model Project

Dear Mayor Garcia:

The County of Hidalgo is pleased to submit this letter in support of the City of Edinburg, Hidalgo County Courthouse, and the University of Texas - Pan American (UTPA) Transportation Study Model Project grant application to be submitted to the U.S. Department of Transportation – Transportation Investment Generating Economic Recovery (TIGER) Planning Grant.

The TIGER Grant Application is specifically for a transportation study that will encompass the Trenton corridor on the South, Monte Cristo Road on the North, Jackson Road on the West, and I-69 on the East. The City of Edinburg is committed to continue to improve transit services, improve safety, increasing mobility in the downtown corridor and enhancing transportation connectivity between the City, the Hidalgo County Courthouse and UTPA. This project has also been identified and is an integral part of the City's Downtown Master Plan.

We look forward on continuing to work with the City on this project and future projects, and should you need any additional assistance please feel free to contact me at _____ _____.

Sincerely,

AI-43964 **Comm. Court Executive Office 10. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Facilities Management:
Requesting permission to expand/modify Pulmonary Clinic X-ray room and authority to obtain any necessary permits/documents (if applicable) and authorize Executive Officer to sign related documents

BACKGROUND

Estimated amount - $ 1,282.00 for materials

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-419-40-220-001-0-431

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

BUDGETARY IMPACT:

Fac. Mgmt. Acct. as per Daniel Health Dept. will reimburse them at a later date.

Attachments

estimates

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/04/2014 04:43 PM

Final Approval Date: 04/04/2014

Silver 1-22-14

W.O # 13-2180

New break Room

Quotation

CENTRAL PLUMBING & ELECTRIC SUPPLY CO.

CENTRAL PLUMBING & ELECTRIC SUPPLY
706 WEST FERGUSON AVE
PHARR, TX 78577
956-782-0080
Fax 956-782-1007

QUOTE DATE	QUOTE NUMBER
01/22/2014	S1680197

CENTRAL PLUMBING & ELECTRIC SUPPLY
706 WEST FERGUSON AVE
PHARR, TX 78577
956-782-0080
Fax 956-782-1007

QUOTE TO:

Hidalgo Co. Courthouse
P.O. Box 1356
Edinburg, TX 78539

SHIP TO:

Hidalgo Co. Courthouse
P.O. Box 1356
Edinburg, TX 78539

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
362			

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Armando Luna	PICK UP	NET 10TH PROX	01/22/2014	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
	SHIPPING INSTRUCTIONS 13-2180 W.O #~~13-2380~~ PULMARY CLINIC BREAK ROOM		
4ea	CH BAB1020 QUICKLAG TYPE BOLT ON 1/P 20A	14.010/ea	56.04
10ea	SC 52171-1/23/4E 4" SQ. 1/2"&3/4"KO'S 21/8"D BX	1.021/ea	10.21
5ea	EMT 34EMT 3/4" EMT CONDUIT 10'	3.881/ea	19.41
6ea	SC 52C1 4"SQ. BLANK COVER	0.338/ea	2.03
500ea	WIRE 12SOLTHHNBLK 12 SOLID THHN BLACK	0.102/ea	51.15
500ea	WIRE 12SOLTHHNRED 12 SOLID THHN RED	0.102/ea	51.15
500ea	WIRE 12SOLTHHNBLU 12 SOLID THHN BLUE	0.102/ea	51.15
500ea	WIRE 12SOLTHHNGRN 12 SOLID THHN GREEN	0.102/ea	51.15
2ea	54007 06132 33 SUPER VINYL ELECT TAPE 66'	4.742/ea	9.48
4ea	EP432IS/MV/SL F32T8 4 LAMP ELECT 120/277V FLUOR.BALLAST	14.063/ea	56.25
30ea	SY FO32/T8/741K 32W T-8 4100K 48" FLUORESCENT	2.273/ea	68.18

** Continued on Next Page *

Subtotal	
S&H Charges	
Tax	
Amount Due	

for cc

CENTRAL PLUMBING & ELECTRIC SUPPLY CO.

CENTRAL PLUMBING & ELECTRIC SUPPLY
706 WEST FERGUSON AVE
PHARR, TX 78577
956-782-0080
Fax 956-782-1007

Quotation

QUOTE DATE	QUOTE NUMBER
01/22/2014	S1680197

CENTRAL PLUMBING & ELECTRIC SUPPLY
706 WEST FERGUSON AVE
PHARR, TX 78577
956-782-0080
Fax 956-782-1007

QUOTE TO:

Hidalgo Co. Courthouse
P.O. Box 1356
Edinburg, TX 78539

SHIP TO:

Hidalgo Co. Courthouse
P.O. Box 1356
Edinburg, TX 78539

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
362			

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Armando Luna	PICK UP	NET 10TH PROX	01/22/2014	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
4ea	N7899-W LEVITON 20A GFI W/LIGHT WHT	11.303/ea	45.21

BIDS GOOD FOR 30 DAYS ONLY!

-

PRICING FOR WIRE, PLUMBING & ELECTRICAL PIPE GOOD FOR 7 DAYS ONLY!

-

PLUMBINGANDELECTRIC.COM

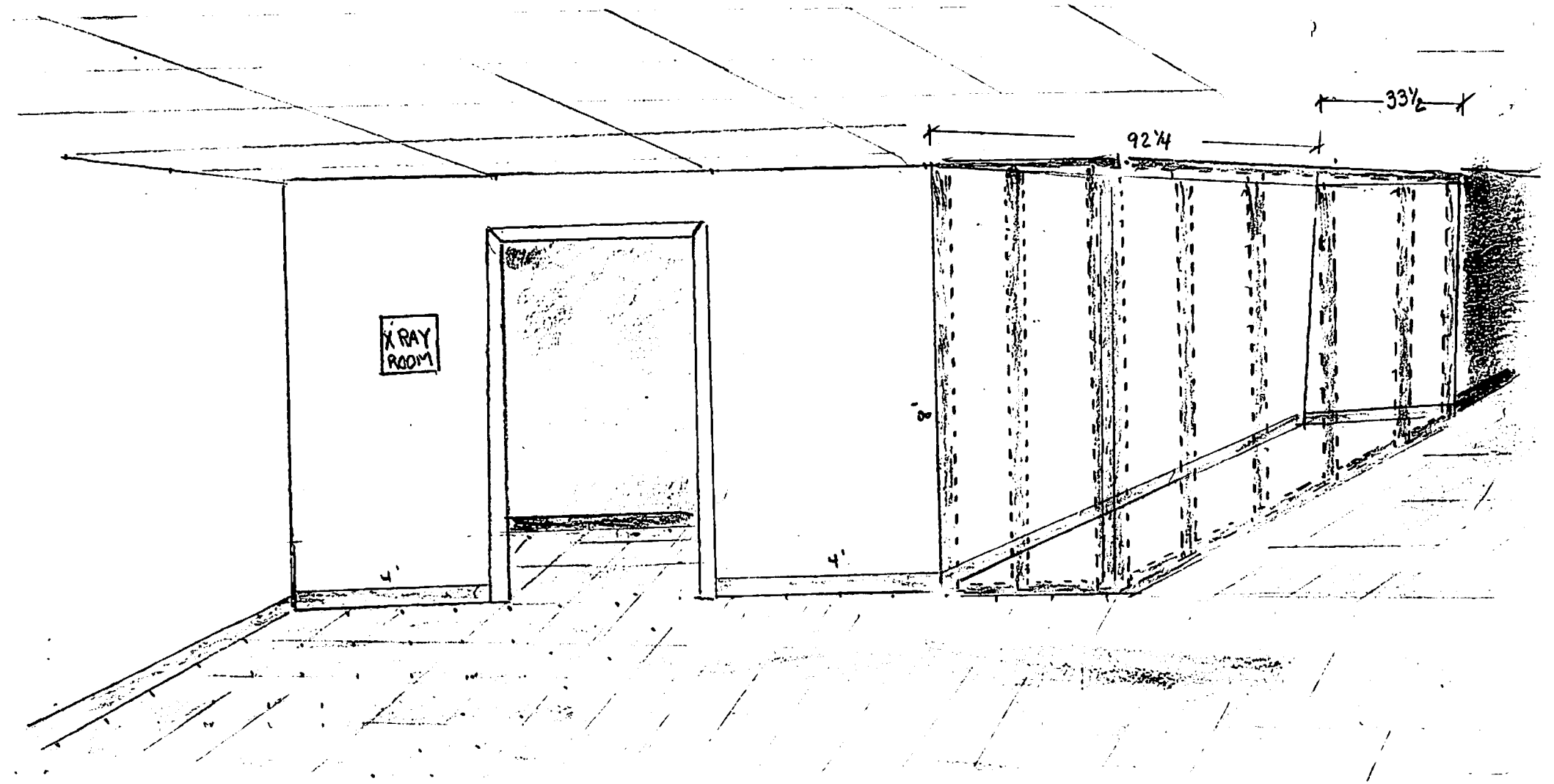
Subtotal	471.41
S&H Charges	0.00
Tax	0.00
Amount Due	471.41

1-22-14

W/O 13·2180

X-RAY ROOM EXPANSION

JOE CASTILLO



QUOTE

Store 0516 N MCALLEN
801 TRENTON ROAD
MCALLEN, TX 78504

Phone: (956) 668-8783
Salesperson: DKH98L
Reviewer:

SOLD TO

Name: **HIDALGO COUNTY BUILDING CONT**
Home Phone: **(956) 383-1026**
Address: 410 N 13TH AVE
Work Phone: (956) 318-2646
11019
Company Name: KEYTAG COUNTY OF HIDALGO USC 11019
City: EDINBURG
Job Description: CENTRAL OFFICE (PALACIOS)
State: TX Zip: 78541-3582 County: HIDALGO

QUOTE

2014-01-16 10:02

Prices Valid Thru: 01/23/2014

CARRY OUT MERCHANDISE

MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

REF # W15 SKU # 0000-515-664 The items listed in this section will be carried out of the store by the customer at time of sale.

STOCK MERCHANDISE CARRIED OUT:

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	0000-569-062	30.00	EA	2X4-92 5/8" KD WHITEWD STUD /	A	N	$2.67	$80.10
R02	0000-626-206	1.00	EA	3" X 131 BRT SMTH RND PLST 4M /	A	N	$38.98	$38.98
R03	0000-893-749	15.00	EA	1/2"X4'X8' USG ULTRALIGHT DRYWALL /	A	N	$8.98	$134.70
R04	0000-709-409	3.00	EA	USG 3 ALL PURP LIGHT JC BOX 3.5 GAL /	A	N	$7.97	$23.91
R05	0000-757-451	2.00	EA	1-5/8" COARSE DRYWALL SCREW 5 LB /	A	N	$21.97	$43.94
R06	0000-483-689	1.00	EA	1-7/8"X300' WHITE MESH JOINT TAPE /	A	N	$6.45	$6.45
R07	0000-826-617	1.00	EA	18GA HANGER WIRE-300FT /	A	N	$7.48	$7.48
R08	0000-828-003	2.00	EA	CEILNG RIVETS 100PK /	A	N	$3.79	$7.58
R09	0000-258-057	10.00	EA	SM 7 WALLANGLE 12'-EA /	A	N	$3.86	$38.60
R10	0000-292-699	10.00	EA	SDX/SDXL 24 MAIN TEE 12'-EA /	A	N	$5.23	$52.30
R11	0000-294-780	30.00	EA	SDX/SDXL 216 CROSS TEE-EA /	A	N	$1.34	$40.20
R12	0000-171-292	3.00	CA	1/8"CIVIC SQ STONETAN VCT 54004-45SF /	A	N	$31.05	$93.15
R13	0000-533-119	4.00	CA	R76775 MINI 2X2 LUNA CP 16 SF-CA /	A	N	$39.87	$159.48

*** CONTINUED ON NEXT PAGE ***

(Move WALL).
W.O. 13-2180
JAVIER PALACIOS

CARRY OUT MERCHANDISE #1

(Continued)

REF #W15

R14	0000-503-258	1.00	EA	BUCK BROS 1" PRO WOOD CHISEL /	A	N	$10.96	$10.96

MERCHANDISE TOTAL: $737.83

END OF CARRY OUT MERCHANDISE - REF #W15

TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

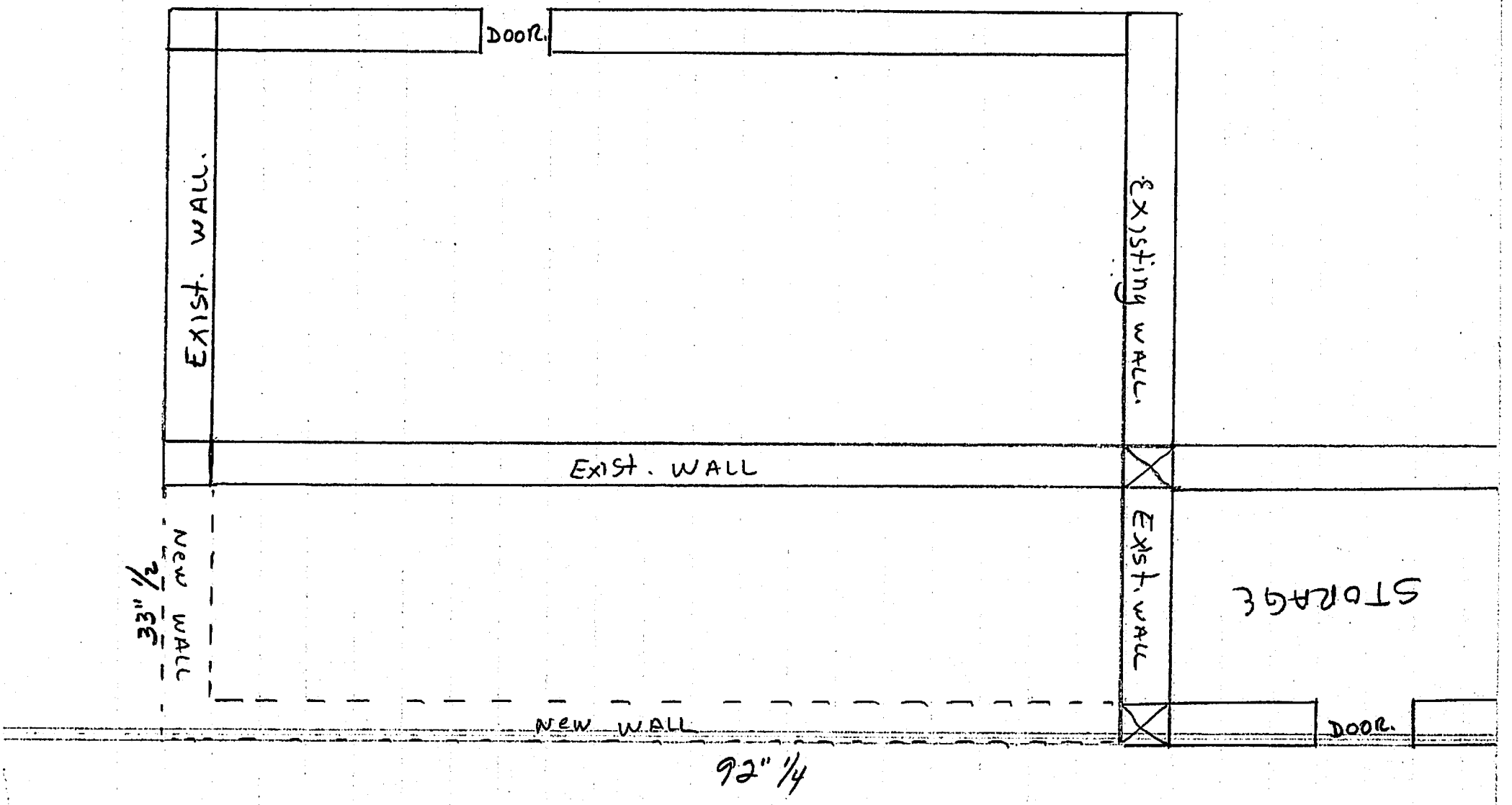
Policy Id (PI):

A: 90 DAYS DEFAULT POLICY;

'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'

ORDER TOTAL	$737.83
SALES TAX	$0.00
TOTAL	$737.83
BALANCE DUE	$737.83

END OF ORDER No. 0516-134686


DOOR.
EXIST. WALL.
EXISTING WALL.
EXIST. WALL
EXIST. WALL
STORAGE
33" 1/2
NEW WALL
NEW WALL
DOOR.
92" 1/4

Carrier Enterprise, LLC

Carrier South Central
3000 North Hibiscus
Pharr, TX 78577

comfort | excellence
Carrier Enterprise

TopTech

QUOTE

ORDER NO.	24308327-00	PAGE	1 OF 1
ORDER DATE	01/22/14	CUST #	117630
PURCHASE ORDER NO.			
CONTACT			
PHONE	(956)289-7851/4351		
SALESPERSON	Pharr House Acct		
EXPIRATION DATE			

DATE & TIME PRINTED 01/22/2014 11:43:28

ILL TO: HIDALGO COUNTY BLDGS & GROUNDS
ACCOUNTS PAYABLE
P.O. BOX 1356
EDINBURG, TX 78540

SHIP TO: HIDALGO COUNTY BLDGS & GROUNDS
P.O. BOX 1356
EDINBURG, TX 78540

YOU CAN PAY BY PHONE! CONTACT CREDIT FOR DETAILS

HIP VIA Pick Up
EFERENCE
NSTRUCTIONS
RDER NOTES

PAYMENT TERMS net 10th FOB Shipping Point

CUSTOMER SERVICE:
CONTACT Adolfo Gonzalez
PHONE
FAX 210-247-9430
EMAIL Adolfo.A.Gonzalez@carrierenterprise.com

REMIT PAYMENT TO:
Carrier Enterprise, LLC - S.C.
P.O. Box 730307
Dallas, TX 75373-0307

#	PRODUCT AND DESCRIPTION	SRC	DELIVERY DATE REQUEST	DELIVERY DATE ESD	QUANTITY	UNIT	UNIT PRICE	EXT. PRICE
1	508S7 R-6 SEALED START COLLAR	3774	01/22/14		2	each	1.25	2.50
2	FD-7X25-R6FB-QF FOIL FLEX 7IN X 25FT R6 BAG	3774	01/22/14		1	each	27.28	27.28
3	TRU-2004CD-R6 4-CONE DIFF W/R6 FIBER- GLASS MOLD	3774	01/22/14		1	each	36.73	36.73
4	300Q-7 DAMPER W/QUAD	3774	01/22/14		2	each	3.08	6.16

Pulmonary Clinic
Wo # 13-2180
Supply air materials
Rolando Vega

SUBTOTAL	72.67
ESTIMATED TAX	0.00
ESTIMATED FREIGHT	0.00
AMOUNT TENDERED	0.00
ESTIMATED AMOUNT DUE	72.67

NY SALE OF THE GOODS INDICATED ON THE FACE OF THIS ACKNOWLEDGEMENT IS SUBJECT
O SELLER'S GENERAL TERMS AND CONDITIONS OF SALE INCLUDING BUT NOT LIMITED TO
TANDARD LIMITED WARRANTY TERMS. ACCEPTANCE OF THIS ORDER IS EXPRESSLY MADE
ONDITIONAL ON YOUR ASSENT THERETO AND SELLER DOES NOT ACCEPT ANY ADDITIONAL
R DIFFERENT TERMS CONTAINED IN YOUR PURCHASE ORDER OR ANY OTHER
OMMUNICATION FROM YOU. ANY TAX OR FREIGHT CHARGES NOTED ABOVE ARE ESTIMATES
NLY AND SUBJECT TO CHANGE PRIOR TO SHIPMENT. THIS IS NOT AN INVOICE.

THIS IS NOT AN INVOICE

3/3/14

X ray room expansion WO 13-2180

AC 72.67
electrical 471.41
carpenter 737.83

total 1,281.91

AI-43885 **District Courts 11. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Pete Lobato **Submitted By:** Janie Alejos, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

139th District Court (1100):
Requesting permission/approval of travel for Judge Bobby Flores to attend the "Judicial Symposium on the Economics and Law of Public Pension Reform" to be held in Charleston, South Carolina on April 27-29, 2014.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-412-00-003-001-0-xxx

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

BUDGETARY IMPACT:

Funds available through P.O. # 706968 $1,424.89

Attachments

Travel Packet

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 08:14 AM
Manuel Chapa	Manuel Chapa	04/04/2014 10:38 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Janie Alejos Started On: 04/01/2014 02:48 PM

Final Approval Date: 04/04/2014

HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 03/28/14
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: 139TH DISTRICT COURT
NAME & TITLE OF EMPLOYEE(S) TRAVELING: JUDGE BOBBY FLORES

RECEIVED APR 01 2014 @ 11:56 am

EVENT INFORMATION

TITLE OF EVENT:	JUDICIAL SYMPOSIUM ON THE ECONOMICS AND LAW OF PUBLIC PENSION REFORM		
EVENT DATE(S) FROM:	04/27/14	TO:	04/29/14
DEPARTURE DATE:	04/27/14	RETURN DATE:	04/29/14
LOCATION OF EVENT: CITY:	CHARLESTON	STATE:	SOUTH CAROLINA

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- x To obtain statutorily required continuing professional education.
- X To obtain continuing education related to an employee's work or maintenance of a license or certification.
- ____ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- X To participate in professional organizations related to the employee or official's job assignment.
- ____ To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- ____ To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- ____ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- ____ To pursue the County's interests in litigation or criminal justice.
- ____ To promote the economic development interests of the County.
- ____ To carry out other purposes determined by Commissioners' Court to be in the interest of the County.

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

As public pension reform becomes necessary for many states and localities, the myriad of issues surrounding this will become important to our judiciary at many levels and in many courts. This symposium will comprehensively look at pension reform.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE
1. REGISTRATION FEE(S)	$ -0-	✓
Subtotal for Object Code 584	$ -	$
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	$ 682.89	✓
3. TAXI FARE		
4. BUS FARE	$ -	
5. RENTAL CAR	$ 300.00	✓
6. GASOLINE/DIESEL/FUEL	$ 100.00	✓
7. MILEAGE REIMBURSEMENT	$ -	
8. TELEPHONE CALLS	$ -	
9. PARKING	$ 100.00	✓
10. LODGING	- 0 -	✓
11. MEALS	$ 192.00	✓
12. OTHER EXPENSES	$ 50.00	✓
Subtotal for Object Code 583	$ 1,424.89	✓
13. TOTAL ESTIMATED TRAVEL EXPENSES	$ 1,424.89	$

MODE OF TRAVEL (Place an "X" by applicable mode of travel)

AIRFARE*	X
BUS**	
Rental Car**	
County Vehicle**	
Private Vehicle**	
OTHER** (Specify)	

* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.

** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparision of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.

PO # 706969

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

Tuition, Reading Materials, Hotel Rooms for Sunday and Monday nights will be paid by the Mason Judicial Education Program.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- x Trip expenses are necessary and will be incurred for official county business.
- x Reasonable efforts to minimize the use of county funds have been explored.
- x Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
- x If the trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:	DATE:	DEPARTMENT CONTACT PERSON	PHONE NO.:
Bobby Flores	3/31/14	[illegible]	318-2260

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

____ TRAVEL IS **APPROVED** for the individuals listed below:

____ TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME):	DATE:	REVIEWER'S SIGNATURE:	PHONE NO.:
Janie Pleias	4-1-14	[signature]	x5601
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

COUNTY AUDITOR'S FORM T-1 (10/08)

Subject: INVITATION: Judicial Symposium on the Economics and Law of Public Pension Reform, April 27-29, 2014

From: Karen M. Czarnecki (MasonJEP@gmu.edu)

To: runbobbyrun@yahoo.com;

Cc: pedrolobato@sbcglobal.net;

Date: Thursday, March 6, 2014 8:33 AM

GEORGE MASON UNIVERSITY SCHOOL OF LAW
LAW & ECONOMICS CENTER
MASON JUDICIAL EDUCATION PROGRAM

Judicial Symposium on the Economics and Law of Public Pension Reform
Sunday, April 27, 2014 - Tuesday, April 29, 2014

Dear Judge Flores,

I am writing to personally invite you to attend the **Mason Judicial Symposium on the Economics and Law of Public Pension Reform** to be held **Sunday, April 27 to Tuesday, April 29** at the historic Francis Marion Hotel in Charleston, South Carolina.

As public pension reform becomes necessary for many states and localities, the myriad of issues surrounding this will become important to our judiciary at many levels and in many courts. This symposium will comprehensively look at pension reform and include the following topics: the financial structure of pensions, private versus public pensions, bankruptcy and the public pension crisis, and pension reform options. Constitutional arguments against pension reform, the contracts clause, and the takings clause will also be considered. A full agenda for this symposium and a list of speakers can be found online here.

The symposium is nearly full, but there a handful of spots remaining. If your schedule will permit you to join us in Charleston in April, please complete the application as soon as possible. (September's symposium is oversubscribed and the registration application for that program is closed.)

You may apply online **here**.

There is no tuition; reading materials, hotel rooms for Sunday and Monday nights, and group meals are included. Upon successful completion of the program, **qualifying travel expenses** are reimbursable 100 percent up to $400, plus 50% of the amount exceeding $400, up to a maximum total reimbursement of $500. Judges traveling from Alaska and Hawaii are eligible for reimbursement up to $1,000, plus 50% of the amount exceeding $1,000.

If you have any questions or need assistance completing the application, please contact Kayla Lahti, our program assistant. She may be reached by email at **klahti@gmu.edu** or by phone at 703.993.8008.

Please also feel free to forward this information on to your colleagues who might be interested and available to join us. We hope to see you at the symposium in April!

Respectfully,

Karen

Karen M. Czarnecki
Director, Education
Law & Economics Center
www.MasonLEC.org

If you no longer want to receive emails from the LEC, please click Opt-Out.

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Subject: Judicial Symposium on the Economics and Law of Public Pension Reform

From: Kayla Lahti (MasonJEP@gmu.edu)

To: runbobbyrun@yahoo.com;

Cc: pedrolobato@sbcglobal.net;

Date: Friday, March 7, 2014 4:28 PM

GEORGE MASON UNIVERSITY SCHOOL OF LAW

LAW & ECONOMICS CENTER

Judicial Symposium on the Economics and Law of Public Pension Reform

Sunday, April 27, 2014 - Tuesday, April 29, 2014

Dear Judge Flores,

I am delighted to inform you that we have accepted your application to attend the *Judicial Symposium on the Economics and Law of Public Pension Reform* scheduled for Sunday, April 27, 2014 to Tuesday, April 29, 2014 at the Francis Marion Hotel in Charleston, South Carolina. I am certain you will find the program to be a valuable experience.

Upon successful completion, the JEP will reimburse you for 100% of qualifying transportation expenses up to $400 plus 50% of the amount exceeding $400, up to a maximum of $500. Detailed information on allowable expenses may be found here. For those traveling from Alaska and Hawaii, the reimbursement limit is $1,000, plus 50% of the amount exceeding $1,000. Please be prepared to submit original receipts with your reimbursement request.

When making your travel arrangements, it is important that your arrival and departure should be scheduled so that you may attend all program sessions. The JEP will make hotel arrangements.

Reading materials will also be available on the event website approximately six weeks prior to the program.

I look forward to seeing you in April.

Respectfully,
Kayla

KaylaLahti
Program Assistant, JEP
Law & Economics Center
MasonJEP@gmu.edu
www.MasonLEC.org

If you no longer want to receive emails from the LEC, please click Opt-Out.

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American Airlines

Thank you for making your reservation on AA.com!

Note: This is not your receipt. You will be receiving your itinerary confirmation along with your receipt soon. Yc aa.com once the status is updated from "Ticket Pending" to "Ticketed".

McAllen/ Mission to Charleston

1 Adult

Sunday April 27, 2014 – **Tuesday** April 29, 2014

AA Record Locator
WJRXAZ

Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.

Reservation Name
MFE/DFW

Status: **Ticket Pending** on Mar 13, 2014

Flight	Depart	Arrive
American Airlines **310**	**McAllen/ Mission** (MFE) April 27, 2014 06:00 AM Travel Time : 1 h 40 m Cabin Class : First Seat : 5B	**Dallas/ Fort Worth** (DFW) April 27, 2014 07:40 AM Booking Code : P Plane Type : S80
American Airlines **3135** Operated by American Eagle Airlines	**Dallas/ Fort Worth** (DFW) April 27, 2014 08:40 AM Travel Time : 2 h 25 m Cabin Class : Economy Seat : 15B	**Charleston** (CHS) April 27, 2014 12:05 PM Booking Code : K Plane Type : ER4

Flight	Depart	Arrive
American Airlines **3135** Operated by American Eagle Airlines	**Charleston** (CHS) April 29, 2014 12:30 PM Travel Time : 3 h 0 m Cabin Class : Economy Seat : 10B	**Dallas/ Fort Worth** (DFW) April 29, 2014 02:30 PM Booking Code : V Plane Type : ER4

Flight	Depart	Arrive
American Airlines **243**	**Dallas/ Fort Worth** (DFW) April 29, 2014 04:15 PM Travel Time : 1 h 35 m Cabin Class : Economy Seat : 11C	**McAllen/ Mission** (MFE) April 29, 2014 05:50 PM Booking Code : V Plane Type : 319

[redacted]

Baggage Charges (per person) Other Baggage and C

Carry-On Baggage		Cost (USD)	Size*	Additional Info
American Airlines Domestic	1st Carry-On	**No Charge**	36 din / 91 dcm	Includes: purse, briefcase, laptoj item that must fit under the seat
	2nd Carry-On	**No Charge**	45 din / 114 dcm	Maximum dimensions not to exc 22" long x 14" wide x 9" tall (56 x

Checked Baggage		Cost (USD)	Size*	Weight
American Airlines **MFE - CHS**	1st Bag	**No Charge**	62 din / 158 dcm	Under 70 lbs/ 32 kgs
	2nd Bag	**No Charge**	62 din / 158 dcm	Under 70 lbs/ 32 kgs
American Airlines **CHS - MFE**	1st Bag	**$25**	62 din / 158 dcm	Under 50 lbs/ 23 kgs
	2nd Bag	**$35**	62 din / 158 dcm	Under 50 lbs/ 23 kgs

*Dimensional Size is calculated as follows: (Length +

[redacted]

Save time at the airport! Add your travel information below to check-in online.

JOSE FLORES No Further information requirec

Trip Contact Information

We may need to contact you in the event there is important information relevant to your trip. Please enter y phone number. This information will not be used for marketing purposes.

Trip Contact Information

Passenger details have been updated.

1

Summary	Required	Optional
All information required for online check-in has been provided. Online check-in will be available 24 hours prior to your departure.	Secure Flight Information	Frequent Flyer Numb

[redacted]

*Upgrades are not offered on certain American Eagle flights, American Connection, oneworld partners or oth carriers.

Flight	Flight Details	Upgrade Required	Request Upgr
#310	Depart: **McAllen/ Mission** (MFE) Arrive: **Dallas/ Fort Worth** (DFW)		N
#3135	Depart: **Dallas/ Fort Worth** (DFW) Arrive: **Charleston** (CHS)	Not Offered*	N
#3135	Depart: **Charleston** (CHS) Arrive: **Dallas/ Fort Worth** (DFW)	Not Offered*	N
#243	Depart: **Dallas/ Fort Worth** (DFW) Arrive: **McAllen/ Mission** (MFE)		N

View 500-mile

[redacted]

Insurance Offer Declined

It's not too late! Trip Insurance from Allianz Global Assistance helps protect against expenses should you b cancel or interrupt your trip due to medical or other covered reasons affecting you or your family members. T insurance or to learn more, visit www.aa.com/tripinsurance or call Allianz Global Assistance directly at 1-800

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Email Subscriptions

Enhance Your Travel

Low Price Guarantee

Group & Meeting Travel

Business Programs

Cargo

American Airlines Credit Card

Gift Cards

DealFinder

RSS

Five Star Service

Timetables & Downloads

Last Minute Packages

Customer Servi

Contact American

FAQs

Refunds

Agency Reference

American Travel Centers

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);

JUDICIAL SYMPOSIUM ON THE ECC AND LAW OF PUBLIC PENSION REF

AGENDA

Sunday, April 27, 2014

6:00 PM - 7:00 PM	**Registration and Reception** *Upper Lobby and Lobby Bar, Francis Marion Hotel* **Welcome** *Colonial Ballroom, Francis Marion Hotel* Host: Henry N. Butler
7:00 PM - 8:30 PM	**Dinner** *Colonial Ballroom, Francis Marion Hotel*

Monday, April 28, 2014

7:00 AM - 8:00 AM	**Breakfast** *Colonial Ballroom, Francis Marion Hotel*
8:00 AM - 8:15 AM	**Conference Introduction and Overview** *Carolina Ballroom, Francis Marion Hotel* Instructor: Todd J. Zywicki

Part 1: The Background of Pensions

8:15 AM - 9:30 AM	**The Financial Structure of Pensions** *Carolina Ballroom, Francis Marion Hotel* Instructor: D. Bruce Johnsen
9:45 AM - 11:00 AM	**The Public Pension Crisis** *Carolina Ballroom, Francis Marion Hotel* Speaker: Joshua D. Rauh

Part 2: Bankruptcy: The Nuclear Option

11:15 AM - 12:15 PM	**Bankruptcy and the Public Pension Crisis** *Carolina Ballroom, Francis Marion Hotel* Keynote Speaker: David A. Skeel
12:30 PM - 2:00 PM	**Luncheon: Viewing of "Bankrupt"** *Colonial Ballroom, Francis Marion Hotel* **A documentary about the City of Detroit and discussion with the film's director and executive producer, Ben Howe.** Speaker: Ben Howe

Part 3: Pension Reforms

2:15 PM - 3:15 PM	**Pension Reform Options** *Carolina Ballroom, Francis Marion Hotel* Moderator: Todd J. Zywicki, Eileen Norcross
3:30 PM - 4:30 PM	**Legal Questions Raised by Pension Reform** *Carolina Ballroom, Francis Marion Hotel* Moderator: Amy B. Monahan Instructor: Todd J. Zywicki
4:45 PM - 6:00 PM	**Audience Q & A** *Carolina Ballroom, Francis Marion Hotel* Including all speakers and panelists Moderator: Todd J. Zywicki
6:15 PM - 7:15 PM	**Reception** *Gold Ballroom, Francis Marion Hotel*

Tuesday, April 29, 2014

7:15 AM - 8:15 AM	**Breakfast** *Colonial Ballroom, Francis Marion Hotel*

Part 4: Assessment of Economic and Legal Arguments

8:15 AM - 8:30 AM	**Public Choice** Instructor: Todd J. Zywicki
8:30 AM - 10:00 AM	**Pension Reform in Practice** *Carolina Ballroom, Francis Marion Hotel* Moderator: Todd J. Zywicki Panelist: Theodore Orson
10:15 AM - 11:30 AM	**Economic and Legal Issues** *Carolina Ballroom, Francis Marion Hotel* Moderator: Todd J. Zywicki Panelist: Anthony Radazzo, Michael J. Podgursky
11:45 AM - 12:30 PM	**Roundtable Discussion** *Carolina Ballroom, Francis Marion Hotel*
12:30 PM	**Adjourn**

Sunday, September 14, 2014

5:00 PM - 6:00 PM	**Registration** *Fountain Room*
6:00 PM - 7:00 PM	**Reception** *Fountain Room* **Welcome** *Crown Room* Host: Henry N. Butler
7:00 PM - 8:30 PM	**Dinner** *Crown Room, Fairmont San Francisco*

Monday, September 15, 2014

7:00 AM - 8:00 AM	**Breakfast** *Venetian Room, Fairmont San Francisco*

8:00 AM - 8:15 AM	**Conference Introduction and Overview** *Gold Room, Fairmont San Francisco* Instructor: Todd J. Zywicki

Part 1: The Background of Pensions

8:15 AM - 9:30 AM	**The Financial Structure of Pensions** *Gold Room, Fairmont San Francisco* Instructor: D. Bruce Johnsen
9:45 AM - 11:00 AM	**The Public Pension Crisis** *Gold Room, Fairmont San Francisco*

Part 2: Bankruptcy: The Nuclear Option

11:15 AM - 12:15 PM	**Bankruptcy and The Public Pension Crisis** *Gold Room, Fairmont San Francisco* Keynote Speaker: David A. Skeel
12:30 PM - 2:00 PM	**Luncheon: Viewing of "Bankrupt"** *Venetian Room, Fairmont San Francisco* **A documentary about the City of Detroit and discussion with the film's director and executive producer, Ben Howe.** Speaker: Ben Howe

Part 3: Pension Reforms

2:15 PM - 3:15 PM	**Pension Reform Options** *Gold Room, Fairmont San Francisco* Moderator: Todd J. Zywicki, Eileen Norcross
3:30 PM - 4:30 PM	**Legal Questions Raised by Pension Reform** *Gold Room, Fairmont San Francisco* Moderator: Todd J. Zywicki Panelist: Amy B. Monahan
4:45 PM - 6:00 PM	**Audience Q & A**

	Gold Room, Fairmont San Francisco Including all speakers and panelists Moderator: Todd J. Zywicki
6:00 PM - 7:00 PM	**Reception** *Pavilion Room and Roof Garden, Fairmont San Francisco*

Tuesday, September 16, 2014

7:15 AM - 8:15 AM	**Breakfast** *Venetian Room, Fairmont San Francisco*

Part 4: Assessment of Economic and Legal Arguments

8:15 AM - 8:30 AM	**Public Choice** Instructor: Todd J. Zywicki
8:30 AM - 10:00 AM	**Pension Reform in Practice** *Gold Room, Fairmont San Francisco* Moderator: Todd J. Zywicki Panelist: Theodore Orson, Glen R. Grell
10:15 AM - 11:30 AM	**Economic and Legal Issues** *Gold Room, Fairmont San Francisco* Moderator: Todd J. Zywicki Panelist: Anthony Radazzo, Michael J. Podgursky, Alexander "Sasha" Volokh
11:45 AM - 12:30 PM	**Roundtable Discussion** *Gold Room, Fairmont San Francisco*
12:30 PM	**Adjourn**

AI-43944 **Human Resources 12. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Sheriff's Office **Submitted By:** Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Sheriff's Office/ Jail (1100):
1. Approval of the following personnel actions, effective 04/08/14:

Action	Position Title	Slot #	Dept. #	Current Budgeted Salary	Proposed Budget Salary
Delete	Chief of Staff	0370	280-001	$ 77,250.00	-0-
Delete	Administrative Assistant I	0389	280-002	$ 24,087.00	-0-
Create	Chief Deputy	0417	280-001	-0-	$ 87,550.00
Add Clothing Allowance	Chief Deputy	0417	280-001	-0-	$ 500.00
Add Supplemental Pay	Chief Deputy	0417	280-001	-0-	$ 1,800.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule(s).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** See Below

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

BUDGETARY IMPACT:

SHERIFF - 1100-421-00-280-001-0- Funds from deleted position.

JAIL - 1100-423-21-280-002-0- Funds from deleted position.

See attached fiscal notes and interdepartmental transfer for funding source.

Attachments

REVISED SS (280-001)
REVISED SS (280-002)
FISCAL NOTE 280-001

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 01:02 PM
Obdett Calzada	Obdett Calzada	04/04/2014 04:07 PM
Rosalinda Cantu	Rosie Cantu	04/04/2014 04:23 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Sylvia Rios Started On: 04/04/2014 10:10 AM

Final Approval Date: 04/04/2014

HIDALGO COUNTY
COMMISSIONER COURT
2014 SALARY SCHEDULE

4-1100-421-00-280-001-0

AI - 43944

SHERIFF

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	$140,595.00	$0.00	$140,595.00	0	$0.00	$0.00	$140,595.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$80,810.00
0004	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$80,930.00
0005	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0006	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0007	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$69,790.00
0008	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$840.00	$0.00	$3,300.00	$0.00	$0.00	$71,090.00
0010	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,500.00	$0.00	$3,300.00	$0.00	$0.00	$62,559.00
0011	113	LIEUTENANT STEP III	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$55,805.00	$1,140.00	$0.00	$1,800.00	$0.00	$0.00	$58,745.00
0012	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,140.00	$0.00	$3,000.00	$0.00	$500.00	$60,445.00
0013	113	LIEUTENANT STEP II	$53,918.00	$0.00	$53,918.00	0	$0.00	$0.00	$53,918.00	$53,918.00	$900.00	$0.00	$3,000.00	$0.00	$500.00	$58,318.00
0014	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$59,045.00
0015	113	LIEUTENANT STEP II	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$53,918.00	$1,080.00	$0.00	$1,800.00	$0.00	$0.00	$56,798.00
0016	113	INFORMATION TECHNOLOGY MANA	$56,162.00	$0.00	$56,162.00	0	$0.00	$0.00	$56,162.00	$56,162.00	$0.00	$0.00	$0.00	$0.00	$500.00	$56,662.00
0018	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$58,505.00
0019	113	LIEUTENANT STEP II	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$53,918.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$57,158.00
0020	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,140.00	$0.00	$1,800.00	$0.00	$500.00	$61,199.00
0021	113	ACCOUNTANT III	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0022	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0023	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$51,857.00
0024	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$51,377.00
0025	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$360.00	$0.00	$0.00	$0.00	$0.00	$47,719.00
0026	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$50,697.00
0027	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0028	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$360.00	$0.00	$1,200.00	$0.00	$500.00	$51,077.00
0029	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$540.00	$0.00	$0.00	$0.00	$500.00	$50,057.00
0030	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$50,877.00
0031	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$660.00	$0.00	$0.00	$0.00	$0.00	$48,019.00
0032	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$720.00	$0.00	$0.00	$0.00	$500.00	$51,953.00
0033	113	SERGEANT STEP IV	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$52,508.00	$780.00	$0.00	$600.00	$0.00	$0.00	$53,888.00
0034	113	CRIME SCENE SPECIALIST SUPERVIS	$48,149.00	$0.00	$48,149.00	0	$0.00	$0.00	$48,149.00	$48,149.00	$1,680.00	$0.00	$0.00	$0.00	$500.00	$50,329.00
0035	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$600.00	$0.00	$500.00	$50,597.00
0036	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$720.00	$0.00	$600.00	$0.00	$0.00	$50,337.00
0037	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$500.00	$51,197.00
0038	113	SERGEANT STEP III	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$50,733.00	$840.00	$0.00	$600.00	$0.00	$0.00	$52,173.00
0039	113	SERGEANT STEP I	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$47,359.00	$300.00	$0.00	$0.00	$0.00	$0.00	$47,659.00
0040	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$420.00	$0.00	$1,200.00	$0.00	$500.00	$51,137.00
0041	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0042	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0043	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0044	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$720.00	$0.00	$0.00	$0.00	$500.00	$47,363.00
0045	113	MECHANIC V	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0046	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0048	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$3,900.00	$0.00	$500.00	$53,634.00

0049	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,900.00	$0.00	$500.00	$51,120.00
0050	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$40,400.00
0051	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0052	113	SR. DEPUTY SHERIFF STEP II	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0053	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,260.00	$0.00	$3,900.00	$0.00	$500.00	$53,394.00
0054	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,200.00	$0.00	$3,300.00	$0.00	$500.00	$52,734.00
0055	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0056	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$40,760.00
0057	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$49,834.00
0058	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0059	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0060	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$44,110.00
0061	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$40,460.00
0062	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$44,970.00
0063	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0064	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0065	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$42,910.00
0066	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0067	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0068	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0069	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$1,800.00	$0.00	$500.00	$42,990.00
0070	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$43,150.00
0071	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$0.00	$0.00	$0.00	$41,290.00
0072	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0073	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0074	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0075	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0076	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0077	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0078	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0079	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0080	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,230.00
0081	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0082	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$0.00	$0.00	$0.00	$48,694.00
0083	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0084	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0085	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,100.00	$0.00	$500.00	$51,174.00
0086	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0087	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,014.00
0088	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0089	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$3,300.00	$0.00	$500.00	$52,494.00
0090	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0091	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0092	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0093	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0094	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,300.00	$0.00	$0.00	$51,934.00
0095	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,700.00	$0.00	$500.00	$51,774.00
0096	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0097	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$43,090.00
0098	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,440.00	$0.00	$1,200.00	$0.00	$0.00	$50,374.00
0099	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0100	113	DEPUTY SHERIFF	$40,314.00	$0.00	$40,314.00	0	$0.00	$0.00	$40,314.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0101	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0102	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0103	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0104	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$50,374.00
0105	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$51,814.00
0106	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,000.00	$0.00	$0.00	$51,634.00

0107	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$50,434.00
0108	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0109	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$43,530.00
0110	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0111	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$5,100.00	$0.00	$0.00	$51,880.00
0112	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,000.00	$0.00	$0.00	$43,810.00
0113	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$38,834.00
0114	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0115	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0116	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0117	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0118	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$49,840.00
0119	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0120	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0121	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0122	113	DEPUTY SHERIFF	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0123	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$51,520.00
0124	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0125	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$960.00	$0.00	$600.00	$0.00	$0.00	$47,680.00
0126	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0127	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$48,820.00
0128	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$0.00	$0.00	$0.00	$40,690.00
0129	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0130	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0131	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$50,700.00
0132	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0133	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0134	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$50,760.00
0135	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$40,640.00
0136	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0137	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$48,640.00
0138	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0139	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0140	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$49,720.00
0141	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$49,920.00
0142	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0143	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0144	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0145	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0146	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$48,220.00
0147	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0148	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$43,210.00
0149	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0150	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0151	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0152	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0153	113	DEPUTY SHERIFF	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0154	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0155	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0156	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0157	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0158	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0159	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0160	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$48,400.00
0161	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$39,620.00
0162	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$49,380.00
0163	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0164	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$50,080.00

0165	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0166	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$41,950.00
0167	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0168	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0169	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$50,100.00
0170	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$5,400.00	$0.00	$500.00	$52,620.00
0171	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$50,520.00
0172	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$42,730.00
0173	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0174	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0175	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0176	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,980.00
0177	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$49,900.00
0178	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0179	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0180	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0181	113	ACCOUNTANT II	$42,236.00	$0.00	$42,236.00	0	$0.00	$0.00	$42,236.00	$42,236.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$44,036.00
0182	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$960.00	$0.00	$0.00	$0.00	$0.00	$42,098.00
0183	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$300.00	$0.00	$0.00	$0.00	$0.00	$41,438.00
0184	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,738.00
0185	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,858.00
0186	113	MECHANIC IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$38,222.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,222.00
0187	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$480.00	$0.00	$0.00	$0.00	$0.00	$41,618.00
0188	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$43,590.00
0189	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0190	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0191	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$3,600.00	$0.00	$500.00	$49,141.00
0192	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0193	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0194	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0195	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$3,300.00	$0.00	$0.00	$46,714.00
0196	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$360.00	$0.00	$0.00	$0.00	$0.00	$39,500.00
0197	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$0.00	$46,774.00
0198	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0199	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$45,030.00
0200	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$47,274.00
0201	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0202	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,900.00	$0.00	$500.00	$47,874.00
0203	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0204	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$900.00	$0.00	$3,300.00	$0.00	$500.00	$47,754.00
0205	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$600.00	$0.00	$0.00	$41,710.00
0206	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$42,670.00
0207	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0208	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$46,841.00
0209	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$39,074.00
0210	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$47,581.00
0211	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0212	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$47,261.00
0213	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$47,401.00
0214	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$46,901.00
0215	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$420.00	$0.00	$0.00	$0.00	$0.00	$39,560.00
0216	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0217	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0218	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0219	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$47,821.00
0220	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0221	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0222	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$47,281.00

0223	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0224	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0225	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0226	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0227	113	DEPUTY SHERIFF	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$37,574.00	$180.00	$0.00	$600.00	$0.00	$0.00	$38,354.00
0228	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0229	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$43,890.00
0230	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,474.00
0231	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0232	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,674.00
0233	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0234	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$44,470.00
0235	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0236	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0237	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0238	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0239	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$600.00	$0.00	$0.00	$0.00	$500.00	$37,730.00
0241	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$480.00	$0.00	$0.00	$0.00	$500.00	$36,859.00
0242	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$600.00	$0.00	$0.00	$0.00	$500.00	$36,979.00
0243	113	HUMAN RESOURCES SPECIALIST II	$34,135.00	$0.00	$34,135.00	0	$0.00	$0.00	$34,135.00	$34,135.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,735.00
0244	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,691.00
0246	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,391.00
0247	113	QUARTER MASTER	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$780.00	$0.00	$0.00	$0.00	$0.00	$33,549.00
0248	113	ADMINISTRATIVE ASSISTANT III	$34,067.00	$0.00	$34,067.00	0	$0.00	$0.00	$34,067.00	$34,067.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$35,447.00
0249	113	ACCOUNTANT I	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$360.00	$0.00	$0.00	$0.00	$0.00	$33,129.00
0250	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0251	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0252	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0253	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0254	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0255	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0256	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$360.00	$0.00	$0.00	$0.00	$0.00	$31,764.00
0257	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0258	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0259	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,704.00
0260	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0261	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0262	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0263	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,064.00
0264	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0265	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0266	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0267	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0268	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0269	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0270	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0272	113	ADMINISTRATIVE ASSISTANT II	$32,029.00	$0.00	$32,029.00	0	$0.00	$0.00	$32,029.00	$32,029.00	$780.00	$0.00	$0.00	$0.00	$500.00	$33,309.00
0273	113	ASSISTANT QUARTER MASTER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$780.00	$0.00	$0.00	$0.00	$0.00	$31,122.00
0274	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0275	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,499.00
0276	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$28,859.00
0277	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0278	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0279	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0280	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,887.00
0281	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$960.00	$0.00	$0.00	$0.00	$0.00	$27,827.00
0282	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,867.00

0283	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,287.00
0284	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0285	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0287	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,083.00
0288	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0289	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0290	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0291	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0292	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0293	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0294	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0295	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0296	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0297	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0327	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0328	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0329	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$600.00	$0.00	$0.00	$47,260.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$480.00	$0.00	$0.00	$0.00	$500.00	$37,610.00
0331	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0332	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0333	113	DEPUTY SHERIFF STEP 1	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0334	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$4,800.00	$0.00	$500.00	$46,170.00
0335	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$43,230.00
0336	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$40,700.00
0337	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0338	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$43,290.00
0339	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0340	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00
0341	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0342	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0343	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$0.00	$0.00	$0.00	$45,221.00
0344	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0345	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0346	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$29,174.00
0347	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,114.00
0361	113	BUDGET MANAGER II	$65,507.00	$0.00	$65,507.00	0	$0.00	$0.00	$65,507.00	$65,507.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$67,307.00
0362	113	PROCUREMENT SPECIALIST	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$720.00	$0.00	$0.00	$0.00	$0.00	$45,303.00
0363	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,171.00
0364	113	CRIME VICTIM LIASON	$39,563.00	$0.00	$39,563.00	0	$0.00	$0.00	$39,563.00	$39,563.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,403.00
0365	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$69,370.00
0366	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,080.00	$0.00	$1,800.00	$0.00	$500.00	$70,330.00
0367	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0369	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,440.00	$0.00	$1,800.00	$0.00	$500.00	$80,990.00
		APPROVAL TO DELETE THE FOLLOWING FULL TIME POSITION:														
~~0370~~	~~113~~	~~CHIEF OF STAFF~~	~~$77,250.00~~	~~$0.00~~	~~$77,250.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$77,250.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0371	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$240.00	$0.00	$1,500.00	$0.00	$0.00	$40,880.00
0372	113	DEPUTY SHERIFF	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$37,574.00	$60.00	$0.00	$0.00	$0.00	$0.00	$37,634.00
0373	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0374	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$540.00	$0.00	$0.00	$0.00	$0.00	$39,680.00
0375	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0376	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0377	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0378	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0379	113	TECHNICIAN IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$36,693.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,693.00
0380	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00
0382	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$180.00
0383	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00

0384	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0385	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0386	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$2,340.00
0387	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0388	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0389	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
0390	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0391	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0392	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0393	113	LIEUTENANT STEP I	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$52,095.00	$840.00	$0.00	$1,800.00	$0.00	$500.00	$55,235.00
0394	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$360.00	$0.00	$1,500.00	$0.00	$0.00	$49,219.00
0395	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$50,539.00
0396	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$420.00	$0.00	$1,500.00	$0.00	$0.00	$49,279.00
0397	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$780.00	$0.00	$600.00	$0.00	$0.00	$52,113.00
0398	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0399	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$51,297.00
0400	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$52,773.00
0401	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$50,817.00
0402	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$840.00	$0.00	$0.00	$0.00	$0.00	$49,857.00
0403	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0404	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$42,140.00
0405	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0406	113	ADMINISTRATIVE ASSISTANT IV	$37,109.00	$0.00	$37,109.00	0	$0.00	$0.00	$37,109.00	$37,109.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,529.00
0407	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0408	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0409	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0410	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0411	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0412	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0413	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0414	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0415	113	QUALITY ASSURANCE INSPECTOR	$55,000.00	$0.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,000.00
A416	113	DEPUTY SHERIFF	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION AND ALLOWANCES:														
0417	**113**	**CHIEF DEPUTY**	**$0.00**	**$87,550.00**	**$87,550.00**		**$0.00**	**$0.00**	**$87,550.00**	**$0.00**	**$0.00**	**$0.00**	**$1,800.00**	**$0.00**	**$500.00**	**$0.00**
			$15,010,637.00	$87,550.00	$15,098,187.00		$0.00	$0.00	$15,098,187.00	$14,339,727.00	$168,780.00	$0.00	$384,000.00	$0.00	$50,500.00	$14,940,707.00

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

HIDALGO COUNTY
COMMISSIONER COURT
2014 SALARY SCHEDULE

4-1100-423-21-280-002-0

AI - 43944

JAIL

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$80,810.00
0002	113	REGISTERED NURSE IV	$60,655.00	$0.00	$60,655.00	0	$0.00	$0.00	$60,655.00	$60,655.00	$0.00	$0.00	$0.00	$0.00	$0.00	$60,655.00
0006	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0007	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0008	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0009	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0010	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0011	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$300.00	$0.00	$0.00	$0.00	$0.00	$54,194.00
0012	113	LICENSED VOCATIONAL NURSE III	$53,822.00	$0.00	$53,822.00	0	$0.00	$0.00	$53,822.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0013	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0014	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0015	113	LICENSED VOCATIONAL NURSE III	$53,822.00	$0.00	$53,822.00	0	$0.00	$0.00	$53,822.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0016	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0017	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$960.00	$0.00	$0.00	$0.00	$0.00	$47,243.00
0018	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,320.00	$0.00	$3,300.00	$0.00	$0.00	$52,523.00
0019	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,500.00	$0.00	$1,800.00	$0.00	$0.00	$51,203.00
0020	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$50,483.00
0021	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$48,323.00
0022	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$48,443.00
0023	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$48,263.00
0024	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,380.00	$0.00	$3,900.00	$0.00	$500.00	$53,514.00
0025	113	SERGEANT STEP III	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0026	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,193.00
0027	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0028	113	SERGEANT STEP IV	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$42,076.00	$840.00	$0.00	$0.00	$0.00	$0.00	$42,916.00
0029	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,440.00	$0.00	$600.00	$0.00	$0.00	$45,588.00
0030	113	SERGEANT STEP I	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$37,950.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$39,570.00
0031	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$45,468.00
0032	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$960.00	$0.00	$600.00	$0.00	$0.00	$45,108.00
0033	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$45,048.00
0034	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$39,278.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,878.00
0035	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,253.00
0036	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0037	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0038	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$44,988.00
0039	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$44,628.00
0041	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,260.00	$0.00	$1,200.00	$0.00	$0.00	$46,008.00
0042	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,193.00
0044	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$39,278.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,578.00
0045	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$840.00	$0.00	$0.00	$0.00	$0.00	$44,388.00
0046	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0047	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0048	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$2,700.00	$0.00	$0.00	$43,069.00
0049	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$34,081.00
0050	113	DETENTION OFFICER	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00

0051	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$2,100.00	$0.00	$0.00	$42,649.00
0052	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$43,669.00
0053	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0054	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0055	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$40,669.00
0056	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$40,669.00
0057	113	DETENTION OFFICER STEP I	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0058	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0059	113	SR. DETENTION OFFICER STEP IV	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0061	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0062	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0063	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0064	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$40,729.00
0065	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0066	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0067	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$40,609.00
0068	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0069	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0070	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0071	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0072	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0073	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$40,909.00
0074	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$900.00	$0.00	$0.00	$0.00	$0.00	$40,489.00
0075	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0076	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0077	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0078	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$900.00	$0.00	$0.00	$0.00	$0.00	$40,489.00
0079	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0080	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$4,500.00	$0.00	$0.00	$43,411.00
0081	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0082	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$42,211.00
0083	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0084	113	DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0085	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0086	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0087	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$2,100.00	$0.00	$0.00	$41,011.00
0088	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0089	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0090	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0091	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0092	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0093	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0094	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0095	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0096	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$1,500.00	$0.00	$0.00	$40,351.00
0097	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0098	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0099	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$40,171.00
0100	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$3,300.00	$0.00	$0.00	$42,151.00
0101	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0102	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0103	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$3,900.00	$0.00	$0.00	$42,691.00
0104	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$40,051.00
0105	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0106	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0107	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0108	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0109	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0110	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0111	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0112	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$0.00	$0.00	$0.00	$38,971.00
0113	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0114	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,024.00
0115	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0116	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0117	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0118	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0119	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,800.00
0120	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0121	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0122	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0123	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0124	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0125	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0126	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0127	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0128	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0129	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$600.00	$0.00	$0.00	$39,451.00
0130	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0131	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0132	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0133	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,731.00
0134	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0135	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0136	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$40,171.00
0137	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0138	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$600.00	$0.00	$0.00	$39,391.00
0139	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0140	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0141	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$600.00	$0.00	$2,400.00	$0.00	$0.00	$34,364.00
0142	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0143	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0144	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0145	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$34,801.00
0146	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0147	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0148	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$2,100.00	$0.00	$0.00	$41,011.00
0149	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0150	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0151	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0152	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0153	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0154	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0155	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0156	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0157	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0158	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0159	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0160	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0161	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0162	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0163	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0164	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0165	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$40,951.00
0166	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$0.00	$0.00	$0.00	$38,971.00

0167	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0168	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0169	113	DETENTION OFFICER STEP II	$32,462.00	$0.00	$32,462.00	0	$0.00	($1.00)	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0170	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0171	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$3,600.00	$0.00	$0.00	$36,181.00
0172	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0173	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0174	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0175	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$2,100.00	$0.00	$0.00	$41,071.00
0176	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0177	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$40,891.00
0178	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0179	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0180	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0181	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$36,900.00
0182	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0183	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0184	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0185	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0186	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0187	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0188	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0189	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0190	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0191	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0192	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0193	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0194	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0195	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0196	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0197	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0198	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0199	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0200	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0201	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0202	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0203	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$33,841.00
0204	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0205	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0206	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0207	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0208	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0209	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0210	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$180.00	$0.00	$0.00	$0.00	$0.00	$31,544.00
0211	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0212	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0213	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0214	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$33,901.00
0215	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0216	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0217	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0218	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0219	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$40,891.00
0220	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0221	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0222	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0223	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0224	113	DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00

0225	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0226	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0227	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$42,211.00
0228	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0229	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0230	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0231	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0232	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0233	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0234	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0235	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0236	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0237	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0238	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0239	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$3,300.00	$0.00	$0.00	$42,091.00
0240	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0241	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0242	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0243	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0244	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0245	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0246	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0247	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0248	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0249	113	DETENTION OFFICER STEP Ii	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0250	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0251	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$480.00	$0.00	$0.00	$0.00	$0.00	$32,941.00
0252	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$360.00	$0.00	$0.00	$0.00	$0.00	$34,860.00
0253	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0254	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0255	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0256	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0257	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0258	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0259	113	DETENTION OFFICER	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0260	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0261	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0262	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$34,681.00
0263	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0264	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0265	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0266	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0267	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0268	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0269	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0270	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0271	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0272	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0273	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0274	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0275	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0276	113	DETENTION OFFICER STEP I	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0277	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0278	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0279	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0280	113	DETENTION OFFICER STEP I	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0281	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0282	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0283	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0284	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0285	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0286	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0287	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0288	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0289	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,121.00
0290	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$39,237.00
0291	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0292	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$39,537.00
0293	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0294	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0295	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0296	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$34,681.00
0297	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0298	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0299	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0300	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0301	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0302	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0303	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0304	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0305	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0306	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$38,637.00
0307	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0308	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0309	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0310	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0311	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0312	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0313	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0314	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0315	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0316	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0317	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$40,737.00
0318	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0319	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0320	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0321	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0322	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0323	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0324	113	DETENTION OFFICER	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0325	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$1,200.00	$0.00	$0.00	$37,267.00
0326	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0327	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0328	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$420.00	$0.00	$0.00	$0.00	$0.00	$36,127.00
0329	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,377.00
0330	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0331	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0332	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0333	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0334	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0335	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0336	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0337	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0338	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0339	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,377.00
0340	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0341	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$34,741.00
0342	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0343	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0344	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0345	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0346	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$33,781.00
0347	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$1,500.00	$0.00	$0.00	$34,261.00
0348	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0349	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$40,137.00
0350	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0351	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0352	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0353	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0354	113	PLUMBER I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,588.00
0355	113	AIR CONDITION TECHNICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,588.00
0356	113	ELECTRICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,348.00
0357	113	AIR CONDITION TECHNICIAN I	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$480.00	$0.00	$0.00	$0.00	$0.00	$31,884.00
0358	113	COOK III	$33,013.00	$0.00	$33,013.00	0	$0.00	$0.00	$33,013.00	$26,970.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,970.00
0359	113	COOK III	$33,013.00	$0.00	$33,013.00	0	$0.00	$0.00	$33,013.00	$33,013.00	$480.00	$0.00	$0.00	$0.00	$0.00	$33,493.00
0360	113	ACCOUNTANT I	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,369.00
0361	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0362	113	CERTIFIED MEDICAL ASSISTANT	$30,771.00	$0.00	$30,771.00	0	$0.00	$0.00	$30,771.00	$30,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,771.00
0363	113	CERTIFIED MEDICAL ASSISTANT	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0364	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$29,128.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,128.00
0365	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$360.00	$0.00	$0.00	$0.00	$0.00	$32,826.00
0366	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,766.00
0367	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$900.00	$0.00	$0.00	$0.00	$0.00	$33,366.00
0368	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$480.00	$0.00	$0.00	$0.00	$0.00	$31,884.00
0369	113	MAINTENANCE IV	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,762.00
0370	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$600.00	$0.00	$0.00	$0.00	$0.00	$32,004.00
0371	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0372	113	COOK III	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$26,970.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,970.00
0373	113	COOK III	$30,203.00	$0.00	$30,203.00	0	$0.00	$0.00	$30,203.00	$30,203.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,923.00
0374	113	COOK III	$30,203.00	$0.00	$30,203.00	0	$0.00	$0.00	$30,203.00	$30,203.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,623.00
0375	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$28,919.00
0376	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0377	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,634.00
0378	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,454.00
0379	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0380	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0381	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0382	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0383	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,167.00
0384	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,347.00
0385	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0386	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,387.00
0387	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,287.00
0388	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
		APPROVAL TO DELETE THE FOLLOWING FULL TIME POSITION:														
~~0389~~	~~113~~	~~ADMINISTRATIVE ASSISTANT I~~	~~$24,087.00~~	~~$0.00~~	~~$24,087.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$24,087.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0390	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0391	113	ADMINISTRATIVE ASSISTANT I	$24,429.00	$0.00	$24,429.00	0	$0.00	$0.00	$24,429.00	$24,429.00	$360.00	$0.00	$0.00	$0.00	$0.00	$24,789.00
0392	113	CUSTODIAN II	$22,303.00	$0.00	$22,303.00	0	$0.00	$0.00	$22,303.00	$22,303.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,303.00
0393	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,383.00
0394	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,503.00
0395	113	ELECTRICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,528.00
0398	113	COMMUNITY SERVICE SPECIALIST	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00

0399	113	CAPTAIN	$56,650.00	$0.00	$56,650.00	0	$0.00	$0.00	$56,650.00	$56,650.00	$1,500.00	$0.00	$3,000.00	$0.00	$500.00	$61,650.00
0400	113	CAPTAIN	$56,650.00	$0.00	$56,650.00	0	$0.00	$0.00	$56,650.00	$56,650.00	$900.00	$0.00	$0.00	$0.00	$500.00	$58,050.00
0401	113	SERGEANT STEP I	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$37,950.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,490.00
0402	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0403	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,253.00
0404	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0405	113	SERGEANT STEP I	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$37,950.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,370.00
0406	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0407	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0408	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0409	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0410	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0411	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0412	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0413	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0414	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0415	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0416	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0417	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0418	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0419	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0420	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0421	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0422	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0423	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
			$14,844,276.00	$0.00	$14,844,276.00		$0.00	($1.00)	$14,844,275.00	$14,026,370.00	$126,060.00	$0.00	$163,800.00	$0.00	$2,000.00	$14,318,230.00

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

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

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

To: **Commissioner' Court**
From: **Sergio Cruz, Budget Officer**
CC Date: **Tuesday, April 08, 2014** **Agenda Item:** **43944**

Summary of request/proposal:
SHERIFF'S OFFICE (1100):
APPROVAL TO DELETE/CREATE THE FOLLOWING FULL TIME POSITION(S) AND THE CREATION OF THE ALLOWANCES LISTED BELOW:

Fund	Position	Slot #	Obj Code	Current Budgeted Salary Allowance	Proposed Budgeted Salary/ Allowance	Total Requested
			SALARY			
1100	CHIEF OF STAFF	0370	113	77,250.00	0.00	(77,250.00)
1100	CHIEF DEPUTY	0417	113	0.00	87,550.00	87,550.00
	TOTAL SALARIES			**77,250.00**	**87,550.00**	**10,300.00**
			ALLOWANCES			
1100	CHIEF DEPUTY (SUPPLEMENTAL ALLOWANCE)	0417	117	0.00	1,800.00	1,800.00
1100	CHIEF DEPUTY (CLOTHING ALLOWANCE)	0417	119	0.00	500.00	500.00
	TOTAL ALLOWANCES			**0.00**	**2,300.00**	**1,800.00**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
4-1100-421-00-280-001-0	113	SHERIFF	REGULAR FULL TIME	$7,577.01
4-1100-421-00-280-001-0	117	SHERIFF	SUPPLEMENTAL	$1,324.14
4-1100-421-00-280-001-0	119	SHERIFF	CLOTHING	$367.82
4-1100-421-00-280-001-0	211	SHERIFF	HEALTH INSURANCE	$0.00
4-1100-421-00-280-001-0	212	SHERIFF	LIFE INSURANCE	$0.00
4-1100-421-00-280-001-0	220	SHERIFF	FICA	$709.07
4-1100-421-00-280-001-0	230	SHERIFF	RETIREMENT	$1,009.39
4-1100-421-00-280-001-0	250	SHERIFF	UNEMPLOYMENT COMP	$52.83
4-1100-421-00-280-001-0	260	SHERIFF	WORKER'S COMP	$231.73
			2014 Budgetary Impact	$11,271.99

2015 Budgetary Impact: $15,322.86

Possible Funding Sources: **COST SAVINGS - PENDING CC APPROVAL OF INTERDEPARTMENTAL TRANSFER.**

Comments:

AI-43759 **Sheriff's Office 13. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Maria Del Rosario Gonzalez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Authorization and approval to accept the Grant Adjustment Notice in reference to Operation Stonegarden FY 2012 grant extension and authorization for County Judge, as authorized official, to sign (and initial) required documents.

BACKGROUND

Grant Number: EMW-2012-SS-00018-S01 (Federal)
12-GA-48215-05 (SAA--State Administrative Agency)
Original grant award amount: $2,099,806.96 (AI #37958 4/2/13)
Original grant award termination date: February 28, 2014 (AI #37958 4/2/13)
New termination date: June 30, 2014.

Extension request was approved by Commissioners' Court on 2/25/14 (AI#43227).

Fiscal Impact

FISCAL YEAR: 2015 **ACCT. #:** 4-1284-421-00-280-047-5-XXX

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

BUDGETARY IMPACT:

No local match is required.

This is a no-cost extension.

Attachments

Terms and Conditions

GAN

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	03/25/2014 10:02 AM
Budget & Management	Debbie Tamez	03/26/2014 10:03 AM
Manuel Chapa	Manuel Chapa	03/27/2014 08:45 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Maria Del Rosario Gonzalez Started On: 03/25/2014

Final Approval Date: 04/04/2014

2012 TERMS AND CONDITIONS

Instructions:

The Sub-recipient shall:

1. *Fill in the information and sign the Grant Sub-Recipient Award;*
2. *Certify they have read and understand these Terms and Conditions;*
3. *Certify to the statements provided in Exhibits A, B, C and D located at the back of this document by filling in contact information and signing all exhibits, and*
4. *Return all documents via email to **SAA_SRA@dps.texas.gov** on or before the date provided in the transmittal letter and/or in this grant.*

Grant Sub-recipient Agreement

This Grant Sub-recipient Agreement (consisting of this 2012 Grant Sub-recipient Award and these Terms and Conditions) is made and entered into by and between the Department of Public Safety / Texas Homeland Security State Administrative Agency, an agency of the State of Texas, hereinafter referred to as "DPS/THSSAA," and the funds recipient, hereinafter referred to as the "Sub-recipient" or "Sub-grantee." Furthermore, DPS/THSSAA and the Sub-recipient are collectively hereinafter referred to as the "Parties." This Grant Sub-recipient Agreement (SRA), or otherwise referred to herein as "this Grant" or "this Agreement", is only an offer until Sub-recipient returns the signed copy of this Grant on or before the date provided in the transmittal letter and/or in this Grant Sub-recipient Award.

The FY 2012 Homeland Security Grant Program (HSGP) funding plays an important role in the implementation of Presidential Policy Directive – 8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). HSGP funding shall be used for costs related to the planning, organization, equipment, training, and exercise needs that prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2012 Nonprofit Security Grant Program (NSGP) funding plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the NGP. NSGP provides funding for target hardening and other physical security enhancements and activities to nonprofit organizations that are at high risk of terrorist attack and located within one of the specific Urban Areas Security Initiative (UASI)-eligible Urban Areas. While this funding is provided specifically to high-risk nonprofit organizations, the program seeks to integrate nonprofit preparedness activities with broader State and local preparedness efforts.

Sub-recipient may not assign or transfer any interest in this Grant without the express, prior written consent of DPS/THSSAA. If Sub-recipient issues subawards as part of this Grant project, Sub-recipient shall include and require its subawardees to comply with the terms and conditions of this Grant.

The term "Sub-recipient agreement funds" as used in this Grant means funds provided by DPS/THSSAA under the United States Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) grant programs (also referred to herein as DHS/FEMA). The term "Sub-recipient's funds" or match funds as used in this Grant means funds provided by the Sub-recipient.

Overview and Performance Standards

All allocations and use of funds under this Grant shall be in accordance with the FY 2012 Funding Opportunity Announcement (FOA) for the Federal Grant Title specified on this Grant, and such FY 2012 FOA is incorporated by reference herein. Sub-recipient shall read, understand and accept the FY 2012 Funding Opportunity Announcement as binding.

Standard of Performance. Sub-recipient shall perform all activities and projects entered into the DPS/THSSAA web-based grants management system which are approved by DPS/THSSAA. Any change to a project shall receive prior written approval by the appropriate local, regional and state-level grant administrator(s). Sub-recipient shall perform all activities in accordance with all terms, provisions and requirements set forth in this Grant, including but not limited to the following Exhibits:

1. Assurances – Non-Construction Programs, hereinafter referred to as "**Exhibit A**"
2. Assurances – Construction Programs, hereinafter referred to as "**Exhibit B**"

3. Certifications, hereinafter referred to as "**Exhibit C**"

4. State of Texas Assurances, hereinafter referred to as "**Exhibit D**"

Failure to Perform. In the event Sub-recipient fails to implement the project(s) entered and approved in the DPS/THSSAA web-based grants management system, or comply with any provision of this Grant, Sub-recipient shall be liable to DPS/THSSAA for an amount not to exceed the award amount of this Grant and may be barred from applying for or receiving additional DHS/FEMA grant program funds or any other grant program funds administered by DPS until repayment to DPS/THSSAA is made and any other compliance or audit finding is satisfactorily resolved, in addition to any other remedy specified in this Grant. Failure to timely implement projects may reduce future funding in additional DHS/FEMA and/or other grant programs administered by DPS.

Environmental Review

Sub-recipient shall assess its federally funded projects for potential impact to environmental resources and historic properties. Sub-recipient shall submit any required screening form(s) as soon as possible and shall comply with deadlines established by DPS/THSSAA. Timelines for the Environmental Planning and Historic Preservation (EHP) review process will vary based upon the complexity of the project and the potential for environmental or historical impact. Sub-recipient shall include sufficient review time within its project management plan to comply with EHP requirements. Initiation of any activity prior to completion of FEMA's EHP review will result in a non-compliance finding and DPS/THSSAA will not authorize or release grant funds for non-compliant projects.

Sub-recipient, as soon as possible upon receiving its grant award, shall provide information to DPS/THSSAA to assist with the legally-required EHP review and to ensure compliance with applicable EHP laws and Executive Orders (EO) currently using the FEMA EHP Screening Form OMB Number 1660-0115/FEMA Form 024-0-01 and submitting it, with all supporting documentation, to DPS/THSSAA for review. These EHP requirements include but are not limited to the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, EO 11988 – Floodplain Management, EO 11990 – Protection of Wetlands, and EO 12898 – Environmental Justice. Sub-recipient shall comply with all Federal, State, and local EHP requirements and shall obtain applicable permits and clearances. See FEMA Information Bulletin 329.

Sub-recipient shall not undertake any activity from the project that would result in ground disturbance, facility modification, or purchase and use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings. Sub-recipient shall comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. Any changes to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, Sub-recipient shall ensure monitoring of ground disturbance and if any potential archeological resources are discovered, Sub-recipient shall immediately cease construction in that area and notify FEMA and the appropriate State Historical Preservation Office.

Funding Obligations

A. DPS/THSSAA shall not be liable to Sub-recipient for any costs incurred by Sub-recipient that are not allowable costs.

B. Notwithstanding any other provision of this Grant, the total of all payments and other obligations incurred by DPS/THSSAA under this Grant shall not exceed the Total Award Amount listed on the Grant Sub-recipient Award.

C. Sub-recipient shall contribute the match funds listed on the Grant Sub-recipient Award.

D. Sub-recipient shall refund to DPS/THSSAA any sum of these grant funds that has been determined by DPS/THSSAA to be an overpayment to Sub-recipient or that DPS/THSSAA determines has not been spent by Sub-recipient in accordance with this Grant. No refund payment(s) shall be made from local, state or federal grant funds unless repayment with grant funds is specifically permitted by statute or regulation. Sub-recipient shall make such refund to DPS/THSSAA within thirty (30) days after DPS/THSSAA requests such refund.

E. Notwithstanding any other provisions, the Parties hereto understand and agree that DPS/THSSAA's obligations under this Grant are contingent upon the receipt of adequate funds to meet DPS/THSSAA's liabilities hereunder, except as required by the Homeland Security Grant Program (HSGP). DPS/THSSAA shall not be liable to Sub-recipient for costs which exceed the amount specified in this Grant.

Performance Period

The performance period for this Grant is listed on the Grant Sub-Recipient Award. All goods and services shall be received within the performance period AND all reimbursement requests shall be submitted to DPS/THSSAA within the performance period. Sub-recipient shall have expended all grant funds and submitted reimbursement requests, and any invoices, in the DPS/THSSAA grant management system by the end of the performance period. DPS/THSSAA shall not be obligated to reimburse expenses incurred or submitted after the performance period.

Uniform Administrative Requirements, Cost Principals and Audit Requirements

Except as specifically modified by law or this Grant, Sub-recipient shall administer this Grant through compliance with the most recent version of all applicable laws and regulations, including but not limited to DHS program legislation, Federal awarding agency regulations, and the terms and conditions of this Grant. A non-exclusive list is provided below.

A. Administrative Requirements

1. 44 C.F.R. Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the A-102 Common Rule);

2. 2 C.F.R. Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (OMB Circular A-110).

3. 44 C.F.R. Part 10, Environmental Considerations

B. Cost Principles

1. 2 C.F.R. Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)

2. 2 C.F.R. Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)

3. 2 C.F.R. Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)

4. 48 C.F.R. Subpart 31.2, Federal Acquisition Regulations (FAR), Contracts with Commercial Organizations

C. Audit Requirements

OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

D. Grant Guidance (Funding Opportunity Announcement)

Sub-recipient agrees that all allocations and use of funds under this Grant shall be in accordance with the applicable FY 2012 Funding Opportunity Announcement and supplemental resources for the HSGP currently available at http://www.fema.gov/pdf/government/grant/2012/fy12_hsgp_foa.pdf and the Nonprofit Security Grant Program (NSGP), http://www.fema.gov/pdf/government/grant/2012/fy12_nsgp_foa.pdf.

DHS Specific Acknowledgements and Assurances

Sub-recipient shall comply with the DHS Standard Administrative Terms and Conditions that are outlined in Part 6.1.1 – Financial Assistance Award Standard Terms and Conditions (January 10, 2011), which is incorporated by reference herein. DHS requires those standard terms and conditions which are approved by the Division of Financial Assistance Policy and Oversight to be applied to all financial assistance awards. Http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf.

Sub-recipient acknowledges and agrees, and shall require any sub-recipients, subawardees, contractors, successors, transferees, and assignees to acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Sub-recipient shall cooperate with any compliance review or complaint investigation conducted by DHS.
2. Sub-recipient shall give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to this grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Sub-recipient shall submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Sub-recipient shall comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three (3) years, Sub-recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, Sub-recipient shall provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against Sub-recipient, or Sub-recipient settles a case or matter alleging such discrimination, Sub-recipient shall forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

Operation Stonegarden (OPSG) Specific Conditions

If Sub-recipient is receiving Operation Stonegarden (OPSG) funds, Sub-recipient is prohibited from obligating or expending OPSG funds provided through this Grant until each unique, specific, or modified county level, tribal or equivalent Operations Order or Fragmentary Order has been reviewed and approved by official notification by FEMA and Customs and Border Protection/Border Patrol (CBP/BP). Each Operations Order will be transferred via the secure portal (CBP/BP) BPETS system from each respective AOR Sector HQ to CBP/BP HQ in Washington, D.C., for review and pre-approval for Operational continuity, then forwarded to FEMA GPD/PGD OPSG Program Office for final review/approval. Official notification of approval will be sent by FEMA via email to DPS/THSSAA and CBP/BP HQ in Washington, D.C.

1. Sub-recipient shall develop and submit required operational documents through the border area's Integrated Planning Team.
2. Sub-recipient shall maintain an approved Concept of Operations, consisting of a campaign plan and proposed budget which will articulate the intent of how OPSG funds will be used throughout Sub-recipient's grant performance period.
3. If Sub-recipient intends to spend more than 50 percent of its award on overtime over the course of the performance period, a request for an overtime waiver shall be submitted through the Integrated Planning Team.
4. Sub-recipient shall develop and submit Operations Orders for Tactical operational periods to achieve the strategic objectives of the campaign plan.
5. Sub-recipient shall only initiate tactical operations after the specific Operations Order(s) are approved through the Border Patrol Headquarters and by FEMA, and the DPS/THSSAA has issued a Grant Sub-recipient Award or GAN to the jurisdiction.

State Requirements for Grants

Sub-recipient shall also comply with all other federal, state, and local laws and regulations applicable to this Grant including but not limited to the laws and the regulations promulgated in Texas Government Code, Chapter 783, Uniform Grant and Contract Management, State Administrative Agency Information Bulletins, available at http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm, Texas Uniform Grants Management Standards (UGMS) at governor.state.tx.us/files/state-grants/?UGMS062004.doc and the State Administrative Agency Sub-recipient Manual, available at http://www.txdps.state.tx.us/director_staff/saa/documents/subrecipientManual.pdf. Sub-recipient shall, in addition to the assurances and certifications, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB circulars, terms and conditions of this Grant, and the approved application.

Sub-recipient shall comply with the State of Texas General Appropriations Act, Art. IX, Part 4, as follows:

1. Grant funds may not be expended for a grant to a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, unless the law enforcement agency requesting the grant is in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education or the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

2. Grant funds may not be granted to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party.
3. Grant funds may not be expended to a unit of local government unless the following limitations and reporting requirements are satisfied:

    a. Texas General Appropriations Act, Art. IX, Parts 2 and 3, except there is no requirement for increased salaries for local government employees;
    b. Texas Government Code Sections 556.004, 556.005, and 556.006, including not using any money or vehicle to support the candidacy of any person for office; not influencing positively or negatively the payment, loan, or gift to a person or political organization for a political purpose; and not using grant funds to influence the passage or defeat of legislation including not assisting with the funding of a lobbyist, or using grant funds to pay dues to an organization with a registered lobbyist;
    c. Texas Government Code Sections 2113.012 and 2113.101 including not using grant funds to compensate any employee who uses alcoholic beverages on active duty plus Sub-recipient may not use grant funds to purchase an alcoholic beverage and may not pay or reimburse any travel expense for an alcoholic beverage;
    d. Texas General Appropriations Act, Art. IX, Section 6.13 requiring Sub-recipients to make every effort to attain key performance target levels associated with this grant award, including performance milestones, milestone time frames, and related performance reporting requirements; and
    e. General Appropriations Act, Art. IX, Sections 7.01 and 7.02, and Texas Government Code §2102.0091, including grant funds may only be expended if Sub-recipient timely completes and files its reports.

Restrictions and General Conditions

A. Use of Funds. DHS grant funds may only used for the purposes set forth in this Grant, and shall be consistent with the statutory authority for this Grant. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

B. Lobbying Prohibited. No funds shall be expended by Sub-Recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions may be found at 31 U.S.C. §1352. Further, Sub-Recipient understands and agrees that it shall not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of FEMA.

C. Transferring Funds. Sub-recipient is prohibited from transferring funds between grant programs (such as SHSP, UASI, and OPSG) without a properly executed GAN.

D. Federal Employee Prohibition. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this Grant. Federal employees may not receive funds under this Grant.

E. Cost Categories. There may be limitations on the use of HSGP funds for the categories of costs listed below. For additional details on restrictions on the use of funds, refer to the FY 2012 HSGP FOA, Appendix C, Funding Guidelines.

1. Management and Administration
2. Planning
3. Organization
4. Equipment
5. Training
6. Exercises
7. Maintenance and Sustainment
8. Critical Emergency Supplies
9. Construction and Renovation

F. Governing Board Approval. In cases where local funding is established by a COG or an Urban Area Security Initiative (UASI) governing board, the release of funds by DPS/THSSAA is contingent upon funding allocation approval by the governing board.

G. Notices. All notices or communications required or permitted to be given by either party hereunder shall be deemed sufficiently given if mailed by registered mail or certified mail, return receipt requested, or sent by overnight courier, such as Federal Express or Loan Star, to the other party at its respective address. For notice to DPS/THSSAA see address set forth below. For Sub-

recipient, see the address listed on the Grant Sub-Recipient Award page or Point of Contact address listed for the Sub-recipient in the DPS/THSSAA Grants Management System (SPARS).

DPS/THSSAA Contact Information
Deputy Assistant Director
Texas Homeland Security State Admin. Agency
Texas Department of Public Safety
P.O. Box 4087
Austin, TX 78773-0220

H. Points of Contacts. Within 30 days of any change, Sub-recipient shall notify DPS/THSSAA of any change or correction to the chief elected official, program, and/or financial points of contact in the DPS/THSSAA grant management system.

I. DUNS Number. Sub-recipient confirms its Data Universal Numbering Systems (DUNS) Number is the number listed on this Grant. The DUNS Number is the nine digit number established and assigned by Dun and Bradstreet, Inc., at 866/705-5711 or http://fedgov.dnb.com/webform.

J. Central Contractor Registration and Universal Identifier Requirements. Sub-recipient maintains that it has registered on www.ccr.gov, www.sam.gov/, or other federally established site for contractor registration, and entered DPS/THSSAA-required information. Sub-recipient shall keep current, and then review and update the CCR information at least annually. Sub-recipient shall keep information current in the CCR/SAM database until the later of when it submits this Grant's final financial report or receives final grant award payment. Sub-recipient agrees that it shall not make any subaward agreement or contract related to this Grant without first obtaining the vendor/subawardee's mandatory DUNS number. See section .210 of OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations.

K. Indirect Cost Allocation Plan. Sub-recipient shall submit its most recently approved Indirect Cost Allocation Plan signed by Cognizant Agency to DPS/THSSAA within 30 calendar days of the approval. "Cognizant agency" means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under 2 C.F.R. Part 225 on behalf of all Federal agencies. OMB publishes a listing of cognizant agencies at http://harvester.census.gov/sac/dissem/asp/reports.asp. Unless the basis of the cost plan changes, Sub-recipient only needs to forward the annual Indirect Cost Rate approval letter to DPS/THSSAA within 30 calendar days after approval by the Cognizant Agency. The approved Indirect Cost Plans and approval letters shall be emailed to SAA_RR@dps.texas.gov. The Sub-recipient name shall be included in the file name and subject line of the email transmittal.

L. Reporting Total Compensation of Sub-recipient Executives. 2 C.F.R. §170.320; see FEMA Information Bulletin 350.

1. Applicability and what to report: Sub-recipient shall report whether Sub-recipient received $25 million or more in Federal procurement contracts or financial assistance subject to the Transparency Act per 2 C.F.R. §170.320. Sub-recipient shall report whether 80% or more of Sub-recipient's annual gross revenues were from Federal procurement contracts or Federal financial assistance. If Sub-recipient answers "yes" to both questions, Sub-recipient shall report, along with Sub-recipient's DUNS number, the names and total compensation (see 17 C.F.R. §229.402(c)(2)) for each of Sub-recipient's five most highly compensated executives for the preceding completed fiscal year.

2. Where and when to report: Sub-recipient shall report executive total compensation at www.ccr.gov, www.sam.gov/, or other federally established replacement site. By signing this Grant, Sub-recipient certifies that, if required, Sub-recipient's jurisdiction has already registered, entered the required information, and shall keep information in the CCR/SAM database current, and update the information at least annually for each year until the later of when the jurisdiction submits its final financial report or receives final payment. Sub-recipient agrees that it shall not make any subaward agreement or contract without first obtaining the subawardee's mandatory DUNS number.

M. Direct Deposit. If Sub-recipient has not received HSGP reimbursements from DPS/THSSAA within the past eleven (11) months (prior to date of award), it shall forward a new/updated direct deposit form to DPS/THSSAA. Completed direct deposit forms from Sub-recipient shall be emailed to SAA_RR@dps.texas.gov. The email subject line and attachment name shall include the jurisdiction name and identify the document attached (i.e. "*Sample County DD form*"). The direct deposit form is currently available at http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf. Sub-recipient may simultaneously sign up for the Advance Payment Notification (APN) email feature which provides State of Texas payees with a one-business-day advance notice that a direct deposit payment has been sent to its financial institution. After receiving an APN, a payee may securely access its payment details online.

N. Procurements. Sub-recipient shall comply with all applicable federal, state, and local laws and requirements, including but not limited to proper competitive solicitation processes where required, for any procurement which utilizes federal funds awarded under this Grant in accordance with 44 C.F.R. §13.36.

O. Contract Provisions. All contracts executed using funds granted under this Grant shall contain the contract provisions listed under 44 C.F.R. §13.37(b), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

P. No Contracts with Debarred or Suspended Parties. Prior to contracting with any vendor or subawardee using funds granted under this Grant, Sub-recipient shall determine whether the vendor/subawardee is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department and agency and shall confirm the vendor/subawardee does not have any active "Exclusions" by reviewing the vendor/subawardee entity information at https://www.sam.gov/portal/public/SAM/.

Q. Management and Administration. If this Grant includes a specific award of funds to Sub-recipient for management and administration (M&A), Sub-recipient shall comply with all applicable requirements and limitations with respect to M&A. For additional information on M&A, refer to Information Bulletin 365 located at http://www.fema.gov/government/grant/bulletins/index.shtm#1/.

R. Personnel Cap. Up to fifty percent (50%) of all HSGP awards received by Sub-recipient may be used for personnel and personnel-related activities as directed by the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act (Public Law 110-412). In general, use of HSGP funding to pay for staff and/or contractor regular time or overtime/backfill, among other items, are considered personnel-related costs. Sub-recipient may request a waiver to the 50% personnel cap by submitting a waiver request through its respective regional council or urban area working group to DPS/THSSAA at SAA@dps.texas.gov. Requests for waivers shall be submitted on official Sub-recipient letterhead and be signed by an authorized official of Sub-recipient. Waivers shall contain the information required on page 9 of the FEMA Information Bulletin 379.

S. Property Management and Inventory. At least every two (2) years, Sub-recipient shall take a physical inventory and shall reconcile the results with property records. Sub-recipient shall maintain Property/inventory records which, at minimum, shall include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. (See sample inventory record format at http://www.txdps.state.tx.us/director_staff/saa/audit_and_compliance.htm) Sub-recipient shall develop and implement a control system to prevent loss, damage or theft of property and Sub-recipient shall investigate and document any loss, damage or theft of property funded under this Grant.

T. Publications. All publications produced as a result of funding under this Grant, which are submitted for publication in any magazine, journal, or trade paper, shall include the following: "This material is based upon work supported by the U.S. Department of Homeland Security. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security."

U. Acknowledgement of Federal Funding from DHS. Sub-recipient shall comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

V. Use of DHS, DPS, and DPS/THSSAA Seals and Non-Endorsement. Sub-recipient shall obtain DHS, DPS, or DPS/THSSAA's prior written approval before using any of these agencies' seal(s), logos, crests or reproductions of flags or likenesses of agency officials. Funding of this Grant does not equate to endorsement of use of funding agencies' seals, etc., including use of the United States Coast Guard seal, logo, crests, or reproductions of flags or likenesses of Coast Guard officials.

W. Copyright. Sub-recipient shall comply with requirements regarding publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this Grant, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, Sub-recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works. Sub-recipient shall affix the applicable copyright notices of 17 U.S.C. §401 or 402 and an acknowledgment of Government sponsorship (including award number) to any work first produced under this Grant.

Further, Sub-recipient acknowledges that FEMA National Preparedness Directorate reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for government purposes: (1) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or Sub-recipient

purchases ownership with Federal support. Sub-recipient agrees to consult with DPS/THSSAA regarding the allocation of any patent rights that arise from or are purchased with this funding.

X. Quarterly Performance Reports. Sub-recipient shall submit performance reports and progress reviews per DPS/THSSAA and/or FEMA's direction. Reports are entered into the grants management system. Performance reports are due by the twentieth (20th) day after the end of each calendar quarter: January 20, April 20, July 20 and October 20; or as otherwise specified or required by DPS/THSSAA. DPS/THSSAA may require other reports or different timelines to meet federal reporting dates or to respond to information requests. Failure to timely complete a performance report will result in Sub-recipient being unable to request additional reimbursements/advances and may affect future funding.

Y. Site Visits. DHS and/or DPS/THSSAA, through its authorized representatives, have the right, at all reasonable times to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by DHS on the premises of Sub-recipient or a contractor under this Grant, Sub-recipient shall provide and shall require its contractors to provide all reasonable facilities and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the work.

Z. Limited English Proficiency (Civil Rights Act of 1964, Title VI). Sub-recipient shall comply with the requirements of EO 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Sub-recipient shall take reasonable steps to ensure that LEP persons have meaningful access to Sub-recipient's programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Sub-recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to http://www.lep.gov.

AA. Protection of Human Subjects. Sub-recipient shall comply with the requirements of the Federal regulations at 45 C.F.R. Part 46, which requires that Sub-recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Sub-recipient shall comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 C.F.R. Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 C.F.R. Part 46.

BB. National Flood Insurance Act of 1968. Sub-recipient shall comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44 C.F.R. Part 63.

CC. USA Patriot Act of 2001. Sub-recipient shall comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery systems of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The Act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the Act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.

DD. Fly America Act of 1974. Sub-recipient shall comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. §41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. §40118) and Comptroller General's guidelines.

EE. Activities Conducted Abroad. Sub-recipient shall comply with the requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

FF. Trafficking Victims Protection Act of 2000. All recipients of financial assistance shall comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 C.F.R. Part 175. This is implemented in accordance with OMB Interim Final Guidance,

Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a sub-recipient: (a) engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) procures a commercial sex act during the period of time that the award is in effect; or (c) uses forced labor in the performance of the award or subawards under the award.

DPS/THSSAA is authorized to terminate this award, without penalty, if the above condition is violated. Sub-recipient shall include this condition in any subawards or contracts it makes as a result of this Grant. Full text of the award term is provided at 2 C.F.R. §175.15.

GG. Americans with Disabilities Act of 1990. Sub-recipient shall comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. 42 U.S.C. §§ 12101-12213.

HH. Public Dissemination of Sensitive Information. Sub-recipient shall notify DPS/THSSAA of any workshops, conferences, seminars or other public venues at least one hundred (100) calendar days before presenting any potentially sensitive information regarding this project. No sensitive information may be presented by Sub-recipients' personnel without DPS/THSSAA and the DHS Grants Officer's review and prior written approval.

II. Security Concerns/Violations. Sub-recipient shall inform the THSSAA's Deputy Assistant Director in writing within two (2) calendar days of Sub-recipient being made aware of any security concerns with individuals having access to government facilities or sensitive information. In the event that sensitive information is divulged in violation of Sub-recipient's security procedures, Sub-recipient shall immediately notify the DPS/THSSAA Deputy Assistant Director and take appropriate law enforcement and legal action.

JJ. Classified Security Condition

1. No funding under this award shall be used to support a contract, sub-award, or other agreement for goods or services that will include access to classified national security information if the award recipient has not been approved for that access to such information
2. "Classified national security information" as defined in Executive Order (EO) 12958, as amended, means information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.
3. Where an award recipient has been approved for and has access to classified national security information, no funding under this award shall be used to support a contract, sub-award, or other agreement for goods or services that will include access to classified national security information by the contractor, sub-awardee, or other entity without prior written approval from the DHS Office of Security, Industrial Security Branch Program (ISBP), or an appropriate official within the Federal department or agency with whom the classified effort will be performed.
4. Such contracts, sub-awards, or other agreements shall be processed and administered in accordance with the DHS "Standard Operation Procedures, Classified Contracting by States and Local Entities," dated July 7, 2008: EO's 12829, 12959, 12968, as amended; the National Industrial Security Program Operating Manual (NISPOM); and /or other applicable implementing directives or instruction. All security requirement documents are currently located at: http://www.dhs/gov/xopnbiz/grants/index.shtm.
5. Immediately upon determination by the award recipient that funding under this award will be used to support such a contract, sub-award, or other agreement, and prior to execution of any action to facilitate the acquisition of such a contract sub-award, or other agreement, the award recipient shall contact ISPB, or the appropriate Federal department or agency, for approval and processing instructions. DHS Office of Security ISPB contact information: Telephone: 202-447-5346, Email: D254AdministrativeSecujjidhs.gov, Mail: Department of Homeland Security, Office of the Chief Security Officer, ATTN: ASD/Industrial Security Program Branch, Washington, DC. 20528.

Other Requirements

A. During the performance period of this Grant, Sub-recipient, counties, cities, towns, and Indian tribes shall maintain an Emergency Management Plan at the Intermediate Level of planning preparedness or higher, as prescribed by the Texas Division of Emergency Management (TDEM). This may be accomplished by a jurisdiction maintaining its own emergency management plan or participating in an inter-jurisdictional emergency management program that meets the required standards. If TDEM identifies deficiencies in Sub-recipient's plan, Sub-recipient shall correct deficiencies within 60 days of receiving notice of such deficiencies from TDEM.

B. Projects identified and approved in the DPS/THSSAA web-based grant management system must identify and relate to the goals and objectives indicated by the applicable approved project investments for the period of performance of this Grant. Sub-recipient

shall submit project plans, milestones, outputs/outcomes, narratives and budget to DPS/THSSAA and FEMA (if required) for approval prior to expending or requesting advances of any funds for this Grant. Sub-recipient shall enter appropriate project milestones into the DPS/THSSAA web-based grants management system within 60 days after award or by the deadline established by DPS/THSSAA, whichever is sooner. Sub-recipient shall report on project status and accomplishments (milestones and outputs/outcomes) in the format(s) and timeframes as required by DPS/THSSAA.

C. During the performance period of this Grant, Sub-recipient shall:

1. Participate in a legally-adopted county and/or regional mutual aid agreement.
2. Implement the National Incident Management System (NIMS) in a manner consistent with the NIMS Implementation Objectives outlined by FEMA at http://www.fema.gov/implementation-and-compliance-guidance-stakeholders#item4.
3. Be a registered user of the Texas Regional Response Network (TRRN) (or other response asset inventory management system specified by DPS/THSSAA) and shall identify, resource type, and credential all major deployable resources such as vehicles and trailers, equipment costing $5,000 or more, and specialized teams/response units equipped and/or trained using grant funds (i.e., hazardous material, decontamination, search and rescue, etc.). This registration is to ensure jurisdictions or organizations are prepared to make grant funded resources available to other jurisdictions through mutual aid. http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item3.

D. Regional Planning Commissions/Council of Governments (COGs) shall follow guidelines listed in the DPS/THSSAA FY2012 COG Statement of Work.

Monitoring

Sub-recipient will be monitored periodically by federal, state or local entities, both programmatically and financially, to ensure that project goals, objectives, performance requirements, timelines, milestone completion, budget, and other program-related criteria are met.

DPS/THSSAA, or its authorized representative, reserves the right to perform periodic desk/office-based and/or on-site monitoring of Sub-recipient's compliance with this Grant and of the adequacy and timeliness of Sub-recipient's performance pursuant to this Grant. After each monitoring visit, DPS/THSSAA shall provide Sub-recipient with a written report of the monitor's findings. If the monitoring report notes deficiencies in Sub-recipient's performance under this Grant, the monitoring report shall include requirements for the timely correction of such deficiencies by Sub-recipient. Failure by Sub-recipient to take action specified in the monitoring report may be cause for suspension or termination of this Grant pursuant to the Suspension and/or Termination Section herein.

Audit

Audit of Federal and State Funds. Sub-recipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Grant as required by the Single Audit Act (OMB Circular A – 133; 44 C.F.R. 13.26). Sub-recipient shall comply, as applicable, with Texas Government Code, Chapter 783, the Uniform Grant Management Standards (UGMS), the State Uniform Administrative Requirements for Grants and Cooperative Agreements.

Right to Audit. Sub-recipient shall give the United States Department of Homeland Security (DHS), the Comptroller General of the United States, the Texas State Auditor, DPS/THSSAA, or any of their duly authorized representatives, access to and the right to conduct a financial or compliance audit of grant funds received and performances rendered under this Grant. Sub-recipient shall permit DPS/THSSAA or its authorized representative to audit Sub-recipient's records. Sub-recipient shall provide any documents, materials or information necessary to facilitate such audit.

Sub-recipient's Liability for Disallowed Costs. Sub-recipient understands and agrees that it shall be liable to DPS/THSSAA for any costs disallowed pursuant to any financial or compliance audit(s) of these funds. Sub-recipient further understands and agrees that reimbursement to DPS/THSSAA of such disallowed costs shall be paid by Sub-recipient from funds that were not provided or otherwise made available to Sub-recipient pursuant to this Grant or any other federal contract.

Sub-recipient's Facilitation of Audit. Sub-recipient shall take such action to facilitate the performance of such audit(s) conducted pursuant to this Section as DPS/THSSAA may require of Sub-recipient. Sub-recipient shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Sub-recipient and the requirement to cooperate is included in any subcontract it awards.

State Auditor's Clause. Sub-recipient understands that acceptance of funds under this Grant acts as acceptance of the authority of the State Auditor's Office to conduct an audit or investigation in connection with those funds. Sub-recipient further agrees to cooperate fully

with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. Sub-recipient shall ensure that this clause concerning the State Auditor's Office's authority to audit funds and the requirement to cooperate fully with the State Auditor's Office is included in any subgrants or subcontracts it awards. Additionally, the State Auditor's Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of Sub-recipient relating to this Grant.

Retention and Accessibility of Records

Retention of Records. Sub-recipient shall maintain fiscal records and supporting documentation for all expenditures of this Grant's funds pursuant to the applicable OMB Circular, 44 CFR Section 13.42, UGMS §__.42, and this Grant. Sub-recipient shall retain these records and any supporting documentation for a minimum of three (3) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit. Records shall be retained for three (3) years after any real estate or equipment final disposition. The DHS or DPS/THSSAA may direct Sub-recipient to retain documents or to transfer certain records to DHS custody when DHS determines that the records possess long term retention value.

Access to Records. Sub-recipient shall give the United States Department of Homeland Security, the Comptroller General of the United States, the Texas State Auditor, DPS/THSSAA, or any of its duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, other papers, things or property belonging to or in use by Sub-recipient pertaining to this Grant including records concerning the past use of DHS/FEMA funds. Such rights to access shall continue as long as the records are retained by Sub-recipient. Sub-recipient shall maintain such records in an accessible location and provide citizens reasonable access to such records consistent with the Texas Public Information Act, Texas Government Code, Chapter 552.

Inclusion in Subcontracts. Sub-recipient shall include the substance of the Retention of Records and Access to Records section herein in all subcontracts.

After Action Reporting. Sub-recipient shall complete, deliver to the appropriate source, and retain copies of all after-action reports and certificates of completion for all training and exercises paid for by this grant.

Legal Authority

Signatory Authority. Sub-recipient assures and guarantees that Sub-recipient possesses the legal authority to enter into this Grant, receive grant funds and to perform the project Sub-recipient has obligated itself to perform pursuant to this Grant.

Authorized Representative. The person or persons signing and executing this Grant on Sub-recipient's behalf do warrant and guarantee that he/she has been duly authorized by Sub-recipient to execute this Grant on Sub-recipient's behalf and to validly and legally bind Sub-recipient to all terms and conditions and performance obligations.

Conflicts in Requirements. If conflict exists between federal, state, or local requirements, Sub-recipient shall comply with the strictest requirement.

Notice of Litigation and Claims

Sub-recipient shall give DPS/THSSAA immediate notice in writing of any action or claim, including any proceeding before an administrative agency, filed against Sub-recipient arising out of performance of this Grant. Except as otherwise directed by DPS/THSSAA, Sub-recipient shall furnish immediately to DPS/THSSAA copies of all documentation or pleadings received by Sub-recipient with respect to such action or claim.

No Liability for Employees and Officers

DPS/THSSAA shall have no liability whatsoever for the actions or omissions of an individual employed or contracted by Sub-recipient, regardless of where the individual's actions or omissions occurred.

Non-Waiver of Defaults

Any failure of DPS/THSSAA, at any time, to enforce or require the strict keeping and performance of any provision of this Grant shall not constitute a waiver of such provision, and shall not affect or impair same or the right of DPS/THSSAA at any time to avail itself of same. A waiver does not become effective unless DPS/THSSAA expressly agrees to such waiver in writing. Any payment by

DPS/THSSAA shall not constitute a waiver or otherwise impair or prejudice any right, power, privilege, or remedy available to DPS/THSSAA to enforce its rights, as such rights, powers, privileges, and remedies are specifically preserved.

Changes and Amendments

Modification. FEMA or DPS/THSSAA may modify this Grant after an award has been made. Once notification has been made in writing, any subsequent request for funds indicates Sub-recipient's acceptance of the changes to the award. Any alteration, addition, or deletion to this Grant by Sub-recipient is not valid.

Written Amendment. Alterations, additions or deletions to this Grant, such as changes to period of performance and award amounts, shall be made through an executed Grant Adjustment Notice (GAN).

Authority to Amend. During the period of performance for this Grant, DPS/THSSAA and/or FEMA may issue policy directives that serve to establish, interpret or clarify this Grant's performance requirements. Such policy directives shall be promulgated by DPS/THSSAA or FEMA in the form of Information Bulletins and Sub-recipient Manuals and shall have the effect of modifying this Grant and shall be binding upon Sub-recipient as if written in this Grant.

Effect of Changes in Federal and State Laws. Any alterations, additions, or deletions to this Grant that are required by changes in federal and state laws or regulations are automatically incorporated into this Grant without written amendment to this Grant and shall become effective upon the date designated by such law or regulation. In the event FEMA or DPS/THSSAA determines that changes are necessary to this Grant after an award has been made, including changes to the period of performance or terms and conditions, Sub-recipient shall be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Sub-recipient's acceptance of the changes to this Grant.

Headings

Headings and captions of this Grant are only for convenience and reference. These headings and captions shall not affect or modify the terms and conditions or be used to interpret or assist in the construction of this Grant.

Venue

Venue shall lie in Travis County, Texas, and this Grant is governed by the laws of the State of Texas.

Suspension

In the event Sub-recipient fails to comply with any term of this Grant, DPS/THSSAA may, upon written notification to Sub-recipient, suspend this Grant, in whole or in part, withhold payments to Sub-recipient and prohibit Sub-recipient from incurring additional obligations of this Grant's funds.

Termination

DPS/THSSAA shall have the right to terminate this Grant, in whole or in part, at any time before the end of the Performance Period, if DPS/THSSAA determines that Sub-recipient has failed to comply with any term of this Grant. DPS/THSSAA shall provide written notice of the termination and include:

1. The reason(s) for such termination;

2. The effective date of such termination; and

3. In the case of partial termination, the portion of this Grant to be terminated.

Appeal may be made to the Deputy Director of Homeland Security, Texas Department of Public Safety.

Enforcement

If Sub-recipient materially fails to comply with any term of this Grant, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, DPS/THSSAA or DHS may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by Sub-recipient or more severe enforcement action by DPS/THSSAA or DHS;
2. Disallow, that is, deny both use of funds and matching credit for, all or part of the cost of the activity or action not in compliance;
3. Wholly or partially suspend or terminate this Grant for Sub-recipient's program;
4. Withhold further awards for the program; or
5. Take other remedies that may be legally available.

In taking an enforcement action, DPS/THSSAA will provide Sub-recipient an opportunity for a hearing, appeal, or other administrative proceeding to which Sub-recipient is entitled under any statute or regulation applicable to the action involved.

The costs of Sub-recipient resulting from obligations incurred by Sub-recipient during a suspension or after termination of this Grant are not allowable unless DPS/THSSAA or DHS expressly authorizes them in the notice of suspension or termination or subsequently. Other Sub-recipient costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

1. The costs result from obligations which were properly incurred by Sub-recipient before the effective date of suspension or termination, are not in anticipation of it, and in the case of a termination, are non-cancellable; and
2. The costs would be allowable if this Grant were not suspended or expired normally at the end of the funding period in which the termination takes effects.

The enforcement remedies identified in this section, including suspension and termination, do not preclude Sub-recipient from being subject to "Debarment and Suspension" under E.O. 12549. 44 C.F.R. §13.35.

Conflict of Interest

No employee, officer or agent of Sub-recipient shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, is involved or otherwise creates the appearance of impropriety.

Closing of the Grant

A. DPS/THSSAA will close a sub-award after receiving Sub-recipient's final quarterly performance report indicating that all approved work has been completed and all funds have been disbursed, completing a review to confirm the accuracy of the reported information, and reconciling actual costs to award modifications and payments. If the close out review and reconciliation indicates that Sub-recipient is owed additional funds, DPS/THSSAA will send the final payment automatically to Sub-recipient. If Sub-recipient did not use all the funds received, DPS/THSSAA will issue a Grant Adjustment Notice (GAN) to recover the unused funds. Sub-recipient will return the funds to the DPS/THSSAA within 30 days of receiving the GAN.

B. At the completion of Sub-recipient's performance period, DPS/THSSAA will de-obligate all uncommitted / unexpended funds.

C. The closeout of this Grant does not affect:

1. DHS or DPS/THSSAA's right to disallow costs and recover funds on the basis of a later audit or other review;
2. Sub-recipient's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
3. Records retention requirements, property management requirements, and audit requirements, as set forth herein; and
4. Any other provisions of this Grant that impose continuing obligations on Sub-recipient or that govern the rights and limitations of the parties to this Grant after the expiration or termination of this Grant.

Please fill in the appropriate information and certify by signing below that you have read, understood, and agree to the terms of this Grant.

Print Name of Authorized Official _____

Title _____

Sub-recipient Organization _____

_____ _____

Signature of Authorized Official Date

EXHIBIT A

ASSURANCES - NON-CONSTRUCTION PROGRAMS See Standard Form 424B

As the duly authorized representative of Sub-recipient, I certify that Sub-recipient:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this agreement.

2. Will give the Department of Homeland Security, the Department of Public Safety, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686 and 44 C.F.R. Part 19), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which agreement for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190 as amended by 42 U.S.C. 4311 et seq. and Executive Order (EO) 11514) which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for DHS grant-supported activities, DHS-FEMA requires the environmental aspects to be reviewed and evaluated before final action on the application; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) comply with the Clean Air Act of 1977, (42 U.S.C. §§7401 et seq. and Executive Order 11738) providing for the protection of and enhancement of the quality of the nation's air

resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348, 45 C.F.R. 46, and DHS Management Directive 026-044 (Directive) regarding the protection of human subjects involved in research, development, and related activities supported by this award. "Research" "means a systematic investigation, including research, development, testing, and evaluation designed to develop or contribute to general knowledge. See Directive for additional provisions for including humans in the womb, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). See also state and local law for research using autopsy materials.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, grant guidance, and policies governing this program.

Please fill in the appropriate information and sign to certify this Exhibit A.

Print Name of Authorized Official _____

Title _____

Sub-recipient Organization _____

_____ _____

Signature of Authorized Official Date

EXHIBIT B

ASSURANCES - CONSTRUCTION PROGRAMS See Standard Form 424D

As the duly authorized representative of Sub-recipient, I certify that Sub-recipient:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this agreement.

2. Will give the Department of Homeland Security, the Department of Public Safety, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based pain in construction or rehabilitation of residence structures.

10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686 and 44 C.F.R. Part 19), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which agreement for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the agreement.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction sub-agreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) as amended by 42 U.S.C. 4311 et seq. and Executive Order (EO) 11514 which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) comply with the Clean Air Act of 1977, (42 U.S.C. §§7401 et seq. and Executive Order 11738) providing for the protection of and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, grant guidance and policies governing this program.

Please fill in the appropriate information and sign to certify this Exhibit B, if applicable.

Print Name of Authorized Official _____

Title _____

Sub-recipient Organization _____

_____ _____

Signature of Authorized Official Date

Exhibit C

Certifications

The undersigned, as the authorized official, certifies the following to the best of his/her knowledge and belief.

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL Disclosure of Lobbying Activities, in accordance with its instructions.

C. The undersigned shall require that the language of this certification prohibiting lobbying be included in the award documents for all sub-awards at all tiers (including subcontract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

D. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 67, Section 67.510. (Federal Certification). The Sub-recipient certifies that it and its principals and vendors:

   1. Are not debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency; Sub-recipients can access debarment information by going to www.epls.gov or www.sam.gov and the State Debarred Vendor List www.window.state.tx.us/procurement/prog/vendor_performance/debarred.

   2. Have not within a three-year period preceding this agreement 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;

   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (D)(2) of this certification; and

   4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; or

   5. Where the sub-recipient is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this agreement. (Federal Certification)

E. The Sub-recipient certifies federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Sub-recipient may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

F. Sub-recipient must comply with 2 C.F.R. Part 180, Subpart C as a condition of receiving grant funds, and sub-recipient must require such compliance in any sub-grants or contract at the next tier.

G. Drug-free Workplace Act, as amended, 41 U.S.C. §701 et seq. – Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state, and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 C.F.R. Part 17. Sub-recipient shall comply with the requirements of the Drug-Free Workplace Act of 1988, which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace.

H. Sub-recipient agrees that it is not delinquent on any Federal debt.

I. Sub-recipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.

J. Sub-recipient understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

Please fill in the appropriate information and sign to certify this Exhibit C.

Print Name of Authorized Official _____

Title _____

Sub-recipient Organization _____

_____ _____

Signature of Authorized Official Date

EXHIBIT D

State of Texas Assurances

As the duly authorized representative of Sub-recipient, I certify that Sub-recipient:

1. Shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Sub-recipient's governing body or of the Sub-recipient's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
2. Shall insure that all information collected, assembled, or maintained by the Sub-recipient relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
3. Shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
4. Shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
5. Shall not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the Sub-recipient is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
6. Shall comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 1701, Texas Occupations Code, or shall provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules if the Sub-recipient is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.
7. Shall follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and sub-recipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section _.36 for additional guidance on contract provisions).
8. Shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Sub-recipient shall also ensure that all program personnel are properly trained and aware of this requirement.
9. Shall comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990 including Titles I, II, and III of the Americans with Disability Act which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities, 44 U.S.C. §§ 12101-12213; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Grant.
10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
11. Shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Shall comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

14. Shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).

15. Shall comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

16. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

17. Shall comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

18. Shall assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

19. Shall comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.

20. Shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

21. Shall comply with the Pro-Children Act of 1994 (Public Law 103-277), which prohibits smoking within any portion of any indoor facility used for the provision of services for children.

22. Shall comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

23. Shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

24. Certifies that is and its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement have Exclusions listed at https://www.sam.gov/portal/public/SAM/.

25. Shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

Please fill in the appropriate information and sign to certify this Exhibit D.

Print Name of Authorized Official _____

Title _____

Sub-recipient Organization _____

_____ _____

Signature of Authorized Official Date

Texas Department of Public Safety

2012 Grant Adjustment Notice

for

Hidalgo County

Date of Award

March 24, 2014

1. Sub-Recipient Name and Address	**2. Prepared by:** Mendez, Arturo	**3. Award Number:** 12-GA 48215-05
Judge Ramon Garcia Hidalgo County 302 W. University Edinburg, TX 78539	**4. Federal Grant Information**	
	Federal Grant Title:	**Homeland Security Grant Program**
	Federal Grant Award Number:	EMW-2012-SS-00018-S01
	Date Federal Grant Awarded to TxDPS:	September 1, 2012
	Federal Granting Agency:	Department of Homeland Security FEMA Grant Programs Directorate

5. Award Amount and Grant Breakdowns

OPSG Award Amount
(Federal)
CFDA: 97.067

$2,099,806.96

NOTE: Match requirement details can be found in the federal guidance for the grant named in Box 4 above.

Grant Period:

FROM:	**TO:**
Sep 1, 2012	Jun 30, 2014

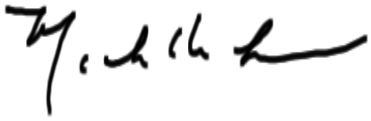
(The SAA Must receive all invoices by the end of grant period)

6. Statutory Authority for Grant: This project is supported under the Department of Homeland Security Appropriations Act of 2010 (Public Law 111-83).

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the sub-recipient and its contractors/vendors are not debarred,suspended, proposed for debarment,en_US declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at http://www.epls.gov.2.8.9029.0

9. Agency Approval

Approving TxDPS Official:	**Signature of TxDPS Official:**
Machelle Pharr, Deputy Assistant Director State Administrative Agency Texas Department of Public Safety	

10. Sub-Recipient Acceptance

I have read and understand the attached Terms and Conditions.

Type name and title of Authorized Sub-Recipient official:	**Signature of Sub-Recipient Official:**

11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:	**12. Date Signed :**

13. DUE DATE: **April 15, 2014**

Signed award and Direct Deposit Form (if applicable) must be returned to TxDPS on or before the above due date.

AI-43779 **Sheriff's Office 13. B.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Commander Gabriel Castaneda **Submitted By:** Rosie Hinojosa, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

1. Approval of Certification of Revenues by the County Auditor for the Sheriff's Investigation Fund – HB 65 (Fund 1227).
2. Approval to appropriate $316,000.00 from the unreserved fund balance in the Sheriff's Investigation Fund - HB 65 (Fund 1227).

BACKGROUND

See attached Budget Amendment.
Funding will be coming out of Sheriff CCP59 Acct.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1227-421-00-280-005-0-XXX

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

BUDGETARY IMPACT:

Funds available for the appropriation as of 03/26/2014.

Attachments

bud amend

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	03/26/2014 08:56 AM
Budget & Management	Debbie Tamez	03/27/2014 03:35 PM
Glinda Pacheco	Glinda Pacheco	04/03/2014 01:54 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Rosie Hinojosa Started On: 03/26/2014 08:44 AM

Final Approval Date: 04/04/2014

DATE: **April 7, 2014**

DEPARTMENT HEAD: **J.E. "Eddie" Guerra**

DEPARTMENT NAME: **Sheriff's Investigation Fund - HB 65**

ACCOUNT NUMBER: **4-1227-XXX-X0-280-00X-0-XXX**

SUBJECT: **Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Amendments (increases) to my budget in accordance with Local Government Code, Chapter 111, Subchapter C

INCREASE OBJECT NUMBER'S)	ACCOUNT OBJECT NAME	AMOUNT
4-1227-421-00-280-005-0-890	Other	316,000.00
4-1227-352-30-280-000-0-000	SHERIFF CCP59-COURT ORDERED CONFISCATION	316,000.00

TOTAL BUDGET INCREASE REQUEST **$ 316,000.00**

REASON: To appropriate monies for anticipated expenses.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT **DATE** **ATTEST COUNTY CLERK**

AI-43786 **Sheriff's Office 13. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Myra Montoya, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Requesting approval for reimbursement to Deputy Claudio Macias in the amount of $50.00.

BACKGROUND

Deputy Macias received an expiration notice for his techinician certification and paid out of pocket to be in compliance.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-421-00-280-001-0-811

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

BUDGETARY IMPACT:

Funds available as of 4/3/14.

Attachments

Claudio Macias

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	03/27/2014 08:22 AM
Budget & Management	Debbie Tamez	04/01/2014 03:21 PM
Glinda Pacheco	Glinda Pacheco	04/03/2014 10:00 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Myra Montoya Started On: 03/26/2014 02:29 PM

Final Approval Date: 04/04/2014

HIDALGO COUNTY AUDITOR'S OFFICE
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, CLAUDIO MACIAS, do hereby state that the item(s) listed on the invoices named below were purchased for the exclusive use of Hidalgo County:

INVOICE NO.	DATE	AMOUNT	NAME OF COMPANY
189272	January 7, 2014	$50.00	SAFE KIDS WORLDWIDE

I further state that I was authorized to make such a purchase(s).

I therefore requeste reimbursement of this invoice (these invoices) from Hidalgo County and that payment be made payable to me.

SIGNATURE: Claudio Macias

TITLE: DEPUTY SHERIFF
PERSON MAKING REQUEST

Before me MYRA M. MONTOYA, a Notary Public, appeared CLAUDIO MACIAS and on his/her oath deposed and stated that the foregoing facts as set forth in reimbursement are true and correct in every respect. He/She further stated that he requested payment of the same.

MYRA M MONTOYA
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 7/27/17

Myra M. Montoya
Notary Public In and For the State of Texas

Emilia Lugo
Approval of Department Head

Approval of County Auditor

Myra Montoya

From: rosie [rosie.hinojosa@hidalgoso.org]
Sent: Wednesday, January 08, 2014 8:44 AM
To: Steve.Herrera@hidalgoso.org
Cc: 'Myra Montoya'
Subject: FW: Receipt: Recertification Fee: Claudio Macias $50.00

From: cps.certification@safekids.org [mailto:cps.certification@safekids.org]
Sent: Tuesday, January 07, 2014 5:52 PM
To: rosie.hinojosa@hidalgoso.org
Subject: Receipt: Recertification Fee: Claudio Macias $50.00

Receipt: Recertification Fee: Claudio Macias $50.00
Please retain this email for your records.

Claudio Macias, thank you for paying your recertification fee on 1/7/2014.

Credit card charges will appear under "SAFE KIDS WORLDWIDE" in Washington, DC.

Your recertification application has been received for processing. You will be notified via email within 3 business day once it has been approved.

Sincerely,
Safe Kids

Time: 1/7/2014 5:52:09 PM
Name: Claudio Macias
Email: rosie.hinojosa@hidalgoso.org
Work Ph: 956-383-8114
Company: Hidalgo County Sheriff's Office
Position: Sr. Deputy Sheriff I
Address: 711 El Cibolo Road P.O. Box 1228
Edinburg TX 78540

Details
SKC-PAYMENT-189272: Technician Recertification Fee-2014 $50

AI-43865 **Health & Human Services Dept. 14. A.**

CC REGULAR

Meeting Date: 04/08/2014

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

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

TDH T.B.ELIM (1293):
1. Requesting approval to accept the Tuberculosis Prevention and Control - Federal grant contract amendment #2014-001400-02. The purpose of this amendment to add a Progress Report to Section 15 of the Program Attachment. The effective date of this Amendment is 04/08/2014.
2. Requesting approval for County Judge to e-sign the TB/PC contract.

BACKGROUND

08/27/13 - AI-40214 - Acceptance of original TB/PC-Fed grant contract.
02/25/14 - AI-42912 - Acceptance of TB/PC grant contract amendment #1.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1293-441-00-340-011-4-XXX

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

BUDGETARY IMPACT:

No fiscal impact to grant budget.
No fiscal impact to local match.

The purpose of this amendment to add a Progress Report ...

Attachments

Amendment

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/31/2014 01:49 PM
Manuel Chapa	Manuel Chapa	04/04/2014 10:38 AM
Rosalinda Cantu	Rosie Cantu	04/04/2014 03:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mike Escaname Started On: 03/31/2014 12:35 PM

Final Approval Date: 04/04/2014

DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT 2014-001400-02

This Contract is entered into by and between the Department of State Health Services (DSHS or the Department), an agency of the State of Texas, and Hidalgo County (Contractor), a Governmental, (collectively, the Parties) entity.

1. Purpose of the Contract: DSHS agrees to purchase, and Contractor agrees to provide, services or goods to the eligible populations.

2. Total Amount: The total amount of this Contract is $428,212.00.

3. Funding Obligation: This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or health and human services agencies, amendment to the Appropriations Act, health and human services agency consolidation, or any other disruptions of current appropriated funding for this Contract, DSHS may restrict, reduce, or terminate funding under this Contract.

4. Term of the Contract: This Contract begins on 09/01/2013 and ends on 08/31/2014. DSHS has the option, in its sole discretion, to renew the Contract. DSHS is not responsible for payment under this Contract before both parties have signed the Contract or before the start date of the Contract, whichever is later.

5. Authority: DSHS enters into this Contract under the authority of Health and Safety Code, Chapter 1001.

6. Program Name: TB/PC-FED Tuberculosis Prevention and Control-Federal

7. Statement of Work:

This amendment is due to adding a Progress Report to Section 15 of this Program Attachment.

PROVISION OF SERVICES:

Throughout the Contractor's defined service area the Contractor shall develop and provide: services and associated activities for the prevention and control of tuberculosis (TB) in accordance with federal funding requirements.

Contractor shall perform the activities required under this Program Attachment in the Service Area designated in the most recent version of Section 8. "Service Area" of this contract.

Contractor shall not use funds under this contract to support clinical care such as physician and nursing services and medication purchases.

Contractor may use funds under this contract to support any or all of the following activities:
• Directly observed therapy (DOT);
• Contact Investigations;
• Surveillance;
• Reporting;
• Data analyses;
• Cluster investigations; and/or
• Provider Education

Funds under this contract may support FTEs based on the percentage of time involved in performing any of the above activities or to support contractual activities such as DOT.

Contractor shall provide the services outlined above in compliance with the following:

• DSHS Standards of Performance for the Prevention and Control of Tuberculosis, http://www.dshs.state.tx.us/IDCU/disease/tb/publications/SOP-2008-final.doc;
• DSHS Standards for Public Health Clinic Services, http://www.dshs.state.tx.us/qmb/dshsstndrds4clinicservs.pdf;
• DSHS TB Policy and Procedures Manual, http://www.dshs.state.tx.us/idcu/disease/tb/publications/;
• American Thoracic Society (ATS) and Centers for Disease Control and Prevention (CDC) joint statements on diagnosis, treatment and control of TB, http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5211a1.htm;
• Diagnostic Standards and Classification of Tuberculosis in Adults and Children, (American Journal of Respiratory and Critical Care Medicine), Vol. 161, pp. 1376-1395, 2000) http://ajrccm.atsjournals.org/cgi/reprint/161/4/1376;
• Treatment of Tuberculosis, (ATS/CDC/IDSA), 2003, http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5211a1.htm;
• Targeted Tuberculin Testing and Treatment of Latent TB Infection (LTBI), Morbidity and Mortality Weekly Report, Vol. 49, No. RR-6, 2000, http://www.cdc.gov/mmwr/PDF/rr/rr4906.pdf;
• Updated: Adverse Event Data and Revised ATS/CDC Recommendations Against the Use of Rifampin and Pyrazinamide for Treatment of Latent Tuberculosis Infection – United States, 2003, MMWR 52 (No.

31), http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5231a4.htm;
• Controlling Tuberculosis in the United States, MMWR, Vol. 54, No. RR-12, 2005 http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5412a1.htm; and
• Guidelines for the Prevention and Treatment of Opportunistic Infections Among HIV-Exposed and HIV-Infected Children, http://www.cdc.gov/mmwr/pdf/rr/rr58e0826.pdf.

Contractor shall comply with all applicable federal and state regulations and statutes, including, but not limited to, the following:
• Texas Tuberculosis Code, Health and Safety Code, Chapter 13, Subchapter B;
• Communicable Disease Prevention and Control Act, Texas Health and Safety Code, Chapter 81;
• Screening and Treatment for Tuberculosis in Jails and Other Correctional Facilities, Health and Safety Code, Chapter 89;
• Texas Administrative Code TAC, Title 25, Part 1, Chapter 97, Subchapter A, Control of Communicable Diseases; and
• Texas Administrative Code TAC, Title 25, Part 1, Chapter 97, Subchapter H, Tuberculosis Screening for Jails and Other Correctional Facilities.

Contractor shall perform all activities under this Renewal Program Attachment in accordance with Tuberculosis Services Branch work plan (attached as Exhibit A), and detailed budget as approved by DSHS. Contractor must receive written approval from DSHS before varying from applicable procedures in the final approved work plan, and must update its implementation documentation within forty-eight (48) hours of making approved changes so that staff working on activities under this contract knows of the change(s).

DSHS reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfalls. DSHS will monitor Contractor's expenditures on a quarterly basis. If expenditures are below what is projected in Contractor's total Renewal Program Attachment amount, Contractor's budget may be subject to a decrease for the remainder of the Contract term. Vacant positions existing after ninety (90) days may result in a decrease in funds.

Use of Funds:

Contractor will be subject to adjustments in award amounts based on changes to the number of clients served, utilization of funds, or other factors.

Contractor shall provide a match of no less than 20% of the DSHS share of the total budget reflected in the Program Attachment. Contractor shall provide match at the required percentage or DSHS may hold payment vouchers, use administrative offsets, or request a refund from Contractor until such time as the required match ratio is met. No federal or other grant funds can be used as match.

Contractor shall not use DSHS funds or matching funds (including in-kind contributions) for:

1. Food;
2. Incentives;
3. Entertainment; or
4. Sectarian worship, instruction, or proselytization.

B. REPORTING:

Contractor shall provide a complete and accurate annual narrative report, covering the period from January

to December 2013, in the format provided by DSHS, demonstrating compliance with the requirements of the Renewal Program Attachments in place during that time period. That report shall include, but not limited to, a detailed analysis of performance related to the performance measures listed below. The narrative report is due by February 14, 2014. A progress report of activities in January to May 2014 shall also be submitted in a format provided by DSHS. The Progress Report is due on July 15, 2014. These reports shall be sent to: Department of State Health Services, Tuberculosis Services Branch, Mail Code 1939, P.O. Box 149347, Austin, Texas 78714-9347 or by e-mail to TBContractReporting@dshs.state.tx.us. If the Contractor sends the report to the DSHS Health Service Region, the deadline for submission to the TB Service Branch remains unchanged. Contractor shall maintain the documentation used to calculate performance measures as required by the General Provisions Article VIII "Records Retention" and by the Texas Administrative Code Title 22, Part 9 Chapter 165, §165.1 regarding the retention of medical records.

Contractor shall adhere to reporting requirements documented in the Tuberculosis Work Plan and the CDC Tuberculosis Surveillance Data Training Report of Verified Case of Tuberculosis (RVCT) Instruction Manual available at, http://www.cdc.gov/tb/programs/rvct/InstructionManual.pdf.

SECTION II. PERFORMANCE MEASURES:

The following performance measures will be used to assess, in part, Contractor's effectiveness in providing the services described in this Renewal Program Attachment, without waiving the enforceability of any of the other terms of the contract or any other method of determining compliance:

1. Cases, and suspected cases, of TB under treatment by Contractor shall be placed on timely and appropriate Direct Observed Therapy (DOT). If data indicates a compliance rate for this Performance Measure of less than 90%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

2. Newly diagnosed TB cases that are eligible* to complete treatment within 12 months shall complete therapy within 365 days or less; *Exclude TB cases 1) diagnosed at death, 2) who die during therapy, 3) who are resistant to Rifampin, 4) who have meningeal disease, and/or 5) who are younger than 15 years with either miliary disease or a positive blood culture for TB.

If data indicates a compliance rate for this Performance Measure of less than 87%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

3. TB cases with initial cultures positive for Mycobacterium tuberculosis complex shall be tested for drug susceptibility and have those results documented in their medical record. If data indicates a compliance rate for this Performance Measure of less than 97.8%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

4. Newly-reported cases of TB with Acid-fast Bacillis (AFB) positive sputum culture results will have documented conversion to sputum culture-negative within 60 days of initiation of treatment. If data indicates a compliance rate for this Performance Measure of less than 47% then DSHS may (at its sole discretion) require additional measures be taken by contractor to improve the percentage, on a timeline set by DSHS.

5. Newly-reported TB cases shall have an HIV test performed (unless they are known HIV- positive, or if the patient refuses) and shall have positive or negative HIV test results reported to DSHS according to the schedule provided herein. If fewer than 82% of newly reported TB cases have a result of an HIV test

reported, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

6. Newly-reported suspected cases of TB disease shall be started in timely manner on the recommended initial 4-drug regimen. If fewer than 93.4% of newly-reported TB cases are started on an initial 4-drug regimen in accordance with this requirement, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

7. Newly-reported TB patients with a positive AFB sputum-smear result shall have at least three contacts identified as part of the contact investigation that must be pursued for each case. If data indicates a compliance rate for this Performance Measure of less than 90%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

8. Newly-identified contacts, identified through the contact investigation, that are associated with a sputum AFB smear-positive TB case shall be evaluated for TB infection and disease. If data indicates a compliance rate for this Performance Measure of less than 82.5 %, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

9. Contacts, identified through the contact investigation, that are associated with a sputum AFB smear-positive case and that are newly diagnosed with latent TB infection (LTBI) shall be started on timely and appropriate treatment. If data indicates a compliance rate for this Performance Measure of less than 70%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

10. Contacts, identified through the contact investigation, that are associated with a sputum AFB smear-positive case that are newly diagnosed with LTBI and that were started on treatment shall complete treatment for LTBI as described in Targeted Tuberculin Testing and Treatment of Latent TB Infection (LTBI), Morbidity and Mortality Weekly Report, Vol. 49, No. RR-6, 2000, and according to the timelines given therein. If data indicates a compliance rate for this Performance Measure of less than 50%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

11. Newly-reported TB patients that are older than 12-years-old and that have a pleural or respiratory site of disease shall have sputum AFB-culture results reported to DSHS according to the timelines for reporting initial and updated results given herein. If data indicates a compliance rate for this Performance Measure of less than 90.5%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

12. Increase the proportion of culture-confirmed TB cases with a genotyping result reported. If data indicates a compliance rate for this Performance Measure of less than 85%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

13. For Class B immigrants and refugees with abnormal chest x-rays read overseas as consistent with TB, increase the proportion who initiate medical evaluation within 90 days of arrival. Measure of less than 60%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

14. For Class B immigrants and refugees with abnormal chest x-rays read overseas as consistent with TB

and who are diagnosed with latent TB infection (LTBI during evaluation in the US, increase the proportion who start treatment. Measure of less than 68%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

15. For Class B immigrants and refugees with abnormal chest x-rays read overseas as consistent with TB and who are diagnosed with latent TB infection (LTBI during evaluation in the US and started on treatment, increase the proportion who complete LTBI treatment. Measure of less than 60%, then DSHS may (at its sole discretion) require additional measures be taken by Contractor to improve that percentage, on a timeline set by DSHS.

16. All reporting to DSHS shall be completed as described herein under Section I-B above and submitted by the deadlines given.

If Contractor fails to meet any of the performance measures, Contractor shall furnish in the narrative report, due February 14, 2014, a written explanation including a plan (with schedule) to meet those measures. This requirement does not excuse any violation of this Contract, nor does it limit DSHS as to any options available under the contract regarding breach.

BILLING INSTRUCTIONS:
Contractor shall request payment electronically through the Contract Management and Procurement System (CMPS) with acceptable supporting documentation for reimbursement of the required services/deliverables. Billing will be performed according to CMPS instructions found at the following link http://www.dshs.state.tx.us/cmps/. For assistance with CMPS, please email CMPS@dshs.state.tx.us or call 1-855-312-8474.

8. Service Area

Hidalgo

This section intentionally left blank.

10. Procurement method:

Non-Competitive | Interagency/Interlocal

GST-2012-Solicitation-00064 | FY14 TB/FED

11. Renewals:

Number of Renewals Remaining: 0 Date Renewals Expire: 08/31/2014

12. Payment Method:

Cost Reimbursement

13. Source of Funds:

93.116, 93.116

14. DUNS Number:

103110834

15. Programmatic Reporting Requirements:

Report Name	Frequency	Period Begin	Period End	Due Date
Narrative Reprt	Annually	January 1, 2013	December 31, 2013	February 14, 2014
Financial Status Reports (FSRs) & Match Reimbursement/ Certification Forms (B-13As)	Quarterly	September 1, 2013	December 31, 2013	January 31, 201
Financial Status Reports (FSRs) & Match Reimbursement/ Certification Forms (B-13As)	Quarterly	January 1, 2014	March 31, 2014	April 30, 2014
Financial Status Reports (FSRs) & Match Reimbursement/ Certification Forms (B-13As)	Quarterly	April 1, 2014	June 30, 2014	July 31, 2014
Financial Status Reports (FSRs) & Match Reimbursement/ Certification Forms (B-13As)	Quarterly	July 1, 2014	August 31, 2014	October 30, 201
Progress Report	Nonrecurring	January 1, 2014	May 31, 2014	July 15, 2014

16. Special Provisions

General Provisions, ARTICLE II SERVICES, Section 2.02 Disaster Services, is revised to include the following:

In the event of a local, state, or federal emergency the Contractor has the authority to utilize approximately 5% of staff's time supporting this Program Attachment for response efforts. DSHS shall reimburse Contractor up to 5% of this Program Attachment funded by Center for Disease Control and Prevention (CDC) for personnel costs responding to an emergency event. Contractor shall maintain records to document the time spent on response efforts for auditing purposes. Allowable activities also include participation of drills and exercises in the pre-event time period. Contractor shall notify the Assigned Contract Manager in writing when this provision is implemented.

General Provisions, Article III, Funding Section 3.03, Use of Funds, is amended to include the following:

Contractor is allocated $135,529.33 from September 1, 2013 – December 31, 2013.
Contractor is allocated $292,682.67 from January 1, 2014 – August 31, 2014.

Expenditures may not exceed the above allocated amounts within the specified timeframes.

General Provisions, Article III. FUNDING, Section 3.06, Nonsupplanting, is revised to include the following:

Funding from this Renewal Program Attachment shall not be used to supplant (i.e., used in place of funds dedicated, appropriated or expended for activities funded through this Renewal Program Attachment) state or local funds, but Contractor shall use such funds to increase state or local funds currently available for a particular activity. Contractor shall maintain local funding at a sufficient rate to support the local program. If the total cost of the project is greater than DSHS' set funding, Contractor shall supply funds for the remaining costs in order to accomplish the objectives set forth in this Program Attachment.

All revenues directly generated by this Renewal Program Attachment or earned as a result of this Renewal Program Attachment during the term of this Renewal Program Attachment are considered program income, including income generated through Medicaid billings for TB related clinic services. Contractor shall use this program income to further the scope of work detailed in this Renewal Program Attachment, and must keep documentation to demonstrate such to DSHS's satisfaction. This program income may not be used to take the place of existing local, state, or federal program funds.

General Provisions, ARTICLE IV, Payment Methods and Restrictions Section 4.02, Billing Submission is amended to include the following:

Contractor shall submit requests for reimbursement or payment, or revisions to previous reimbursement request(s), no later than February 28, 2014 for costs incurred between the service dates of September 1, 2013 and December 31, 2013.

General Provisions, Article IV, Payment Methods and Restrictions, Section 4.03, Final Billing Submission, is amended to include the following:

Contractor shall submit final close-out bill or revisions to previous reimbursement request(s), no later than February 28, 2014 for costs incurred between the services dates of September 1, 2013 and December 31, 2013. Expenditures with service dates from September 1, 2013 to December 31, 2013 will not be paid if

submitted after February 28, 2014.

General Provisions, ARTICLE IV. PAYMENT METHODS AND RESTRICTIONS, Section 4.05 Financial Status Reports, is amended to include the following:

Contactor shall submit FSRs to Accounts Payable by the last business day of the month following the end of each term reported. The FSR period will be reported as follows: Quarter One shall include September 1, 2013 through December 31, 2013. Quarter two shall include January 1, 2014 through March 31, 2014. Quarter three shall include April 1, 2014 through June 30, 2014. Quarter four shall include July 1, 2014 through August 31, 2014. Contractor shall submit the final FSR no later than sixty (60) calendar days following the end of the applicable term.

General Provisions, Article XIII. General Terms, Section 13.15 Amendment, is amended to include the following:

Contractor must submit all amendment and revision requests in writing to the Division Contract Management Unit at least ninety (90) days prior to the end of the term of this Program Attachment.

17. Documents Forming Contract. The Contract consists of the following:

a. Contract (this document) 2014-001400-02
b. General Provisions Subrecipient General Provisions
c. Attachments Budgets
d. Declarations Certification Regarding Lobbying, Fiscal Federal Funding Accountability and Transparency Act (FFATA) Certification
e. Exhibits

Any changes made to the Contract, whether by edit or attachment, do not form part of the Contract unless expressly agreed to in writing by DSHS and Contractor and incorporated herein.

18. Conflicting Terms. In the event of conflicting terms among the documents forming this Contract, the order of control is first the Contract, then the General Provisions, then the Solicitation Document, if any, and then Contractor's response to the Solicitation Document, if any.

19. Payee. The Parties agree that the following payee is entitled to receive payment for services rendered by Contractor or goods received under this Contract:

Name: Hidalgo County
Vendor Identification Number: 17460007176

20. Entire Agreement. The Parties acknowledge that this Contract is the entire agreement of the Parties and that there are no agreements or understandings, written or oral, between them with respect to the subject matter of this Contract, other than as set forth in this Contract.

I certify that I am authorized to sign this document and I have read and agree to all parts of the contract, including any attachments and addendums.

Department of State Health Services	**Hidalgo County**
By: Signature of Authorized Official	By: Signature of Authorized Official
Date	Date
Name and Title 1100 West 49th Street Address Austin, TX 787-4204 City, State, Zip	Name and Title Address City, State, Zip
Telephone Number	Telephone Number
E-mail Address	E-mail Address

TEXAS Department of State Health Services

CMPS Contract Management and Procurement System

BUDGET SUMMARY

Organization Name: Hidalgo County
Contract Number: 2014-001400-01
Proposal ID: DCPS-2014-Hidalgo -00012

Program ID: TB/PC-FED
Procurement ID: GST-2012-Solicitation-00064
Procurement Name: FY14 TB/FED

Budget Categories

Budget Categories	DSHS Funds Requested	Cash Match	In Kind Match	Category Total
Personnel	$293,472	$81,628	$0	$375,100
Fringe Benefits	$94,351	$26,243	$0	$120,594
Travel	$11,300	$0	$0	$11,300
Equipment	$0	$0	$0	$0
Supplies	$29,089	$0	$0	$29,089
Contractual	$0	$0	$0	$0
Other	$0	$0	$0	$0
Total Direct Costs	$428,212	$107,871	$0	$536,083
Indirect Costs		$0	$0	$0
Totals:	**$428,212**	**$107,871**	**$0**	**$536,083**

Subcontracting

Subcontracting Percentage: 0.00%

Match Contributions

Required Match Percentage: 20.00%
Calculated Match Percentage: 25.19%
Required Match Amount: $85,642
Calculated Match Amount: $107,871

Source of Cash Match Funds
18 of 500
Personnel, Fringe

Source of In Kind Match Funds
0 of 500

AI-43814 **Health & Human Services Dept. 14. B.**

CC REGULAR

Meeting Date: 04/08/2014

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

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Pursuant to Texas Local Government Code section 157.903, requesting approval of indemnification in the amount of $20.00 for a counterfeit $20.00 bill received at a county clinic.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-441-00-340-001-0-890

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

BUDGETARY IMPACT:

AI- 43815 Line Item Transfer in process for 4/8/2014 to place funds in this account.

Attachments

Code

Documentation 3.31.14

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/27/2014 03:49 PM
Obdett Calzada	Obdett Calzada	04/03/2014 03:09 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mike Escaname Started On: 03/27/2014 09:47 AM

Final Approval Date: 04/04/2014

county.

(f) If a juvenile or probation officer, a county auditor, or an assistant to the auditor is jointly employed by two or more subdivisions of government, the rules that are applied to that person may be changed accordingly. To achieve uniform application of the rules, the person may be considered to be employed and paid by only one subdivision, but the expenses of administration and contributions may be prorated to the different employing subdivisions.

(g) This section does not affect any other law that applies to the time, method, and manner of appointment or discharge of a juvenile or probation officer, a court reporter, or the county auditor or an assistant to the auditor or that applies to the number or salaries of those persons.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Renumbered from Sec. 157.062 by Acts 1989, 71st Leg., ch. 1, Sec. 37(a), eff. Aug. 28, 1989.

Sec. 157.903. AUTHORITY TO INDEMNIFY ELECTED AND APPOINTED COUNTY OFFICERS. The commissioners court of a county by order may provide for the indemnification of an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property, incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action.

Added by Acts 1989, 71st Leg., ch. 253, Sec. 1, eff. Aug. 28, 1989.

Sec. 157.9031. AUTHORITY TO REQUIRE REIMBURSEMENT FOR CERTAIN COVERAGE. A self-insuring county or the intergovernmental pool operating under Chapter 119, under policies concerning the provision of coverages adopted by the county's commissioners court or the pool's governing body, may require reimbursement for the provision of punitive damage coverage from a person to whom the county or intergovernmental pool provides coverage.

Added by Acts 2011, 82nd Leg., R.S., Ch. 439 (S.B. 1243), Sec. 2, eff. June 17, 2011.
Added by Acts 2011, 82nd Leg., R.S., Ch. 1341 (S.B. 1233), Sec. 18, eff. June 17, 2011.

Sec. 157.904. PERSONNEL RECORDS OF CERTAIN SHERIFF'S DEPARTMENTS. (a) This section applies only to a sheriff's department in a county with a population of 3.3 million or more.

United States Secret Service

Counterfeit Note Report

INSTRUCTIONS TO BANK:

1. Prepare two copies of this form for each suspected counterfeit note.
2. Submit copies of completed form **with each suspected counterfeit note** to your **LOCAL SECRET SERVICE OFFICE.**
3. If desired, an additional copy of this form should be prepared and retained for your records.

This form is not subject to the requirements of P.L. 96-511 "Paperwork Reduction Act of 1980." 44 USC, Chapter 35, Section 3518 (c)(1)(A) states that, "...this chapter [Chapter 35] does not apply to the collection of information ... during the conduct of a Federal criminal investigation..."

FROM: (Indicate Bank's Name and Mailing Address (include Zip Code))

LONE STAR NATIONAL BANK
720 E. VETERANS BOULEVARD
MISSION, TX 78572

Telephone Number of Bank (include area code) 956-984-2781

Point-of-Contact (include extension and e-mail address, if applicable) Hidalgo County

DO NOT WRITE IN THIS SPACE

Classification Number

FOLD HERE — FOLD HERE

IMPORTANT NOTICE

Bank tellers and persons surrendering the note should date and initial each counterfeit note with pen and ink in the border areas of the note for identification. If the person surrendering the note knows from whom he/she received it, or has a description of the passer, or his/her auto, or any other information, **TELEPHONE the local Secret Service office IMMEDIATELY** and hold the note. (The telephone number of your local Secret Service office can be found in the front cover of your telephone directory.) Otherwise, If no information is available, please mail the note to our local office on the day it is received.

DESCRIPTION OF COUNTERFEIT NOTE OR RAISED NOTE (for raised note give serial number only)

DENOMINATION	FEDERAL RESERVE BANK *(Series 1996 - Letter/Number)*	CHECK LETTER/QUADRANT NO.
20	series 2009 F6	G3

CHECK LETTER/FACE PLATE NO.	BACK PLATE NO.	SERIES	SERIAL NUMBER
G211	162		JF17273832c

COUNTERFEIT NOTE RECEIVED FROM

NAME OF CUSTOMER / BUSINESS	DATE OF DEPOSIT
Hidalgo County	03/21/2014
CUSTOMER'S HOME ADDRESS: 211 N Schuerbach Rd Mission TX 78572	CUSTOMER'S HOME PHONE A/C
	CUSTOMER'S BUSINESS PHONE A/C

NAME OF PERSON SURRENDERING AND INITIALING NOTE	NAME OF TELLER RECEIVING AND INITIALING NOTE
	Sinai Quirino (956)984-2781

INFORMATION ABOUT COUNTERFEIT NOTE

DOES THE CUSTOMER HAVE ANY INFORMATION AS TO THE SOURCE OF THE COUNTERFEIT?	☐ Yes	☑ No
WAS THERE ANY SUSPICIOUS ACTIVITY?	☐ Yes	☑ No
IS THIS A NON - CUSTOMER?	☐ Yes	☑ No

REMARKS:

DISPOSITION (For Secret Service Use Only)

☐ Genuine note and SSF 1604 returned to bank (Receipt No. _____)

☐ Acknowledgement of Receipt returned to bank

☐ Other (Specify)

AI-43789 **IT Department 15. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Griselda Salazar, IT DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

PLANNING DEPARTMENT
Authorization and approval to swap mobile device numbers and change the names assigned to the equipment through the County's membership/participation with CONTRACT: DIR-SDD-1779 with VERIZON WIRELESS for the following:

Description:	Employee Name:	Employee ID:	Current MDN:	Service Plan:	Change Employee Name to:	Change Employee ID to:	Change MDN to:
iPhone	Tomas J. Arredondo	105899	956-483-5638	Nationwide Talk & Txt & Data Unl. Anytime Mins.	Arturo A. Hernandez	180181	956-515-6860
cell phone	Arturo A. Hernandez	180181	956-515-6860	Nationwide Unl. Talk & Txt	Tomas J. Arredondo	105899	956-483-5638

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-419-10-210-001-0-532

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

BUDGETARY IMPACT:

PO# 704678 available balance as of 4-4-14 $4,661.80

Attachments

Request Forms

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 10:18 AM
Manuel Chapa	Manuel Chapa	04/04/2014 01:24 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Griselda Salazar Started On: 03/26/2014 02:59 PM

Final Approval Date: 04/04/2014

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:
- ☐ Office Use *or* ☐ Individual
- ☐ Name Change
- ☑ Equipment Change
- ☑ Plan Change–Upgrade
- ☐ Delete Service

Wireless Data Device:
- ☐ Data Card
- ☐ Blackberry
- ☐ Other:

Stipend:
- ☐ Cellular Telephone $50/mo
- ☐ Data Pad $25/mo

COUNTY OWNED WIRELESS DEVICE (956) 515-6860 (VERIZON)

Office Use / Employee: Arturo A. Hernandez Employee ID# 180181 Signature:

Department: Planning Dept. Dept#: 210

Quantity: 8

Service: $100.09/mo (x) 8 months = $800.72 Account: 4-1100-419-10-210-001-0- -532

Service: $ 5.00/mo (x) 8 months = $ 40.00 Account: 4-1100-419-10-210-001-0- -619/664

Requisition Total: $5,543.28 Requisition Number: 249385 (PO #704678)

STIPEND

(1) Employee: _____ Employee ID# _____ Signature: _____

Department: _____ Dept#: _____

Quantity: _____

Service: $_____/mo (x) ____ months = _____ Account: _____ -532

Total: _____

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

Signature Tomas J. Arredondo Print Name 3-25-14 Date

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

Signature Valde Guerra Print Name 3/26/14 Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: _____

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

☐ Approved Date: _____ ☐ Disapproved

Current County cell phone policy stipulates that employees that have cell phones assigned to them will be taxed the value of the service. Please see the following IRS document for more information: http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html, EXAMPLE 2.

Revised: 03/09/2011

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:	Wireless Data Device:	Stipend:
☐ Office Use *or* ☐ Individual	☐ Data Card	☐ Cellular Telephone $50/mo
☐ Name Change	☐ Blackberry	☐ Data Pad $25/mo
☑ Equipment Change–Downgrade	☐ Other:	
☑ Plan Change		
☐ Delete Service		

COUNTY OWNED WIRELESS DEVICE (956) 483-5638 (VERIZON)

Office Use / Employee: Tomas J. Arredondo Employee ID# 105899 Signature: [signature]

Department: Planning Dept#: 210

Quantity: 8

Service: $ 72.89 /mo (x) 8 months = $583.12 Account: 4-1100-419-10-210-001-0--532

Service: $ 5.00 /mo (x) 8 months = $ 40.00 Account: 4-1100-419-10-210-001-0--619/664

Requisition Total: $5,543.28 Requisition Number: 249385 (PO #704678)

STIPEND

(1) Employee: _____ Employee ID# _____ Signature: _____

Department: _____ Dept#: _____

Quantity: _____

Service: $ _____ /mo (x) ____ months = _____ Account: _____-532

Total: _____

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

[signature] Tomas J. Arredondo 3-25-14

Signature Print Name Date

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

[signature] Valde Guerra 3/26/14

Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: _____

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

☐ Approved Date: _____ ☐ Disapproved

Current County cell phone policy stipulates that employees that have cell phones assigned to them will be taxed the value of the service. Please see the following IRS document for more information: http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html, EXAMPLE 2.

Revised: 03/09/2011

AI-43748 **Urban County 16. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Lupita V. Garcia **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

The Urban County Program on behalf of the City of San Juan is requesting approval and award of best and final negotiated contract with Halff Associates, Inc. in the amount of $ 29,000.00 utilizing CDBG FY (2013) Street Improvements funds (Sioux Road Canal).

BACKGROUND

Halff Associates, Inc. submitted a best and final offer for professional engineering services for a street improvements project calling for the lowering of a canal crossing. Project includes the widening of a street section and sidewalk. Halff Associates, Inc. was the highest ranked firm by County Commissioner's Court. See attached scope of services and Best and Final Offer Letter.

Available Funds:
$ 274,002.00 STREET IMPROVEMENTS

Attachments

Agendna Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/24/2014 01:40 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mary Flores Started On: 03/24/2014 12:39 PM

Final Approval Date: 04/04/2014

HALFF

March 17, 2014
1008-12-8831

City of San Juan
709 S. Nebraska
San Juan, Texas 78589

Attn: Mr. Juan Jose "J.J." Rodriguez, City Manager

Re: Revised Best and Final Offer Letter
Professional Services for Sioux Road Canal Crossing in San Juan, Texas

Dear Mr. Rodriguez:

We are pleased to submit this proposal to provide professional services for the Sioux Road Canal Crossing project in San Juan, Texas. We are excited to serve as your civil engineering consultants and look forward to applying our expertise to assure a successful project.

Please refer to attached **Exhibit "A"**, which includes our proposed **Scope of Services and Hourly Rate Breakdown.** The proposed fees identified shall be considered lump sum for the project, unless otherwise noted, and will not be exceeded without your prior approval. The fees identified do not include scope revisions or additions once the project is under way. Additional work requested by the City will require a revision to the scope and fees established in this proposal. Our services will be invoiced monthly based on a percent of completion of the total lump sum fees.

Direct costs including review fees, printing and reproduction, postage, messenger service, long distance telephone calls and travel will be considered reimbursable expenses. Reimbursable expenses will be billed separately at 1.10 times the direct cost incurred. Attachment "B" lists services that are not included in the proposed scope of work for this project. These services can be provided by Halff Associates, if requested. Additional services authorized will be submitted in writing for your approval.

We trust this proposal meets your requirements for the project. We appreciate the opportunity to be of service to you and trust that our association on this project will be mutually beneficial. **Please sign below acknowledging your approval of this proposal, consisting of this cover letter (1 page), Exhibit "A" (4 pages), Site Plan (1 page), and Attachment "B" (1 page).**

Respectfully,

Robert L. Saenz, P.E., C.F.M.
Vice President

Approved by:

Signature: _____

Printed Name: _____

Date: _____

HALFF ASSOCIATES, INC.

5000 WEST MILITARY HIGHWAY, SUITE 100
McALLEN, TX 78503-7446

TEL (956) 664-0286
FAX (956) 664-0282

WWW.HALFF.COM

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this 8th day of **April, 2014** by and between **Urban County Program,** (hereinafter called the "Party") and **Halff Associates, Inc.,** duly authorized Engineer, herein acting by **Robert L. Saenz, Principal Engineer** (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Engineering Services; and

WHEREAS, the Engineer, duly licensed and registered to practice engineer in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the Project (as hereinafter defined) area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

SECTION I
EMPLOYMENT OF THE ENGINEER

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ENGINEER

The Engineer shall perform the following Basic Services in connection with the proposed **San Juan Street Improvements** Account(s) **5013-75-0311-5000-7500-UCP-GVG** *(the "Project') as more particularly described in Exhibit A attached hereto.*

2.1 Preliminary Phase

a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.

b. As may be required, comply and receive from the Party and the funding agencies approval on all work.

c. Prepare preliminary engineering plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.

d. Obtain the Party's written approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.

b. Advise the Party of any soil investigations or tests which, in the opinion of the Engineer, may be required for the proper execution of the Project.

c. Provide all field information and surveys required for the design of the Project.

d. Plot field data and other survey information for the design of the Project.

e. Prepare detailed plans, specifications and contract documents and drawings (reproducible tracings) for construction authorized by the Party.

f. Furnish, if requested, the engineering data necessary for the Party to obtain permits required by local, state, and federal authorities.

g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.

h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.

i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's written approval of final payment to the Contractor(s). During the Construction Phase, the Engineer will:

a. Assist the Party in opening and tabulating bids for the construction of the Project, and advise the Party in establishing the procedure for entering into construction phase.

b. Prepare the formal Contract Documents for the Contractor.

c. Make periodic visits to the site as required pursuant to the standards of Professional Engineers on projects of this nature, provide project construction supervision, to observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.

d. Consult with and advise the Party and issue all instructions and Change Orders to the Contractor selected by the Party.

e. During the progress of actual construction, Engineer will keep continually the Owner informed with brief and concise information. A monthly progress report will be prepared and delivered to the Party including but limited to monies spent, construction time elapsed, percent of Project completed, a brief narrative of problems encountered and the anticipated completion date.

f. Review shop and working drawings furnished by Contractor(s) for general compliance with design concept and with information given in contract documents.

g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.

h. Prepare monthly and final estimates for payments to Contractor(s).

i. Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

j. Prior to the Party's dispersal of any retainage of funds, render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of liens documents from subcontractors.

k. Provide the Party with bond copies of as-built drawings of the constructed improvements, within sixty (60) days of issuance of certificate of completion.

l. The Engineer will be responsible for interim and final inspection.

m. Furnish to the Party six (6) sets of plans and six (6) sets of specifications and contract documents.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3 herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within Hidalgo County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.

5.3 Furnish the services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Engineer may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

6.1 The Engineer shall be paid a total fixed amount of **$ 29,000.00** for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section 2.1 of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.

6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section 2.2 of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.

6.4 At Engineer's completion and Party's approval of the Engineer's services under the Construction Phase, Section 2.3 of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.

6.5 For Additional Services as provided in Section III herein the Engineer shall be paid a sum of 1.1 times the Engineer's actual cost for such services.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement without cause at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the professional engineer services rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Agreement. Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign or transfer any interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within **ten (10) days** from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by **ninety (90) days** and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
AMENDMENT

This Agreement may be amended only by a written document executed by the parties hereto.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any negligence of the engineer in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit. The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to the Project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Engineer agrees to comply with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000; paragraphs a-g for contracts over $10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all such documents in the paragraph in this Section.

SECTION XVII
INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, insurance as follows:

17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of Three Hundred Thousand Dollars ($300,000.00) for bodily injury and One Hundred Thousand Dollars ($100,000.00) for property damages.

17.2 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

17.3 A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability Insurance Policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;

17.4 Workers Compensation Insurance in amount established by Texas law, unless the engineer is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.

17.5 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **April 8, 2014**. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this _____ day of _____, 20_____.

Signature:_____
Robert L. Saenz, Principal Engineer

Firm Name: **Halff Associates, Inc.**
Address: **5000 West Military Highway, Suite 100**
City/ST/ZIP: **McAllen, TX 78503-7446**

FED ID #/SS #: **75-1308699**

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the ____ day of_____, 20__, by _____of and on behalf of _____,
title) (a corporation)(a partnership)(a sole proprietorship).

_____
(seal) Notary - Signature

County of Hidalgo Urban County Program:

_____ _____
Witness Diana R. Serna, UCP Director

Revised as to Form:
Atlas & Hall, L.L.P.
By Stephen L. Crain
on April 26, 2012

EXHIBIT "A"

Project Assumptions - The scope of services for this proposal has been established using the following assumptions as a basis for its preparation:

1. Project Limits – Please refer to the attached **Site Plan** which identifies the limits of the areas included in this proposal. Proposed services for areas outside the identified limits are not included in this proposal, but can be provided as additional services if requested.

BASE SERVICES

1. Basic Civil Engineering Services

Utility Coordination
Halff will coordinate with the City of San Juan and local utility companies (NAWSC, AEP, AT&T, Time Warner Cable, and Texas Gas Service) for the removal and/or relocation of existing water, wastewater, electric, telephone, cable and gas lines that are in conflict with proposed project improvements. In order to minimize potential conflicts, Halff will prepare a utility coordination plan that establishes individual corridors for each respective proposed and/or relocated utility.

Coordination with Hidalgo County
Halff will coordinate with Hidalgo County for reviews, approvals, permits, etc. as required for the proposed improvements.

Coordination with Hidalgo County Irrigation District No. 2
The Sioux Road Bridge crosses over an irrigation canal that is a Hidalgo County Irrigation District No.2 facility. Halff will coordinate with Hidalgo County Irrigation District No.2 for reviews, approvals, permits, etc. as required for the proposed improvements.

Coordination with Hidalgo County Drainage District No. 1
The Sioux Road canal crossing is located adjacent to Hidalgo County Drainage District No.1 facilities. Halff will coordinate with Hidalgo County Drainage District No.1 for reviews, approvals, permits, etc. as required for the proposed improvements.

Demolition Plan
Halff will prepare a demolition plan as required to accommodate the proposed improvements. The demolition plan will include areas inside the project limits. The demolition plan will include notes and details for removals and/or relocations of various items including, but not limited to existing paved areas, existing utilities, and existing structures.

Paving Plan & Profile
Geometric dimensional control and paving details will be provided. Dimensional control will provide coordinate geometry, road widths and radii. Details will include curbs, road sections, valley gutters and subgrade preparation. **The surface paving section to be utilized will follow the recommendations of the project geotechnical engineering consultant.** Profiles

will provide existing and proposed grades along the road centerline. The paving plan & profile will include areas inside the project limits.

Striping & Signage Plan
The striping plan will include notes and details for proposed pavement markings (including, but not limited to striping, symbols, and words) and raised pavement markers. The signage plan will include notes and details for proposed regulatory traffic signage. The striping & signage plan will include areas inside the project limits.

Traffic Control Plan
Halff will prepare a traffic control plan according to the Texas Manual of Uniform Traffic Control Devices (TMUTCD) requirements. The traffic control plan will include areas inside the project limits.

Drainage Area Map
The drainage area map includes identification of site drainage basins and calculation of runoff flow rates. The drainage area map will include areas inside the project limits.

Drainage Plan & Profile (Proposed Irrigation Canal Culvert and Temporary Bypass)
The drainage plan includes geometric dimensional control and details for proposed drainage improvements. Drainage calculations identifying proposed pipe sizes and hydraulic gradients will be provided. Profiles will provide proposed grades along pipe flow lines and tops of inlet/manhole structures. The drainage plan & profile will include areas inside the project limits. Pumping systems and flood plain reclamation if required by FEMA are not included in this scope.

Suggested Erosion Control Exhibit
The suggested erosion control exhibit includes layouts, notes, and details for suggested erosion control measures that can be utilized by the contractor to meet State (TCEQ) requirements. The suggested erosion control exhibit will include areas inside the project limits.

Preliminary Estimate of Probable Construction Cost
Upon completion of final civil construction documents and approval of such documents by Client or Client's representative, Halff will prepare a preliminary estimate of probable construction costs for the civil improvements shown on the above referenced civil construction documents. The estimate will be general in scope, shall be used for gross budgetary informational purposes and shall not include the preparation of detailed estimates or coordination with or data gathered from contractors or suppliers. Client understands and agrees that detailed estimating is not required for this project, but additional detail can be provided as additional services if requested. Client also understands and agrees that Halff has no control over costs of labor, equipment or materials or over a contractor's/contractors' method(s) of pricing and that the opinions of probable construction costs provided herein or in the future are made on basis of Halff personnel qualifications and experience. Halff makes no warrant, expressed or implied, as to the accuracy of such opinions as they may compare to bid or actual costs.

Civil Specifications
Halff will prepare written specification sections for the project civil improvements.

Storm Water Pollution Prevention Plan
Halff will prepare a Storm Water Pollution Prevention Plan (SWP3) that complies with TCEQ requirements. The SWP3 will address suggested interim erosion control measures the contractor may utilize during construction. Maintenance of the SWP3, including site inspections, is not included in this scope. However, Halff can provide SWP3 maintenance as additional services on an hourly basis, if requested.

Bidding Services
Halff will prepare a complete set of bid documents that includes the City's general specifications. Halff will attend the pre-bid meeting, prepare clarifications/addendums, attend the bid-opening meeting, and prepare the bid tabulation. Halff will provide electronic files (PDF format) of the plan set on CD's for bidders.

Construction Administration
Halff will attend the pre-construction meeting, review contractor's submittals, review and respond to contractor's requests for information (RFI's), review contractor's monthly payment applications (3 months assumed) , conduct monthly site visits (3 months assumed), attend monthly construction meetings (3 months assumed), conduct an initial walk-through at time of substantial completion, prepare a punch list, conduct a final walk-through after all punch list items are complete, and review contractor's final closeout documents. Construction staking is not included in this scope.

Record Drawings
Halff will prepare electronic record drawings (PDF and CAD format) of project improvements based on the general contractor's construction drawings redline markups. No additional field surveying will be provided for this task. Record drawings will only include improvements designed by Halff Associates.

SUPPORT SERVICES

1. Surveying Services

Survey for Design
This task includes field ties to all surface improvements located within the project limits, establishing horizontal and vertical control for the project to be utilized by the contractor, and obtaining supplemental site topography required for the design. This does not include survey of any subsurface facilities other than wastewater & storm sewer. Existing underground structures or utilities not accessible will be obtained from record drawings and utility locating services.

REIMBURSABLE EXPENSES

Direct costs including printing and reproduction, postage, messenger service, long distance telephone calls and travel will be considered reimbursable expenses. Reimbursable expenses will be billed separately at 1.10 times the direct cost incurred. **Estimated reimbursable expenses shown will not be exceeded without your prior approval.**

ADDITIONAL SERVICES (OPTIONAL)

Preparation of Easements/R.O.W.
Upon request, Halff can prepare metes and bounds descriptions and exhibits as additional services. Negotiations, acquisitions and recording of all right-of-way, easements and parcels for this project will be provided by the City.

HOURLY RATES & FEES

BASE SERVICES

1. Basic Civil Engineering Services:			
Project Manager (PM)	20 hrs	$165/hr	$3,300
Project Engineer (PE)	40 hrs	$145/hr	$5,800
Engineer in Training (EIT)	60 hrs	$100/hr	$6,000
Cad Technician/Draftsman	140 hrs	$75/hr	$10,500
Clerical	8 hrs	$50/hr	$400
TOTAL			**$26,000**

SUPPORT SERVICES

1. Surveying Services:			
Project Manager (PM)	1 hrs	$165/hr	$165
Project Surveyor (RPLS)	2 hrs	$145/hr	$290
Two Person Survey Crew	8 hrs	$140/hr	$1,120
Cad Technician/Draftsman	5 hrs	$75/hr	$375
Clerical	1 hrs	$50/hr	$50
TOTAL			**$2,000**

REIMBURSABLE EXPENSES

1. Reimbursable Expenses (Estimated):	
TOTAL	**$1,000**

Unless otherwise stated, fees quoted in this proposal exclude state and federal sales taxes on professional services. Current Texas law requires assessment of sales tax, on certain kinds of surveying services, but does not require sales taxes on other professional services. In the event that new or additional state or federal taxes are implemented on the professional services provided under this contract during the term of the work, such taxes will be added to the applicable billings and will be in addition to the quoted fees.

San Juanita Sanchez
MAYOR
Armando Garza, Jr.
MAYOR PRO-TEM
Roberto "Bob" Garza
COMMISSIONER
Luis Ramos
COMMISSIONER
Eddie Suarez
COMMISSIONER

March 21, 2014

Guadalupe V. Garcia
UCP Coordinator II
Hidalgo County Urban County Program
427 E. Duranta Avenue, Suite 107
Alamo, Texas 78516

RE: San Juan Street Improvement Project – Work Program for Year 26 (2013)

Dear Ms. Garcia:

This correspondence is to advise you that the City of San Juan has reviewed and concurs with the best and final offer for professional services as submitted by Halff Associates, Inc. for the above project. The City respectfully requests that the Urban County Program proceed with a recommendation to the County Commissioners' Court to award the design contract to Halff Associates, Inc. in the amount of $29,000.

Should you have any questions, you may call me at (956)223-2206. I will be glad to assist you.

Sincerely,

Juan J. Rodriguez
City Manager

709 S. Nebraska Ave. • San Juan, Texas 78589-2649
Ph. (956)223-2200 · Fax: (956) 787-5978

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/06/2014

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

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

PRODUCER	CONTACT NAME: Candy Goehring	
Bell Insurance Agency 16980 Dallas Parkway Dallas, TX 75248	PHONE (A/C, No, Ext): 972.581.4915	FAX (A/C, No): 972.581.4916
	E-MAIL ADDRESS: cgoehring@bellgroup.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Halff Associates, Inc. 1201 N. Bowser Richardson, TX 75081	INSURER A: Massachusetts Bay	22306
	INSURER B: Allmerica Financial Benefit	41840
	INSURER C: The Hanover Ins. Co.	22292
	INSURER D: ACE American Ins. Co.	22667
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 13/14 Master IMIL 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	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT LOC			ZDDA051278	07/12/2013	07/12/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			AWDA051300	07/12/2013	07/12/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			UHDA051287	07/12/2013	07/12/2014	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	W2DA028649	07/12/2013	07/12/2014	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Professional Liability Claims Made Policy			EONG21673845	07/12/2013	07/12/2014	$1,000,000 Per Claim Limit $1,000,000 Aggregate Limit	

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

CERTIFICATE HOLDER

Hidalgo County-Urban County Program
427 E. Duranta Ave
Suite 107
Alamo, TX 78516

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

Thomas J. Ashley/CANDY

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AI-43819 **Urban County 16. B.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Lupita V. Garcia **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

On behalf of the City of Palmview, Urban County Program is requesting approval to reject the sole base bid and alternate bid submitted by Texas Cordia Construction of Edinburg, Texas for the City of Palmview Street Improvements project (Abram Road Bridge) UCP FY 25 (2012).

BACKGROUND

Bid was received and opened at the Hidalgo County Purchasing Department on March 5, 2014. After review the project engineer recommended that the sole bid be rejected, due to only one (1) bid being received and exceeding the project cost estimate. See attached recommendation letter from SAMES, Inc, and concurrence letter from the City of Palmview.

Attachments

Agenda backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/27/2014 03:22 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mary Flores Started On: 03/27/2014 12:13 PM

Final Approval Date: 04/04/2014

*SAM E*ngineering and *S*urveying

SAMES
SAM ENGINEERING & SURVEYING INC.

Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00
200 South Cage Boulevard, Suite A, Pharr, Texas 78577 Phone: (956) 702-8880 Fax: (956) 702-8883

March 19, 2014

Lupita Garcia
Program Coordinator II
Urban County Program
3304 W Alberta Road
Edinburg, TX 78539

Re: City of Palmview 2012 Street Improvements – Abram Road Bridge
Bid No. 5012-55-0311-5000-5500-UCP-GVG

Ms. Garcia,

We have reviewed the lone bid proposal package submitted on March 5, 2014 to the Hidalgo County Purchasing Department for the above referenced project. The bid proposal was submitted by Texas Cordia Construction, LLC with a **base bid amount of $57,207.00** and an **alternate bid amount of $127,742.00**. Please note that the alternate bid proposal includes all improvements included in the base bid proposal. Additionally, Texas Cordia has met all requirements set forth in the invitation to bid.

However, based on recent trends in construction material pricing, we believe that both bids are over-priced and deserve an attempt at re-bidding. In addition, a reduction in quantities and revisions to material type are options that may help lower the price on the bid proposals.

With this in mind, please consider our recommendation that the Hidalgo County Court of Commissioners reject the above mentioned bids and approve the re-bidding of this project.

Respectfully Submitted,

Saul D. Maldonado, P.E.
Principal – SAMES, Inc.

Cc: Ms. Diana Serna, Urban County Program
Mr. Tony Barco, Urban County Program
Ramon Segovia, City of Palmview
David Nacianceno, City of Palmview

BID TABULATIONS
CITY OF PALMVIEW 2012 STREET IMPROVEMENTS
(ABRAM ROAD BRIDGE)
HIDALGO COUNTY - URBAN COUNTY PROGRAM
BID No. 5012-55-0311-5000-5500-UCP-GVG

Bid Opening Date: Mar. 5, 2014
9:30 a.m.
Hidalgo County Purchasing Dept.

BASE BID

BID ITEM	ITEM DESCRIPTION	UNIT	QTY	TEXAS CORDIA CONST. UNIT PRICE	TEXAS CORDIA CONST. TOTAL PRICE
1	TRAFFIC CONTROL.	LS	1	$ 27,987.00	$ 27,987.00
2	DEMOLISH AND REMOVE EXISTING CONCRETE RAILING.	LF	120	$ 58.00	$ 6,960.00
3	CLASS "C" CONCRETE (3,600 PSI), (TRAFFIC RAILS).	CY	10	$ 1,200.00	$ 12,000.00
4	EPOXY COATED STEEL REBAR, GRADE 60 (TRAFFIC RAILS).	LBS	2,530	$ 2.00	$ 5,060.00
5	TERMINAL ANCHOR SECTION, INCLUDING TERMINAL CONNECTOR AND ALL APPURTENANT HARDWARE REQUIRED TO ADDEQUATELY CONNECT TO CONCRETE RAIL.	EA	4	$ 1,300.00	$ 5,200.00
	BASE BID TOTAL:				$ 57,207.00

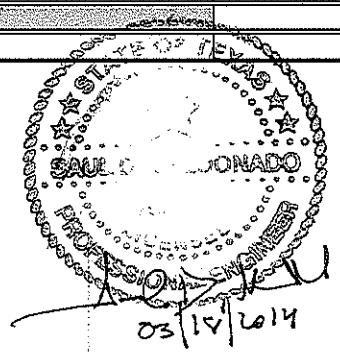
SAMES, INC.
200 S. CAGE BLVD. PHARR, TX. 78577
PH: 956-702-8880 FAX: 956-702-8883
Reg. No. F-10602

BID TABULATIONS
CITY OF PALMVIEW 2012 STREET IMPROVEMENTS
(ABRAM ROAD BRIDGE)
HIDALGO COUNTY - URBAN COUNTY PROGRAM
BID No. 5012-55-0311-5000-5500-UCP-GVG

Bid Opening Date: Mar. 5, 2014
9:30 a.m.
Hidalgo County Purchasing Dept.

ALTERNATE BID

BID ITEM	ITEM DESCRIPTION	UNIT	QTY	TEXAS CORDIA CONST. UNIT PRICE	TEXAS CORDIA CONST. TOTAL PRICE
1	TRAFFIC CONTROL.	LS	1	$ 27,987.00	$ 27,987.00
2	DEMOLISH AND REMOVE EXISTING CONCRETE RAILING.	LF	120	$ 58.00	$ 6,960.00
3	CLASS "C" CONCRETE (3,600 PSI), (TRAFFIC RAILS).	CY	10	$ 1,200.00	$ 12,000.00
4	EPOXY COATED STEEL REBAR, GRADE 60 (TRAFFIC RAILS).	LBS	2,530	$ 2.00	$ 5,060.00
5	TERMINAL ANCHOR SECTION, INCLUDING TERMINAL CONNECTOR AND ALL APPURTENANT HARDWARE REQUIRED TO ADDEQUATELY CONNECT TO CONCRETE RAIL.	EA	4	$ 1,300.00	$ 5,200.00
6	4 FT DIA. CONCRETE MANHOLE.	EA	3	$ 4,600.00	$ 13,800.00
7	4 FT x 4 FT CONCRETE INLET WITH GRATE.	EA	2	$ 4,200.00	$ 8,400.00
8	8" PVC SDR 26 GRAVITY STORM LINE (ASTM D3034).	LF	340	$ 21.00	$ 7,140.00
9	8" PVC GASKETED FITTINGS (STORM LINE) (ASTM D3034).	EA	4	$ 760.00	$ 3,040.00
10	12" PVC SDR 26 GRAVITY STORM LINE (ASTM D3034).	LF	37	$ 40.00	$ 1,480.00
11	BORE (FOR 12" PVC)	LF	25	$ 189.00	$ 4,725.00
12	8" DUCTILE IRON PIPE (CL 250), INCLUDING APPURTENANT FLANGED FITTINGS AND HARDWARE.	LF	107	$ 150.00	$ 16,050.00
13	GALVANIZED STEEL BRACKET, INCLUDING ANCHOR BOLTS, EPOXY, AND ALL APPURTENANT HARDWARE.	EA	5	$ 1,100.00	$ 5,500.00
14	GALVANIZED CLEVIS HANGER, INCLUDING TREADED ROD, AND ALL APPURTENANT HARDWARE.	EA	5	$ 815.00	$ 4,075.00
15	CONCRETE DRIVEWAY PAVEMENT REPAIR.	SY	10	$ 180.00	$ 1,800.00
16	HMAC DRIVEWAY PAVEMENT REPAIR.	SY	32	$ 75.00	$ 2,400.00
17	CONCRETE SIDEWALK REPAIR.	SY	5	$ 425.00	$ 2,125.00
	ALTERNATE BID TOTAL:				$ 127,742.00



SAMES, INC.
200 S. CAGE BLVD. PHARR, TX. 78577
PH: 956-702-8880 FAX: 956-702-8883
Reg. No. F-10602

CITY OF PALMVIEW

Moving in the Right Direction

MAYOR
Jorge G. Garcia

MAYOR PRO-TEM
Ricardo Villarreal

COUNCILMEN
Noe Ruben Muñoz
Gerardo Pérez
Joel Garcia Jr.

COUNCILWOMAN
Graciela S. Flores

CITY MANAGER
Ramón Segovia

DIR. OF CITY SERVICES
David Nacianceno

CITY SECRETARY
Aida Rivas

March 24, 2014

Ms. Diana Serna
Hidalgo County Urban County Program
427 Duranta Ave. Suite 107
Alamo,TX 78516

Re: Rejection of Bid(s)-Abram Road Bridge Project

Dear Ms. Serna:

The City of Palmview would like to request that the bid(s) received for the above mentioned project be rejected as recommended by the project engineer. SAMES, Inc submitted recommendation requesting rejection of bid(s) due to over pricing, and are requesting authorization to re-bid the project. At this time we are requesting the above mentioned and are in total agreement with the engineer's recommendation. Should you have any questions please let me know at your convenience.

Respectfully submitted,

Ramon Segovia, RS
City Manager

AI-43776 **Urban County 16. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Monica Leal **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

1. Requesting acceptance and action to correct the base bid total from $55,047.29 to $55,042.76, due to the contractor's mathematical error.

2. Urban County Program on behalf of the City of Mercedes is requesting consideration and action to award and enter into a construction contract with Saenz Utility Contractors, LTD for the 8" off-site sanitary sewer improvements safe room shelter located within the City of Mercedes. Total contract amount of $55,042.76 utilizing UCP - City of Mercedes FY 25 (2012) water/sewer improvement funds.

BACKGROUND

The City of Mercedes has requested and received bids for the 8" off-site sanitary sewer improvements safe room shelter project. Guzman and Muñoz Engineering and Surveying, Inc. prepared the specification packages; bids were received and opened at the Hidalgo County – Purchasing Department on March 12, 2014. After review the project engineer recommended Saenz Utility Contractors, LTD as the lowest of six (6) qualified bidders. (See attached recommendation letter from Guzman and Muñoz Engineering and Surveying, Inc. and copy of bid tabulation sheet.)

Contractor: Saenz Utility Contractors, LTD
Contract Amount: $ 55,042.76
$ 77,087.00 FY 25 (2012) Water/Sewer Improvements

Attachments

agenda backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/26/2014 10:14 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mary Flores Started On: 03/26/2014 08:05 AM

Final Approval Date: 04/04/2014

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY – URBAN COUNTY PROGRAM

BID OPENING DATE: March 12 2014	**BID OPENING TIME: 9:30 A.M.**
DESCRIPTION OF BID: "Mercedes Proposed 8" Off-Site Sanitary Sewer Improvements Safe Room Shelter	
BID NO.: 5012-50-0310-5000-500-UCP-ML **Addendum #1 Required**	**PROCURMENT SPECIALIST:**

BID # RFB#	NAME OF COMPANY	TOTAL PRICE	ADDENDUM #1	BID BOND OR CHECK INCLUDED
#1	Balch Machine Co.	$102,593.52	Acknowledged	Bid Bond Included
#2	The 5125 Company	$75,125.00	Acknowledged	Bid Bond Included
#3	Saenz Utility Contractors, LTD	$55,047.29	Acknowledged	Bid Bond Included
#4	2GS, LLC	$108,710.00	Acknowledged	Bid Bond Included
#5	GP7 Construction, Inc.	$84,150.00	Acknowledged	Bid Bond Included
#6	Jimmy Closner & Sons Const. Co., Inc.	$79,050.00	Acknowledged	Bid Bond Included
#7				

***TYPED AS READ AT BID OPENING, AMOUNTS NOT VERIFIED/CALCULATED**

GUZMAN & MUÑOZ
ENGINEERING AND SURVEYING, INC.
Texas Registered Engineering Firm F-8017

2020 E. EXPRESSWAY 83
MERCEDES, TX 78570

PHONE: (956) 565-4637
FAX: (956) 565-4636

March 17, 2014

City of Mercedes
Ricardo Garcia, City Manager
400 S. Ohio Street
Mercedes, Texas 78570

Re: City of Mercedes – Hidalgo County Urban County Program - 8" Gravity San. Sewer Line – Safe Shelter Off-Site Improvement Project

Mr. Garcia,

On Wednesday, March 12, 2014, bids were received and opened for the above-referenced project. A total of six (6) bids were received. The following is a list of contractors that submitted a bid:

- Saenz Utility Contractors, LTD - $55,042.76
- The 5125 Company - $75,125.00
- Jimmy Closner and Son's Construction Company, Inc. - $79,050.00
- GP7 Construction - $89,150.00
- Balch Machine Company - $102,593.52
- 2GS, LLC - $108,710.00

Saenz Utility Contractor, LTD from Edcouch, Texas submitted the lowest bid of $55,042.76.

Upon review of the bidder's references and company information, GMES recommends this project be awarded to Saenz Utility Contractors, LTD. in the base bid amount of $55,042.76, as shown on the enclosed bid tabulation.

Bid documents submitted show a low bid of $ 55,047.29, however this number included some math errors which when corrected give the actual bid amount of $55,042.76 which is the amount recommended to be awarded.

Should you have any questions on the enclosed information, feel free to contact me at the office by calling (956) 565-4637.

Sincerely,

Armando Gutierrez Jr., P.E.
Senior Project Manager
Guzman & Munoz Engineering and Surveying, Inc.

Enclosure(s)

cc: file
Monica Leal, Hidalgo County Urban County Program Coordinator

BID TABULATION
CITY OF MERCEDES - SAFE SHELTER OFFSITE SANITARY SEWER
Bid Opening Date: March 12, 2014

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
				BIDDER #1		BIDDER #2		BIDDER #3		BIDDER #4		BIDDER #5		BIDDER #6	
				Saenz Utility Contractors		5125 Company		Jimmy Closner & Sons		GP7 Construction		Balch Machine Co.		2GS, LLC	
BID ITEMS															
1	Furnish and Install 8" (SDR-26) Sewer pipe according to the plans and specifications complete in place	1,746	LF	$ 13.18	$ 23,012.28	$ 25.00	$ 43,650.00	$ 25.00	$ 43,650.00	$ 25.00	$ 43,650.00	$ 17.12	$ 29,891.52	$ 35.00	$ 61,110.00
2	Furnish and Install 48" Fiber Glass Manhole (5'-10.5') according to the plans and specifications complete in place	8	EA	$ 3,374.04	$ 26,992.32	$ 3,500.00	$ 28,000.00	$ 3,500.00	$ 28,000.00	$ 3,000.00	$ 24,000.00	$ 6,320.00	$ 50,560.00	$ 3,200.00	$ 25,600.00
3	Furnish and Install tie-in at lift station receiving MH and Safe Shelter MH according to the plans and specifications complete in place	2	EA	$ 205.63	$ 411.26	$ 490.00	$ 980.00	$ 1,700.00	$ 3,400.00	$ 5,000.00	$ 10,000.00	$ 5,278.00	$ 10,556.00	$ 5,500.00	$ 11,000.00
4	Installation and Maintenance of Erosion Control Device as per Contractor submitted SW3P Plan	1	LS	$ 2,444.40	$ 2,444.40	$ 495.00	$ 495.00	$ 2,500.00	$ 2,500.00	$ 8,000.00	$ 8,000.00	$ 9,886.00	$ 9,886.00	$ 6,500.00	$ 6,500.00
5	Furnish a Trench Protection Safety Plan signed and sealed by a professional engineer for installation of pipe and bores deeper than 5 feet according to thre plans and specification complete in place.	1	LS	$ 2,182.50	$ 2,182.50	$ 2,000.00	$ 2,000.00	$ 1,500.00	$ 1,500.00	$ 3,500.00	$ 3,500.00	$ 1,700.00	$ 1,700.00	$ 4,500.00	$ 4,500.00
Total Base Bid				$	55,042.76	$	75,125.00	$	79,050.00	$	89,150.00	$	102,593.52	$	108,710.00
DIFFERENCE ABOVE THE LOWEST BASE BID							0.364847984		0.436156181		0.619649887		0.863887839		0.975009974

Jose Muniz

From: Maribel <accounts@saenzutility.com>
Sent: Monday, March 17, 2014 1:46 PM
To: Jose Muniz
Subject: Re: P974B Mercedes Off-Site 8" Gravity San. Sewer line - Bid Tab.xlsx

Mr. Muniz,

Good afternoon!

Saenz Utility Contractors. LTD acknowledges the errors discovered in items 1 and 3, and accepts the new bid total of $55,042.76.

Regards,

Maribel Sáenz
Human Resources/Estimator
[illegible]
Phone: 956-262-8506
Fax: 956-262-6493
email: accounts@saenzutility.com

Confidentiality Note: This email (and/or the documents and materials accompanying it) is intended only for the use
of the individual or entity to which it is addressed and may contain information that is privileged and confidential.
If you are not the intended recipient, you are hereby notified that any disclosure, distribution or copying or taking
any action in reliance on the contents of this information is strictly prohibited. If you have received this email in error, please notify us by telephone to arrange for the return of the documents.

On March 17, 2014 at 11:24 AM Jose Muniz <JOSEM@gmes.biz> wrote:

Dear Monica & Mr. Saenz,

Attached is the bid tabulation for the above referenced project, the actual low bid as show on the bid forms is $55,047.29, however there is a math error in the following bid items:

Bid item 1, Contractor 1,746 LF X $13.18 = $23,016.82
Bid Tab 1,746 LF X $13.18 = $23,012.28
A total difference of $4.54 less

Bid item 3, Contractor 2 Each X $205.63 = $411.25
Bid Tab 2 Each X $205.63 = $411.26
A total difference of $0.01 more

This translates to the low bid being $4.53 less than the $55,047.29 shown on the bid forms to an actual low bid of $55,042.76 as shown on the bid tabulation.

I am requesting that Saenz Utility Contractors send us a letter acknowledging the math errors and accepting the correct low bid amount of $55,042.76. We will forward this acknowledgment to your office as soon as we receive it.

Thanks

Jose Luis Muniz
Project Coordinator
GM GUZMAN & MUÑOZ
2020 East Expressway 83
Mercedes, TX 78570
Office: (956) 565-4637 Ext. 113
Fax: (956) 565-4636
Mobile: (956) 535-2946

PROVIDING PROFESSIONAL SERVICES TO THE RIO GRANDE VALLEY FOR OVER 38 YEARS
"Continued Excellence through Teamwork"
S.B.A. 8(A) CERTIFIED, HUB CERTIFIED, TXDOT CERTIFIED, DBE CERTIFIED.

PRIVACY NOTICE: This information is intended only for the use of the individual or entity to which it is addressed and contains information that is privileged, confidential or exempt from disclosure under applicable federal or state law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, contact the sender and delete the material from any computer. Any views or opinions expressed in this message are those of the individual sender and not necessarily those of Guzman & Munoz Engineering and Surveying, Inc.

please consider the environment before printing this e-mail.

CONSTRUCTION CONTRACT

This Agreement entered into this **8th day of April, 2014** by and between Hidalgo County acting by and through Hidalgo County Urban County Program, hereinafter called the "OWNER", acting herein through its County Judge and **Saenz Utility Contractors, LTD (a corporation)** (a partnership) (an individual) of **Edcouch,** State of Texas, hereinafter called "CONTRACTOR".

WITNESSETH

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

PROJECT NAME:	**City of Mercedes–Sewer Improvements**
PROJECT No.:	**5012-50-0310-5000-5000-UCP-ML**
PROJECT DESCRIPTION:	**8" Gravity Sanitary Sewer Line – Safe Shelter off-site improvements project**

hereinafter called the project, for the sum of **($55,042.76) – Fifty-five thousand forty -two dollars and seventy six cents** and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by **Guzman & Muñoz Engineering and Surveying, Inc.**, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or after a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete the project within **60** consecutive calendar days thereafter. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of **($200.00) Two hundred dollars and zero cents** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts, each of which shall be deemed an original, in year and day first above mentioned.

Juan Saenz, President

Name of Firm: Saenz Utility Contractors, LTD

Address: 22290 N. FM 88
Edcouch, TX 78538

Federal I.D./S.S.: 47-0875517

STATE OF TEXAS '
'
COUNTY OF HIDALGO '

This instrument was acknowledged before me on this the ___ day of _____, 20_____,

by _____, _____ of and on behalf of _____.
(title) (a corporation) (a partnership) (an individual)

Notary Public - Signature

WITNESS:

URBAN COUNTY PROGRAM

Diana R. Serna
Urban County Director

APPROVED AS TO FORM
Atlas, Hall & Rodriguez
By: Stephen L. Crain
Date: July 12, 2012

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/25/2014

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
Willis of Texas, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME:
PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: certificates@willis.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Liberty Surplus Insurance Corporation	10725
INSURER B : Stratford Insurance Company	40436
INSURER C : Torus Insurance Company	44776
INSURER D : Service Lloyds Insurance Company	43389
INSURER E : Travelers Lloyds Insurance Company	41262
INSURER F :	

INSURED
Saenz Utility Contractors, Ltd.
22290 N FM 88
Edcouch, TX 78538

COVERAGES **CERTIFICATE NUMBER:** W259351 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	Y	Y	1000044104-01	06/03/2013	06/03/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			MCC0105619	07/03/2013	07/03/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $10,000			54355C130ALI	06/03/2013	06/03/2014	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		SRZE27935-13	06/03/2013	06/03/2014	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
E	Commercial Property			660-5D166382	06/03/2013	06/03/2014	Building : $375,000 Equipment Floater Limit : $924,638 Rental Equipment: $300,000	

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

Attached:
CG 2010 0704 Blanket Additional Insured
CG 2404 0509 Blanket Waiver of Subrogation

CERTIFICATE HOLDER

Hidalgo County- Urban County Program
427 E. Duranta Ave. Suite 107
Alamo, TX 78516

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Liberty
Surplus Insurance
Corporation
Member of Liberty Mutual Group

Commercial General Liability

LIBERTY SURPLUS INSURANCE CORPORATION

(A New Hampshire Stock Insurance Company, hereinafter the "Company")

ENDORSEMENT NO. 1

Effective Date:	06/03/2013
Policy Number:	1000044104-01
Issued To:	Saenz Utility Contractors, Ltd

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract signed by both parties prior to any "occurrence" in which coverage is sought under this policy.	All locations of covered operations.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations)

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

CG 20 10 07 04

© ISO Properties, Inc., 2004

Liberty Surplus Insurance Corporation
Member of Liberty Mutual Group

LIBERTY SURPLUS INSURANCE CORPORATION

(A New Hampshire Stock Insurance Company, hereinafter the "Company")

ENDORSEMENT NO. 24

Effective Date:	06/03/2013
Policy Number:	1000044104-01
Issued To:	Saenz Utility Contractors, Ltd

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

As required by written contract signed by both parties prior to any "occurrence" in which coverage is sought under this policy.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

CG 24 04 05 09

© Insurance Services Office, Inc., 2008

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

2453435

1 **Name of person who has a business relationship with local governmental entity.**

Saenz Utility Contractors, LTD

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.**

None

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 Juan Saenz

Signature of person doing business with the governmental entity

10/11/13

Date

Adopted 06/29/2007

AI-43751 **Urban County 16. D.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Monica Leal **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

On behalf of the City of Edcouch, Urban County Program is requesting approval to reject the sole bid submitted by Prime Controls of Lewisville, TX for the UCP FY's 24 & 25 (2011 & 2012) City of Edcouch Water/Sewer Improvements project (Water Treatment Plant).

BACKGROUND

Bid was received and opened at the Hidalgo County Purchasing Department on March 19, 2014. After review,the project engineer recommended that the sole bid be rejected, due to only one (1) bid received and the bid exceeds the available funds. See attached recommendation letter from Fulcrum Consulting Services and concurrence letter from the City of Edcouch.

Attachments

Agenda backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/24/2014 04:02 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Mary Flores Started On: 03/24/2014 03:39 PM

Final Approval Date: 04/04/2014

CITY OF EDCOUCH

Robert S. Schmalzried - Mayor
Eddy Gonzalez - Mayor Pro-Tem
Alicia Segura - Alderwoman PL 1
Rina Castillo - Alderwoman PL 2
Veronica S. Ramirez - Alderwoman PL
Daniel Guzman - Alderman PL 4
Bernard Rodriguez – City Manager

March 20, 2014

Ms. Diana R. Serna
Urban County Program Director
427 E. Durante, Suite 107
Álamo, Texas 78516

RE: **UCP 2011-2012 Water Treatment Plant "SCADA" Improvements**
Letter of concurrence to reject bids and re-advertise

Dear Ms. Serna,

Please accept this correspondence as our official concurrence to reject the bid received for the UCP 2011-2012 Water Treatment Plant "SCADA" Improvements and to re-advertise the project.

If you need additional documentation, please contact me at (956) 262-2140.

Thank you,

Pete De La Cruz
City of Edcouch
Project Administrator

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY – URBAN COUNTY PROGRAM

BID OPENING DATE: March 19, 2014	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: "City of Edcouch – Water Treatment Plant "SCADA System" Project

BID NO: 5011/12-20-0310-5000-2000-UCP-ML *Addendum No. 1, 2 & 3 Required*	**PROCURMENT SPECIALIST:**

BID # RFB#	NAME OF COMPANY	Acknowledgment of Addendum 1, 2 & 3	TOTAL BID	BID BOND OR CHECK INCLUDED
#1	**Prime Controls, LP**	Addendum 1, 2, & 3 Acknowledged	$520,225.00	Bid Bond Included
#2				
#3				
#4				
#5				
#6				

***TYPED AS READ AT BID OPENING, AMOUNTS NOT VERIFIED/CALCULATED**

FULCRUM
CONSULTING SERVICES

PLANNERS * ENGINEERS * ARCHITECTS * SURVEYORS

March 20, 2014

Mrs. Monica Leal
UCP Project Coordinator
City of Edcouch
427 E. Duranta, Suite 107
Alamo, TX 78516

Re: City of Edcouch – Water Treatment Plant "SCADA System" Improvement Project
Letter to Recommend Rejection of Bids and Re-advertise

Mrs. Leal,

Please accept this correspondence as our official recommendation to reject the bid(s) received for the above referenced project and to re-advertise the project. This recommendation is based on the following:

- There was only one (1) bid received.
- The bid exceeds the available funds

If you have any questions or require further information, please feel free to contact me at your convenience.

Sincerely,
Fulcrum Consulting Services

, P.E.

Daniel Campos, P.E.

STATE OF TEXAS
DANIEL CAMPOS
94731
LICENSED
PROFESSIONAL ENGINEER

XC: Mr. Bernard Rodriguez – City Manager, City of Edcouch
Mr. Pete DeLaCruz – UCP Program Coordinator, City of Edcouch
Fulcrum Consulting Services – Office File

Office: (956) 797-3411 P.O. Box 530540 Harlingen, Texas 78553 Fax: (956) 797-3400

AI-43762 **Elections Administration 17. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Approval of Full Contract Services between Hidalgo County and the City of Elsa for their election to be held on May 10, 2014.

BACKGROUND

One (1) original of Contract for Election Services.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-126-30-000-000-0-000

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

BUDGETARY IMPACT:

All costs and applicable fees associated with the election services shall be paid by the entities requesting the services as outlined in the caption (reimbursement basis to the Elections Dept). As of 3/25/14, the City of Elsa does not owe the Hidalgo County Elections Dept. any outstanding charges.

Attachments

Elsa

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 01:59 PM
Obdett Calzada	Obdett Calzada	04/04/2014 01:26 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Amanda Valdez Started On: 03/25/2014 10:38 AM

Final Approval Date: 04/04/2014

THE STATE OF TEXAS §
§ CONTRACT FOR ELECTION SERVICES
COUNTY OF HIDALGO §

This Contract is entered into by and between the HIDALGO COUNTY ELECTIONS ADMINISTRATOR, Yvonne Ramón, hereinafter referred to as "ADMINISTRATOR", on behalf of Hidalgo County, a political subdivision of the State of Texas, and the **CITY OF ELSA**, hereinafter referred to as the "ENTITY", pursuant to Texas Election Code Section 31.092.

RECITALS

WHEREAS, the ENTITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called an election to be held on **May 10, 2014**.

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision; and

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County; and

WHEREAS, the ENTITY is a political subdivision in Hidalgo County that desires the County to conduct and supervise the **May 10, 2014**, election of the ENTITY (the "Election"); and

WHEREAS, the ENTITY and the COUNTY, through the ADMINISTRATOR, desire to enter into a contract setting out the respective responsibilities of the parties; and

WHEREAS, the COUNTY agrees to perform election services for the ENTITY; and

WHEREAS, ADMINISTRATOR has provided costs for election services to be rendered by ADMINISTRATOR'S office pursuant to the terms of this Contract, which costs are set out in Article VI hereof; and

NOW, THEREFORE, the COUNTY, through the ADMINISTRATOR, and the ENTITY for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby agree to hold contract, covenant and agree as follows:

ARTICLE I
PURPOSE

1.01. The parties hereto have entered into this Contract for election services described in Article II to be provided to the ENTITY for its election to be held on **May 10, 2014**, and any Runoff, if applicable.

ARTICLE II
SERVICES

2.01. The COUNTY, through the ADMINISTRATOR, agrees to provide to the ENTITY the following:

(A) Procure, provide, prepare, program and distribute Direct Recording Electronic (DREs) voting systems and necessary election equipment, as well as an ADA voting system, and transport equipment to and from the polling locations, including early voting substations, for the ENTITY;

(B) Prepare and provide Direct Recording Electronic training for election workers;

(C) Prepare and provide Logic and Accuracy testing on ENTITY's election ballot for every iVotronic voting machine to be utilized by ENTITY during early voting and election day;

(D) Procure, provide, prepare and program Electronic Poll Book(s) per polling location with the Voter Registration Database. To include laptop(s), training for poll book , insurance, and delivery fee, as well as supplies such as, but not limited to labels and printer;

(E) Provide and prepare all mail-in ballot supplies, including applications, paper ballots, envelopes and postage;

(F) Provide training for Judges/Clerks;

(G) Procure, provide, prepare, and distribute all necessary election supplies, including:
1) Ballots (preparation and distribution only);
2) Election kits and election paperwork;
3) Ballot boxes and voting booths

(H) Provide cages and covers, cage kit, to include, but not limited to surge protectors, tape, printer, headphones and scanner as well as supplies such as bags, aprons, clipboards, pens, pencils, rulers, magnifiers, inkpads, screen cloths, sanitizers and badges;

(I) Procure early voting polling places and election day polling places, as ordered;

(J) Prepare Writ of Election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;

(K) Notify the election judges of the date, time and place of the election;

(L) Procure and pay election judges and clerks for early voting and election day voting;

(M)Provide the general overall supervision of the Election and provide the advisory services in connection with the decisions to be made and the actions to be taken by the ENTITY;

(N) Procure and pay Ballot Board members ;

(O) Provide information for election officers;

(P) Provide such incidental related services as may be necessary to conduct the election;

(Q) Serve as the Early Voting Clerk;

(R) Establish a Central Counting Station for the purpose of tabulating ballots; and

(S) Tabulate election results in preparation for ENTITY's canvassing.

(T) Prepare and submit to the Secretary of State the Precinct by Precinct reports;

2.02 The ENTITY shall be responsible for performing the following:

(A) Payment of all necessary election supplies as required by the COUNTY, including but not limited to ballots, election kits, mail-in ballot supplies, laptop rental, labels and combination forms;

(B) Pay the cost of judges and election workers for hourly pay submitted by the County Elections Administrator at the rate of $9.00 per hour for Election Judges and $8.00 per hour for Alternate Judges and Early Voting Clerks for both Early Voting and General Election and pay the cost for training of Judges and Clerks at the rate of $7.00 per hour per person.

(C) Reimburse the COUNTY for the cost for liability insurance coverage for election workers employed for both Early Voting and General Election;

(D) Canvass the Election results for the ENTITY'S governing body;

(E) As stated in Section 31.096 of the Texas Election Code, this Contract may not change:
(1) the authority with whom applications of candidates for a place on a ballot are filed; (2) the authority with whom documents are filed under Title 15; or (3) the authority to serve as custodian of voted ballots or other election records, except that the contract may provide that the County Election Officer will be the custodian of voted ballots. Under this Contract, the Hidalgo County Elections Administrator shall be the custodian of voted ballots.

(F) The ADMINISTRATOR shall be the agent of the ENTITY for the purposes of contracting with third parties with respect to the election expenses within the scope of the County Elections Administrator's duties;

(G) The COUNTY shall file copies of this Contract with the County Treasurer and the County Auditor; and

(H) Prepare, distribute, and publicize notice of election (Texas Election Code Section 4.003.a1) and early voting and election day schedules in newspaper;

(I) Reimburse the COUNTY for any and all costs associated with recounts and/or election contests associated with the election;

(J) In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid. The ADMINISTRATOR shall submit the actual costs for items contracted pursuant to the Contract with the ENTITY no sooner than ten (10) days after the Election

and/or as soon as all invoices from third party vendors are received;

(K) Confirm and/or correct the boundaries of the political subdivision holding the election on a map provided by the County. Once confirmed and/or corrected, Entity certifies the veracity of the boundaries and geographical area that represents the Entity and the area subject to the election.

ARTICLE III
SCHEDULE FOR PERFORMANCE OF SERVICES

3.01. Specific services to be provided related to the general services identified in Article II shall be performed in accordance with the time requirements set out in the Texas Election Code.

ARTICLE IV
SERVICES NOT PROVIDED BY COUNTY

4.01. ADMINISTRATOR shall have no responsibility for insuring the passage of the appropriate Election Order by the ENTITY, publishing and (or) posting the Election Order as required by the Texas Election Code Section 3.004(3), or Texas Election Code 67.002(2) which is canvassing election results.

ARTICLE V
TERM

5.01. Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.

ARTICLE VI
COST OF SERVICE AND BILLING

In consideration for the services provided hereunder by ADMINISTRATOR, the ENTITY agrees to pay ADMINISTRATOR for the following costs of services:

6.01 iVotronic Voting Machines:

A. One base charge of $150.00 for Programming iVotronic ballot for voting machines, a $25 additional charge per additional ballot styles and a minimum of a $10 charge for Request Changes on Programmed Ballot;
B. Base charge for Audio Setup of $300 for English/Spanish;
C. A $10.00 recording fee for Audio Files for each Contest and/or Office;
D. A $10.00 recording fee for Audio Files for each Proposition/Amendment/Charter/Instructions;
E. A $10.00 recording fee for Audio Files for each Candidate and/or Responses;
F. Cost of creating election media, such as, but not limited to Personal Electronic Ballot cartridges (PEB), compact flash cards, labels, bags, keys, etc.;
G. The amount of $150.00 leasing fee for <u>each</u> iVotronic and $150.00 leasing fee for each ADA iVotronic;
H. Cost of delivery and pick-up of iVotronics for Early Voting and Election Day to

include fuel charge and mileage at COUNTY's cost;

I. The above described fees for each machine and programming fee shall be additionally charged for any Runoff Election.

6.02 Electronic Poll Book:

A. Database access at $100.00 per day;
B. Laptop rental, magnetic card swipes, bar code scanner, Dymo printers, insurance and delivery fee of $150.00 per location;
C. Printer label fee of $.03 per label (price subject to change);
D. Creation of separate Username and password for each polling location at $20.00 per location;

6.03 Fee for Early Voting and General Election Combination forms, maps and election kits. One-hundred sample ballots at no charge with additional sample ballots at twenty cents per copy; No charge for provisional bags, table tops if necessary, ballot box(es), custom signs and flags;

6.04 Reimbursement of ballot supplies, including applications, paper ballots, correspondence, envelopes and postage at COUNTY's cost;

6.05 Reimbursement fee for publications of all notices and newspaper advertisements, (if applicable);

6.06 Reimbursement of rental fees incurred for early voting polling places and Election Day polling places, as ordered;

6.07 Cost of judges and election workers for time worked to be submitted to the ENTITY by the ADMINISTRATOR. The ENTITY shall reimburse the COUNTY for the cost of payroll for election workers at $9.00 per hour for Election Judge, $8.00 per hour for Alternate Judge and Clerk(s); includes cost of payroll for training of Election Judge, Alternate Judge and Clerk(s) at $7.00 per hour per person;

6.08 Pay for the cost of the Ballot Board judge at $9.00 per hour and Ballot Board clerks at $8.00 per hour;

6.09 One copy of canvass report provided to ENTITY at no charge; each additional canvass report requested to be reimbursed by the ENTITY at COUNTY's cost;

6.10 Reimbursement to the COUNTY for the cost of liability insurance coverage as set by the County for all election workers employed for the elections;

6.11 Reimbursement to the COUNTY for the cost of the use of wireless cell phones at polling locations with the rate set by the wireless vendor at the time of usage which includes an additional per minute fee as charged by the vendor, a service charge of $10.00 per phone line and a Verizon base fee of $3.99 per phone line;

6.12 Billing:

A. The form of the invoice to be used in the billing by the COUNTY, including a good faith estimate of costs, is attached hereto as Exhibit A. The ENTITY shall submit to the COUNTY, an administrative fee of ten percent (10%) of the entire estimated cost of the Election, as shown in Exhibit A referenced above. This fee shall be submitted to the

County with this signed contract. The parties agree that time is of the essence on this payment obligation. The ten percent (10%) administrative fee is prescribed by Section 31.100(d) of the Election Code.

B. The ADMINISTRATOR shall, as soon as practicable after the Election, prepare and send an itemized invoice with the actual costs of the Election to the ENTITY.

C. Full payment of the remaining balance, if any, shall be made by the ENTITY within thirty (30) days of receipt of the invoice.

D. Payment shall be made by check payable to the Hidalgo County Elections Department.

E. Notice. Except as may be otherwise specifically provided in this contract, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i)personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

Yvonne Ramón
Hidalgo County Elections Administrator
PO Box 659
Edinburg, Texas 78540

Mr. Alonzo "Al" Perez
Mayor
City of Elsa
PO Box 427
Elsa, TX 78543

F. Any balances, if any remain after the payment of all costs of election bills, shall be the property of the ENTITY and returned to it.

ARTICLE VII

7.01 IF ANY OF THE ELECTION EQUIPMENT IS LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.

ARTICLE VIII
GENERAL PROVISIONS

8.01. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.

8.02. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or

unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

8.03. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

8.04. No amendment, modification, or alteration of the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SIGNED this 21st day of March, 2014

APPROVAL COUNTY OF HIDALGO:

BY: _____
RAMON GARCIA
COUNTY JUDGE

CITY OF ELSA
ENTITY

BY: _____

PRINT: ALONZO "AL" PEREZ

TITLE: MAYOR

ATTEST:

BY: _____
ARTURO GUAJARDO, JR.
COUNTY CLERK

ATTEST

BY: Veronica Montoya

PRINT: _____

TITLE: City Secretary

ELECTIONS ADMINISTRATOR

BY: _____
YVONNE RAMÓN

APPROVED AS TO LEGAL FORM:

HIDALGO COUNTY
ASSISTANT CRIMINAL DISTRICT ATTORNEY

BY: _____
JOSEPHINE RAMIREZ SOLIS

2014 Hidalgo County Elections
Contract Estimate Calculator

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

	ELECTION: City of Elsa-Referendum	DATE: May 10, 2014		
6.01	**Programming Services for iVotronic**	**Price**	**Quantity**	**Total**
A	Base Charge: Ballot Programming	$150.00	1	$150.00
A	Additional Ballot Style(s)	$25.00	0	$0.00
A	Request Change on Programmed Ballot	$10.00	0	$0.00
B	Audio Files Set up Charge English/ Spanish	$300.00	1	$300.00
C	Audio Files (Per Contest/Office)	$10.00	1	$10.00
D	Audio Files (Per Propositions/ Amendments/ Charters/ Instructions)	$10.00	2	$20.00
E	Audio Files (Per Candidate/ Responses)	$10.00	2	$20.00
F	Election Media per Polling Location(s)	$100.00	4	$400.00
G	iVotronic Voting Machine(s)	$150.00	2	$300.00
G	ADA iVotronic Voting Machine(s)	$150.00	1	$150.00
H	Delivery/ Pick-up Fee (includes Mileage)	$450.00	0	$0.00
		Total iVotronic Programming Charges		**$1,350.00**
6.02	**Electronic Poll Book (VoteSafe)**	**Price**	**Quantity**	**Total**
A	Voter Registration Database Access (Per Day)	$100.00	9	$900.00
B	Laptop Rental (includes Bar Code Scanner/Dymo Printer)	$150.00	1	$150.00
C	Printer Labels (per vote)	$0.03	4806	$144.18
D	Username/Password - Per Polling Location	$20.00	2	$40.00
		Total Electronic Poll Book Charges		**$1,234.18**
6.03	**Supplies**	**Price**	**Quantity**	**Total**
	Early Voting Combination Forms	$0.55	100	$55.00
	Election Day Combination Forms	$0.55	100	$55.00
	Election Judge Kit for Early Voting	$35.00	1	$35.00
	Election Judge Kit for Election Day	$35.00	1	$35.00
	Polling Location Map(s)	$17.00	2	$34.00
	100 Sample ballots provided. Additional Copies of Sample Ballots @ $0.20 each.	$0.20	200	$40.00
		Total Supplies Charges		**$254.00**
6.04	**Mail & Ballot Service**	**Price**	**Quantity**	**Total**
	Mail-in-Ballot Applications	$0.25	0	$0.00
	Paper Ballots for Mail-in-Ballots and Provisionals	$0.40	100	$40.00
	Mail-in-Ballots Kit(s) per request	$2.00	100	$200.00
	Postage Mail-in-Ballots (per request)	$0.61	100	$61.00
	Correspondence Postage	$0.46	1	0.46
		Total Mail & Ballot Service Charges		**$301.46**
6.05	**Advertisements/Notices**	**Price**	**Quantity**	**Total**
	The Monitor newspaper (if applicable)	$1,500.00	1	$1,500.00
	Local newspaper		0	$0.00
		Total Advertisement/Notice Charges		**$1,500.00**
6.06	**Polling Location Rental Fees**	**Price**	**Quantity**	**Total**
			0	$0.00
		Total Polling Location Rental Charges		**$0.00**
6.07	**Payroll for Training and Election Poll Workers**	**Price**		**Total**
	Payroll for Early Voting Employees	$2,200.00		$2,200.00
	Payroll for Election Day Employees	$400.00		$400.00
		Total Payroll Charges		**$2,600.00**
6.08	**Payroll for Ballot Board**	**Price**	**Quantity**	**Total**
	Ballot Board	$150.00	1	$150.00
		Total Ballot Board Charges		**$150.00**
6.09	**Canvass & Precinct by Precinct Reports**	**Price**	**Quantity**	**Total**
	Canvass Report (One Certified Copy Included)	$0.00	1	$0.00
	Precinct by Precinct	$27.19	1	$27.19
		Total Canvass Report Charges		**$27.19**

6.10	**Insurance**	**Hourly rate**	**Workers**	**Hours wrk**	**Total**
	Liability insurance for Early Voting Supervisors	$ 9.00	1	87	$1.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Early Voting Clerks	$ 8.00	2	174	$5.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Presiding Judges	$ 9.00	1	15	$0.27
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Alternate/Clerks	$ 8.00	2	30	$0.96
	(hourly rate X workers X hrs worked X 0.002)				
			Total Insurance Charges		**$8.36**

6.11	**Cell Phones**	**Price**	**Quantity**	**Total**
	Verizon Wireless phone	$17.52	1	$17.52
		Total Cell Phone Charges		**$17.52**
6.12			**Subtotal**	**$7,442.71**
			Administrative Fees (10%)	**$744.27**
			ESTIMATED GRAND TOTAL	**$8,186.99**

AI-43763 **Elections Administration 17. B.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Approval of Full Contract Services between Hidalgo County and the Donna Independent School District for their election to be held on May 10, 2014.

BACKGROUND

Two (2) original of Contract for Election Services.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-126-30-000-000-0-000

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

BUDGETARY IMPACT:

All costs and applicable fees associated with the election services shall be paid by the entities requesting the services as outlined in the caption (reimbursement basis to the Elections Dept). As of 3/25/14, the Donna Independent School District does not owe the Hidalgo County Elections Dept. any outstanding charges.

Attachments

Donna

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 02:00 PM
Obdett Calzada	Obdett Calzada	04/04/2014 01:26 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Amanda Valdez Started On: 03/25/2014 10:50 AM

Final Approval Date: 04/04/2014

THE STATE OF TEXAS §
§ CONTRACT FOR ELECTION SERVICES
COUNTY OF HIDALGO §

This Contract is entered into by and between the HIDALGO COUNTY ELECTIONS ADMINISTRATOR, Yvonne Ramón, hereinafter referred to as "ADMINISTRATOR", on behalf of Hidalgo County, a political subdivision of the State of Texas, and the **DONNA INDEPENDENT SCHOOL DISTRICT**, hereinafter referred to as the "ENTITY", pursuant to Texas Election Code Section 31.092.

RECITALS

WHEREAS, the ENTITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called an election to be held on **May 10, 2014**.

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision; and

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County; and

WHEREAS, the ENTITY is a political subdivision in Hidalgo County that desires the County to conduct and supervise the **May 10, 2014**, election of the ENTITY (the "Election"); and

WHEREAS, the ENTITY and the COUNTY, through the ADMINISTRATOR, desire to enter into a contract setting out the respective responsibilities of the parties; and

WHEREAS, the COUNTY agrees to perform election services for the ENTITY; and

WHEREAS, ADMINISTRATOR has provided costs for election services to be rendered by ADMINISTRATOR'S office pursuant to the terms of this Contract, which costs are set out in Article VI hereof; and

NOW, THEREFORE, the COUNTY, through the ADMINISTRATOR, and the ENTITY for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby agree to hold contract, covenant and agree as follows:

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SERVICES

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(A) Procure, provide, prepare, program and distribute Direct Recording Electronic (DREs) voting systems and necessary election equipment, as well as an ADA voting system, and transport equipment to and from the polling locations, including early voting substations, for the ENTITY;

(B) Prepare and provide Direct Recording Electronic training for election workers;

(C) Prepare and provide Logic and Accuracy testing on ENTITY's election ballot for every iVotronic voting machine to be utilized by ENTITY during early voting and election day;

(D) Procure, provide, prepare and program Electronic Poll Book(s) per polling location with the Voter Registration Database. To include laptop(s), training for poll book , insurance, and delivery fee, as well as supplies such as, but not limited to labels and printer;

(E) Provide and prepare all mail-in ballot supplies, including applications, paper ballots, envelopes and postage;

(F) Provide training for Judges/Clerks;

(G) Procure, provide, prepare, and distribute all necessary election supplies, including:
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2) Election kits and election paperwork;
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(I) Procure early voting polling places and election day polling places, as ordered;

(J) Prepare Writ of Election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;

(K) Prepare, distribute, and publicize notice of election (Texas Election Code Section 4.003.a1) and early voting and election day schedules in newspaper;

(L) Notify the election judges of the date, time and place of the election;

(M)Procure and pay election judges and clerks for early voting and election day voting;

(N) Provide the general overall supervision of the Election and provide the advisory services in connection with the decisions to be made and the actions to be taken by the ENTITY;

(O) Procure and pay Ballot Board members ;

(P) Provide information for election officers;

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(R) Serve as the Early Voting Clerk;

(S) Establish a Central Counting Station for the purpose of tabulating ballots; and

(T) Tabulate election results in preparation for ENTITY's canvassing.

(U) Prepare and submit to the Secretary of State the Precinct by Precinct reports;

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D. A $10.00 recording fee for Audio Files for each Proposition/Amendment/Charter/Instructions;
E. A $10.00 recording fee for Audio Files for each Candidate and/or Responses;
F. Cost of creating election media, such as, but not limited to Personal Electronic Ballot cartridges (PEB), compact flash cards, labels, bags, keys, etc.;
G. The amount of $150.00 leasing fee for <u>each</u> iVotronic and $150.00 leasing fee for each ADA iVotronic;
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B. Laptop rental, magnetic card swipes, bar code scanner, Dymo printers, insurance and delivery fee of $150.00 per location;
C. Printer label fee of $.03 per label (price subject to change);
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6.05 Reimbursement fee for publications of all notices and newspaper advertisements, (if applicable);

6.06 Reimbursement of rental fees incurred for early voting polling places and Election Day polling places, as ordered;

6.07 Cost of judges and election workers for time worked to be submitted to the ENTITY by the ADMINISTRATOR. The ENTITY shall reimburse the COUNTY for the cost of payroll for election workers at $9.00 per hour for Election Judge, $8.00 per hour for Alternate Judge and Clerk(s); includes cost of payroll for training of Election Judge, Alternate Judge and Clerk(s) at $7.00 per hour per person;

6.08 Pay for the cost of the Ballot Board judge at $9.00 per hour and Ballot Board clerks at $8.00 per hour;

6.09 One copy of canvass report provided to ENTITY at no charge; each additional canvass report requested to be reimbursed by the ENTITY at COUNTY's cost;

6.10 Reimbursement to the COUNTY for the cost of liability insurance coverage as set by the County for all election workers employed for the elections;

6.11 Reimbursement to the COUNTY for the cost of the use of wireless cell phones at polling locations with the rate set by the wireless vendor at the time of usage which includes an additional per minute fee as charged by the vendor, a service charge of $10.00 per phone line and a Verizon base fee of $3.99 per phone line;

6.12 Billing:

A. The form of the invoice to be used in the billing by the COUNTY, including a good faith estimate of costs, is attached hereto as Exhibit A. The ENTITY shall submit to the COUNTY, an administrative fee of ten percent (10%) of the entire estimated cost of the Election, as shown in Exhibit A referenced above. This fee shall be submitted to the

County with this signed contract. The parties agree that time is of the essence on this payment obligation. The ten percent (10%) administrative fee is prescribed by Section 31.100(d) of the Election Code.

B. The ADMINISTRATOR shall, as soon as practicable after the Election, prepare and send an itemized invoice with the actual costs of the Election to the ENTITY.

C. Full payment of the remaining balance, if any, shall be made by the ENTITY within thirty (30) days of receipt of the invoice.

D. Payment shall be made by check payable to the Hidalgo County Elections Department.

E. Notice. Except as may be otherwise specifically provided in this contract, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i)personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

Yvonne Ramón
Hidalgo County Elections Administrator
PO Box 659
Edinburg, Texas 78540

Mr. David Robledo
Chief Financial Officer
Donna ISD
116 N 10th Street
Donna, TX 78537

F. Any balances, if any remain after the payment of all costs of election bills, shall be the property of the ENTITY and returned to it.

ARTICLE VII

7.01 IF ANY OF THE ELECTION EQUIPMENT IS LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.

ARTICLE VIII
GENERAL PROVISIONS

8.01. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.

8.02. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or

unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

8.03. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

8.04. No amendment, modification, or alteration of the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SIGNED this 18th day of March, 2014

APPROVAL COUNTY OF HIDALGO:

BY:_____
RAMON GARCIA
COUNTY JUDGE

ATTEST:

BY:_____
ARTURO GUAJARDO, JR.
COUNTY CLERK

ELECTIONS ADMINISTRATOR

BY:_____
YVONNE RAMÓN

APPROVED AS TO LEGAL FORM:

HIDALGO COUNTY
ASSISTANT CRIMINAL DISTRICT ATTORNEY

BY:_____
JOSEPHINE RAMIREZ SOLIS

DONNA ISD
ENTITY

BY:_____

PRINT: JESUS RENE REYNA

TITLE: INTERIM SUPERINTENDENT

ATTEST

BY:_____

PRINT: Irma L. Perez

TITLE: Secretary/Bookkeeper for Deputy Supt.

2014 Hidalgo County Elections
Contract Estimate Calculator

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

	ELECTION: Donna ISD-Special Election Pl. 2	DATE: May 10, 2014		
6.01	**Programming Services for iVotronic**	**Price**	**Quantity**	**Total**
A	Base Charge: Ballot Programming	$150.00	1	$150.00
A	Additional Ballot Style(s)	$25.00	0	$0.00
A	Request Change on Programmed Ballot	$10.00	0	$0.00
B	Audio Files Set up Charge English/ Spanish	$300.00	1	$300.00
C	Audio Files (Per Contest/Office)	$10.00	1	$10.00
D	Audio Files (Per Propositions/ Amendments/ Charters/ Instructions)	$10.00	0	$0.00
E	Audio Files (Per Candidate/ Responses)	$10.00	3	$30.00
F	Election Media per Polling Location(s)	$100.00	4	$400.00
G	iVotronic Voting Machine(s)	$150.00	10	$1,500.00
G	ADA iVotronic Voting Machine(s)	$150.00	4	$600.00
H	Delivery/ Pick-up Fee (includes Mileage)	$450.00	1	$450.00
			Total iVotronic Programming Charges	$3,440.00
6.02	**Electronic Poll Book (VoteSafe)**	**Price**	**Quantity**	**Total**
A	Voter Registration Database Access (Per Day)	$100.00	9	$900.00
B	Laptop Rental (includes Bar Code Scanner/Dymo Printer)	$150.00	3	$450.00
C	Printer Labels (per vote)	$0.03	20873	$626.19
D	Username/Password - Per Polling Location	$20.00	4	$80.00
			Total Electronic Poll Book Charges	$2,056.19
6.03	**Supplies**	**Price**	**Quantity**	**Total**
	Early Voting Combination Forms	$0.55	435	$239.25
	Election Day Combination Forms	$0.55	435	$239.25
	Election Judge Kit for Early Voting	$35.00	1	$35.00
	Election Judge Kit for Election Day	$35.00	3	$105.00
	Polling Location Map(s)	$17.00	4	$68.00
	100 Sample ballots provided. Additional Copies of Sample Ballots @ $0.20 each.	$0.20	400	$80.00
			Total Supplies Charges	$766.50
6.04	**Mail & Ballot Service**	**Price**	**Quantity**	**Total**
	Mail-in-Ballot Applications	$0.25	225	$56.25
	Paper Ballots for Mail-in-Ballots and Provisionals	$0.40	1000	$400.00
	Mail-in-Ballots Kit(s) per request	$2.00	200	$400.00
	Postage Mail-in-Ballots (per request)	$0.61	200	$122.00
	Correspondence Postage	$0.46	3	1.38
			Total Mail & Ballot Service Charges	$979.63
6.05	**Advertisements/Notices**	**Price**	**Quantity**	**Total**
	The Monitor newspaper	$1,500.00	1	$1,500.00
	Local newspaper		0	$0.00
			Total Advertisement/Notice Charges	$1,500.00
6.06	**Polling Location Rental Fees**	**Price**	**Quantity**	**Total**
			0	$0.00
			Total Polling Location Rental Charges	$0.00
6.07	**Payroll for Training and Election Poll Workers**	**Price**		**Total**
	Payroll for Early Voting Employees	$3,592.00		$3,592.00
	Payroll for Election Day Employees	$1,560.00		$1,560.00
			Total Payroll Charges	$5,152.00
6.08	**Payroll for Ballot Board**	**Price**	**Quantity**	**Total**
	Ballot Board	$150.00	1	$150.00
			Total Ballot Board Charges	$150.00
6.09	**Canvass & Precinct by Precinct Reports**	**Price**	**Quantity**	**Total**
	Canvass Report (One Certified Copy Included)	$125.00	1	$125.00
	Precinct by Precinct	$27.19	1	$0.00
			Total Canvass Report Charges	$125.00
6.10	**Insurance**	**Hourly rate**	**Workers**	**Hours wrk**	**Total**
	Liability insurance for Early Voting Supervisors	$ 9.00	1	87	$1.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Early Voting Clerks	$ 8.00	4	348	$22.27
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Presiding Judges	$ 9.00	3	45	$2.43
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Alternate/Clerks	$ 8.00	9	135	$19.44
	(hourly rate X workers X hrs worked X 0.002)				
				Total Insurance Charges	$45.71
6.11	**Cell Phones**	**Price**	**Quantity**	**Total**
	Verizon Wireless phone	$17.52	3	$52.56
			Total Cell Phone Charges	$52.56
6.12			Subtotal	$14,267.59
			Administrative Fees (10%)	$1,426.76
			ESTIMATED GRAND TOTAL	$15,694.35

AI-43765 **Elections Administration 17. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Approval of Full Contract Services between Hidalgo County and the City of Mercedes for their election to be held on May 10, 2014.

BACKGROUND

Two (2) original of Contract for Election Services.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-126-30-000-000-0-000

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

BUDGETARY IMPACT:

All costs and applicable fees associated with the election services shall be paid by the entities requesting the services as outlined in the caption (reimbursement basis to the Elections Dept). As of 3/25/14, the City of Mercedes does not owe the Hidalgo County Elections Dept. any outstanding charges.

Attachments

Mercedes

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 02:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Amanda Valdez Started On: 03/25/2014 10:58 AM

Final Approval Date: 04/04/2014

#2014/03/18C

THE STATE OF TEXAS §
§ CONTRACT FOR ELECTION SERVICES
COUNTY OF HIDALGO §

This Contract is entered into by and between the HIDALGO COUNTY ELECTIONS ADMINISTRATOR, Yvonne Ramón, hereinafter referred to as "ADMINISTRATOR", on behalf of Hidalgo County, a political subdivision of the State of Texas, and the **CITY OF MERCEDES**, hereinafter referred to as the "ENTITY", pursuant to Texas Election Code Section 31.092.

RECITALS

WHEREAS, the ENTITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called an election to be held on **May 10, 2014**.

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision; and

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County; and

WHEREAS, the ENTITY is a political subdivision in Hidalgo County that desires the County to conduct and supervise the **May 10, 2014**, election of the ENTITY (the "Election"); and

WHEREAS, the ENTITY and the COUNTY, through the ADMINISTRATOR, desire to enter into a contract setting out the respective responsibilities of the parties; and

WHEREAS, the COUNTY agrees to perform election services for the ENTITY; and

WHEREAS, ADMINISTRATOR has provided costs for election services to be rendered by ADMINISTRATOR'S office pursuant to the terms of this Contract, which costs are set out in Article VI hereof; and

NOW, THEREFORE, the COUNTY, through the ADMINISTRATOR, and the ENTITY for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby agree to hold contract, covenant and agree as follows:

ARTICLE I
PURPOSE

1.01. The parties hereto have entered into this Contract for election services described in Article II to be provided to the ENTITY for its election to be held on **May 10, 2014**, and any Runoff, if applicable.

ARTICLE II
SERVICES

2.01. The COUNTY, through the ADMINISTRATOR, agrees to provide to the ENTITY the following:

(A) Procure, provide, prepare, program and distribute Direct Recording Electronic (DREs) voting systems and necessary election equipment, as well as an ADA voting system, and transport equipment to and from the polling locations, including early voting substations, for the ENTITY;

(B) Prepare and provide Direct Recording Electronic training for election workers;

(C) Prepare and provide Logic and Accuracy testing on ENTITY's election ballot for every iVotronic voting machine to be utilized by ENTITY during early voting and election day;

(D) Procure, provide, prepare and program Electronic Poll Book(s) per polling location with the Voter Registration Database. To include laptop(s), training for poll book , insurance, and delivery fee, as well as supplies such as, but not limited to labels and printer;

(E) Provide and prepare all mail-in ballot supplies, including applications, paper ballots, envelopes and postage;

(F) Provide training for Judges/Clerks;

(G) Procure, provide, prepare, and distribute all necessary election supplies, including:
1) Ballots (preparation and distribution only);
2) Election kits and election paperwork;
3) Ballot boxes and voting booths

(H) Provide cages and covers, cage kit, to include, but not limited to surge protectors, tape, printer, headphones and scanner as well as supplies such as bags, aprons, clipboards, pens, pencils, rulers, magnifiers, inkpads, screen cloths, sanitizers and badges;

(I) Procure early voting polling places and election day polling places, as ordered;

(J) Prepare Writ of Election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;

(K) Prepare, distribute, and publicize notice of election (Texas Election Code Section 4.003.a1) and early voting and election day schedules in newspaper;

(L) Notify the election judges of the date, time and place of the election;

(M)Procure and pay election judges and clerks for early voting and election day voting;

(N) Provide the general overall supervision of the Election and provide the advisory services in connection with the decisions to be made and the actions to be taken by the ENTITY;

(O) Procure and pay Ballot Board members ;

(P) Provide information for election officers;

(Q) Provide such incidental related services as may be necessary to conduct the election;

(R) Serve as the Early Voting Clerk;

(S) Establish a Central Counting Station for the purpose of tabulating ballots; and

(T) Tabulate election results in preparation for ENTITY's canvassing.

(U) Prepare and submit to the Secretary of State the Precinct by Precinct reports;

2.02 The ENTITY shall be responsible for performing the following:

(A) Payment of all necessary election supplies as required by the COUNTY, including but not limited to ballots, election kits, mail-in ballot supplies, laptop rental, labels and combination forms;

(B) Pay the cost of judges and election workers for hourly pay submitted by the County Elections Administrator at the rate of $9.00 per hour for Election Judges and $8.00 per hour for Alternate Judges and Early Voting Clerks for both Early Voting and General Election and pay the cost for training of Judges and Clerks at the rate of $7.00 per hour per person.

(C) Reimburse the COUNTY for the cost for liability insurance coverage for election workers employed for both Early Voting and General Election;

(D) Canvass the Election results for the ENTITY'S governing body;

(E) As stated in Section 31.096 of the Texas Election Code, this Contract may not change:
(1) the authority with whom applications of candidates for a place on a ballot are filed; (2) the authority with whom documents are filed under Title 15; or (3) the authority to serve as custodian of voted ballots or other election records, except that the contract may provide that the County Election Officer will be the custodian of voted ballots. Under this Contract, the Hidalgo County Elections Administrator shall be the custodian of voted ballots.

(F) The ADMINISTRATOR shall be the agent of the ENTITY for the purposes of contracting with third parties with respect to the election expenses within the scope of the County Elections Administrator's duties;

(G) The COUNTY shall file copies of this Contract with the County Treasurer and the County Auditor; and

(H) Reimburse the COUNTY for any and all costs associated with recounts and/or election contests associated with the election;

(I) In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid. The ADMINISTRATOR shall submit the actual costs for items contracted pursuant to the Contract with the ENTITY no sooner than ten (10) days after the Election and/or as soon as all invoices from third party vendors are received;

(J) Confirm and/or correct the boundaries of the political subdivision holding the election on a map provided by the County. Once confirmed and/or corrected, Entity certifies the veracity of the boundaries and geographical area that represents the Entity and the area subject to the election.

ARTICLE III
SCHEDULE FOR PERFORMANCE OF SERVICES

3.01. Specific services to be provided related to the general services identified in Article II shall be performed in accordance with the time requirements set out in the Texas Election Code.

ARTICLE IV
SERVICES NOT PROVIDED BY COUNTY

4.01. ADMINISTRATOR shall have no responsibility for insuring the passage of the appropriate Election Order by the ENTITY, publishing and (or) posting the Election Order as required by the Texas Election Code Section 3.004(3), or Texas Election Code 67.002(2) which is canvassing election results.

ARTICLE V
TERM

5.01. Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.

ARTICLE VI
COST OF SERVICE AND BILLING

In consideration for the services provided hereunder by ADMINISTRATOR, the ENTITY agrees to pay ADMINISTRATOR for the following costs of services:

6.01 iVotronic Voting Machines:

A. One base charge of $150.00 for Programming iVotronic ballot for voting machines, a $25 additional charge per additional ballot styles and a minimum of a $10 charge for Request Changes on Programmed Ballot;
B. Base charge for Audio Setup of $300 for English/Spanish;
C. A $10.00 recording fee for Audio Files for each Contest and/or Office;
D. A $10.00 recording fee for Audio Files for each Proposition/Amendment/Charter/Instructions;
E. A $10.00 recording fee for Audio Files for each Candidate and/or Responses;
F. Cost of creating election media, such as, but not limited to Personal Electronic Ballot cartridges (PEB), compact flash cards, labels, bags, keys, etc.;
G. The amount of $150.00 leasing fee for <u>each</u> iVotronic and $150.00 leasing fee for each ADA iVotronic;
H. Cost of delivery and pick-up of iVotronics for Early Voting and Election Day to include fuel charge and mileage at COUNTY's cost;

I. The above described fees for each machine and programming fee shall be additionally charged for any Runoff Election.

6.02 Electronic Poll Book:

A. Database access at $100.00 per day;
B. Laptop rental, magnetic card swipes, bar code scanner, Dymo printers, insurance and delivery fee of $150.00 per location;
C. Printer label fee of $.03 per label (price subject to change);
D. Creation of separate Username and password for each polling location at $20.00 per location;

6.03 Fee for Early Voting and General Election Combination forms, maps and election kits. One-hundred sample ballots at no charge with additional sample ballots at twenty cents per copy; No charge for provisional bags, table tops if necessary, ballot box(es), custom signs and flags;

6.04 Reimbursement of ballot supplies, including applications, paper ballots, correspondence, envelopes and postage at COUNTY's cost;

6.05 Reimbursement fee for publications of all notices and newspaper advertisements, (if applicable);

6.06 Reimbursement of rental fees incurred for early voting polling places and Election Day polling places, as ordered;

6.07 Cost of judges and election workers for time worked to be submitted to the ENTITY by the ADMINISTRATOR. The ENTITY shall reimburse the COUNTY for the cost of payroll for election workers at $9.00 per hour for Election Judge, $8.00 per hour for Alternate Judge and Clerk(s); includes cost of payroll for training of Election Judge, Alternate Judge and Clerk(s) at $7.00 per hour per person;

6.08 Pay for the cost of the Ballot Board judge at $9.00 per hour and Ballot Board clerks at $8.00 per hour;

6.09 One copy of canvass report provided to ENTITY at no charge; each additional canvass report requested to be reimbursed by the ENTITY at COUNTY's cost;

6.10 Reimbursement to the COUNTY for the cost of liability insurance coverage as set by the County for all election workers employed for the elections;

6.11 Reimbursement to the COUNTY for the cost of the use of wireless cell phones at polling locations with the rate set by the wireless vendor at the time of usage which includes an additional per minute fee as charged by the vendor, a service charge of $10.00 per phone line and a Verizon base fee of $3.99 per phone line;

6.12 Billing:

A. The form of the invoice to be used in the billing by the COUNTY, including a good faith estimate of costs, is attached hereto as Exhibit A. The ENTITY shall submit to the COUNTY, an administrative fee of ten percent (10%) of the entire estimated cost of the Election, as shown in Exhibit A referenced above. This fee shall be submitted to the

County with this signed contract. The parties agree that time is of the essence on this payment obligation. The ten percent (10%) administrative fee is prescribed by Section 31.100(d) of the Election Code.

B. The ADMINISTRATOR shall, as soon as practicable after the Election, prepare and send an itemized invoice with the actual costs of the Election to the ENTITY.

C. Full payment of the remaining balance, if any, shall be made by the ENTITY within thirty (30) days of receipt of the invoice.

D. Payment shall be made by check payable to the Hidalgo County Elections Department.

E. Notice. Except as may be otherwise specifically provided in this contract, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i)personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

Yvonne Ramón
Hidalgo County Elections Administrator
PO Box 659
Edinburg, Texas 78540

Ms. Arcelia Felix
City Secretary
City of Mercedes
PO Box 837
Mercedes, TX 78570

F. Any balances, if any remain after the payment of all costs of election bills, shall be the property of the ENTITY and returned to it.

ARTICLE VII

7.01 IF ANY OF THE ELECTION EQUIPMENT IS LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.

ARTICLE VIII
GENERAL PROVISIONS

8.01. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.

8.02. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or

unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

8.03. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

8.04. No amendment, modification, or alteration of the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SIGNED this 24th day of March, 2014

APPROVAL COUNTY OF HIDALGO:

BY: _____
RAMON GARCIA
COUNTY JUDGE

CITY OF MERCEDES
ENTITY

BY: _____

PRINT: HENRY HINOJOSA

TITLE: MAYOR

ATTEST:

BY: _____
ARTURO GUAJARDO, JR.
COUNTY CLERK

ATTEST

BY: _____

PRINT: Arcelia L. Felix

TITLE: City Secretary

ELECTIONS ADMINISTRATOR

BY: _____
YVONNE RAMÓN

APPROVED AS TO LEGAL FORM:

HIDALGO COUNTY
ASSISTANT CRIMINAL DISTRICT ATTORNEY

BY: _____
JOSEPHINE RAMIREZ SOLIS

2014 Hidalgo County Elections
Contract Estimate Calculator

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

ELECTION: City of Mercedes
Mayor, Commissioner Place 1 & 3
DATE: May 10, 2014

6.01	Programming Services for iVotronic	Price	Quantity	Total
A	Base Charge: Ballot Programming	$150.00	1	$150.00
A	Additional Ballot Style(s)	$25.00	0	$0.00
A	Request Change on Programmed Ballot	$10.00	0	$0.00
B	Audio Files Set up Charge English/ Spanish	$300.00	1	$300.00
C	Audio Files (Per Contest/Office)	$10.00	3	$30.00
D	Audio Files (Per Propositions/ Amendments/ Charters/ Instructions)	$10.00	0	$0.00
E	Audio Files (Per Candidate/ Responses)	$10.00	12	$120.00
F	Election Media per Polling Location(s)	$100.00	2	$200.00
G	iVotronic Voting Machine(s)	$150.00	5	$750.00
G	ADA iVotronic Voting Machine(s)	$150.00	2	$300.00
H	Delivery/ Pick-up Fee (includes Mileage)	$450.00	1	$450.00
			Total iVotronic Programming Charges	$2,300.00

6.02	Electronic Poll Book (VoteSafe)	Price	Quantity	Total
A	Voter Registration Database Access (Per Day)	$100.00	9	$900.00
B	Laptop Rental (includes Bar Code Scanner/Dymo Printer)	$150.00	1	$150.00
C	Printer Labels (per vote)	$0.03	7887	$236.61
D	Username/Password - Per Polling Location	$20.00	2	$40.00
			Total Electronic Poll Book Charges	$1,326.61

6.03	Supplies	Price	Quantity	Total
	Early Voting Combination Forms	$0.55	164	$90.20
	Election Day Combination Forms	$0.55	164	$90.20
	Election Judge Kit for Early Voting	$35.00	1	$35.00
	Election Judge Kit for Election Day	$35.00	1	$35.00
	Polling Location Map(s)	$17.00	2	$34.00
	100 Sample ballots provided. Additional Copies of Sample Ballots @ $0.20 each.	$0.20	200	$40.00
			Total Supplies Charges	$324.40

6.04	Mail & Ballot Service	Price	Quantity	Total
	Mail-in-Ballot Applications	$0.25	900	$225.00
	Paper Ballots for Mail-in-Ballots and Provisionals	$0.40	500	$200.00
	Mail-in-Ballots Kit(s) per request	$2.00	500	$1,000.00
	Postage Mail-in-Ballots (per request)	$0.61	500	$305.00
	Correspondence Postage	$0.46	1	0.46
			Total Mail & Ballot Service Charges	$1,730.46

6.05	Advertisements/ Notices	Price	Quantity	Total
	The Monitor newspaper	$1,500.00	1	$1,500.00
	Local newspaper		0	$0.00
			Total Advertisement/Notice Charges	$1,500.00

6.06	Polling Location Rental Fees	Price	Quantity	Total
			0	$0.00
			Total Polling Location Rental Charges	$0.00

6.07	Payroll for Training and Election Poll Workers	Price	Total
	Payroll for Early Voting Employees	$2,896.00	$2,896.00
	Payroll for Election Day Employees	$520.00	$520.00
		Total Payroll Charges	$3,416.00

6.08	Payroll for Ballot Board	Price	Quantity	Total
	Ballot Board	$150.00	1	$150.00
			Total Ballot Board Charges	$150.00

6.09	Canvass & Precinct by Precinct Reports	Price	Quantity	Total
	Canvass Report (One Certified Copy Included)	$0.00	1	$0.00
	Precinct by Precinct Report	$27.19	1	$27.19
			Total Canvass Report Charges	$27.19

6.10	Insurance	Hourly rate	Workers	Hours wrk	Total
	Liability insurance for Early Voting Supervisors	$ 9.00	1	87	$1.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Early Voting Clerks	$ 8.00	3	261	$12.53
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Presiding Judges	$ 9.00	1	15	$0.27
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Alternate/Clerks	$ 8.00	3	45	$2.16
	(hourly rate X workers X hrs worked X 0.002)				
				Total Insurance Charges	$16.52

6.11	Cell Phones	Price	Quantity	Total
	Verizon Wireless phone	$17.52	1	$17.52
			Total Cell Phone Charges	$17.52

6.12	Subtotal	$10,808.30
	Administrative Fees (10%)	$1,080.83
	ESTIMATED GRAND TOTAL	$11,889.13

AI-43764 **Elections Administration 17. D.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Approval of Full Contract Services between Hidalgo County and the Donna Irrigation District, Hidalgo County Number One for their election to be held on May 10, 2014.

BACKGROUND

Two (2) original of Contract for Election Services.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-126-30-000-000-0-000

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

BUDGETARY IMPACT:

All costs and applicable fees associated with the election services shall be paid by the entities requesting the services as outlined in the caption (reimbursement basis to the Elections Dept). As of 3/25/14, the Donna Irrigation District, Hidalgo County Number One, does not owe the Hidalgo County Elections Dept. any outstanding charges.

Attachments

Donna Irr Dist

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 02:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Amanda Valdez Started On: 03/25/2014 10:54 AM

Final Approval Date: 04/04/2014

THE STATE OF TEXAS §
§ CONTRACT FOR ELECTION SERVICES
COUNTY OF HIDALGO §

This Contract is entered into by and between the HIDALGO COUNTY ELECTIONS ADMINISTRATOR, Yvonne Ramón, hereinafter referred to as "ADMINISTRATOR", on behalf of Hidalgo County, a political subdivision of the State of Texas, and the **DONNA IRRIGATION DISTRICT, HIDALGO COUNTY NUMBER ONE**, hereinafter referred to as the "ENTITY", pursuant to Texas Election Code Section 31.092.

RECITALS

WHEREAS, the ENTITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called an election to be held on **May 10, 2014**.

WHEREAS, pursuant to Section 31.092(a) of the Texas Election Code, the County Election Officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services in any one or more elections ordered by an authority of the political subdivision; and

WHEREAS, pursuant to Section 31.091(1) of the Texas Election Code, the County Election Officer means the Elections Administrator for Hidalgo County; and

WHEREAS, the ENTITY is a political subdivision in Hidalgo County that desires the County to conduct and supervise the **May 10, 2014**, election of the ENTITY (the "Election"); and

WHEREAS, the ENTITY and the COUNTY, through the ADMINISTRATOR, desire to enter into a contract setting out the respective responsibilities of the parties; and

WHEREAS, the COUNTY agrees to perform election services for the ENTITY; and

WHEREAS, ADMINISTRATOR has provided costs for election services to be rendered by ADMINISTRATOR'S office pursuant to the terms of this Contract, which costs are set out in Article VI hereof; and

NOW, THEREFORE, the COUNTY, through the ADMINISTRATOR, and the ENTITY for good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, do hereby agree to hold contract, covenant and agree as follows:

ARTICLE I
PURPOSE

1.01. The parties hereto have entered into this Contract for election services described in Article II to be provided to the ENTITY for its election to be held on **May 10, 2014**, and any Runoff, if applicable.

ARTICLE II
SERVICES

2.01. The COUNTY, through the ADMINISTRATOR, agrees to provide to the ENTITY the following:

(A) Procure, provide, prepare, program and distribute Direct Recording Electronic (DREs) voting systems and necessary election equipment, as well as an ADA voting system, and transport equipment to and from the polling locations, including early voting substations, for the ENTITY;

(B) Prepare and provide Direct Recording Electronic training for election workers;

(C) Prepare and provide Logic and Accuracy testing on ENTITY's election ballot for every iVotronic voting machine to be utilized by ENTITY during early voting and election day;

(D) Procure, provide, prepare and program Electronic Poll Book(s) per polling location with the Voter Registration Database. To include laptop(s), training for poll book , insurance, and delivery fee, as well as supplies such as, but not limited to labels and printer;

(E) Provide and prepare all mail-in ballot supplies, including applications, paper ballots, envelopes and postage;

(F) Provide training for Judges/Clerks;

(G) Procure, provide, prepare, and distribute all necessary election supplies, including:
1) Ballots (preparation and distribution only);
2) Election kits and election paperwork;
3) Ballot boxes and voting booths

(H) Provide cages and covers, cage kit, to include, but not limited to surge protectors, tape, printer, headphones and scanner as well as supplies such as bags, aprons, clipboards, pens, pencils, rulers, magnifiers, inkpads, screen cloths, sanitizers and badges;

(I) Procure early voting polling places and election day polling places, as ordered;

(J) Prepare Writ of Election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;

(K) Prepare, distribute, and publicize notice of election (Texas Election Code Section 4.003.a1) and early voting and election day schedules in newspaper;

(L) Notify the election judges of the date, time and place of the election;

(M)Procure and pay election judges and clerks for early voting and election day voting;

(N) Provide the general overall supervision of the Election and provide the advisory services in connection with the decisions to be made and the actions to be taken by the ENTITY;

(O) Procure and pay Ballot Board members ;

(P) Provide information for election officers;

(Q) Provide such incidental related services as may be necessary to conduct the election;

(R) Serve as the Early Voting Clerk;

(S) Establish a Central Counting Station for the purpose of tabulating ballots; and

(T) Tabulate election results in preparation for ENTITY's canvassing.

(U) Prepare and submit to the Secretary of State the Precinct by Precinct reports;

2.02 The ENTITY shall be responsible for performing the following:

(A) Payment of all necessary election supplies as required by the COUNTY, including but not limited to ballots, election kits, mail-in ballot supplies, laptop rental, labels and combination forms;

(B) Pay the cost of judges and election workers for hourly pay submitted by the County Elections Administrator at the rate of $9.00 per hour for Election Judges and $8.00 per hour for Alternate Judges and Early Voting Clerks for both Early Voting and General Election and pay the cost for training of Judges and Clerks at the rate of $7.00 per hour per person.

(C) Reimburse the COUNTY for the cost for liability insurance coverage for election workers employed for both Early Voting and General Election;

(D) Canvass the Election results for the ENTITY'S governing body;

(E) As stated in Section 31.096 of the Texas Election Code, this Contract may not change:
(1) the authority with whom applications of candidates for a place on a ballot are filed; (2) the authority with whom documents are filed under Title 15; or (3) the authority to serve as custodian of voted ballots or other election records, except that the contract may provide that the County Election Officer will be the custodian of voted ballots. Under this Contract, the Hidalgo County Elections Administrator shall be the custodian of voted ballots.

(F) The ADMINISTRATOR shall be the agent of the ENTITY for the purposes of contracting with third parties with respect to the election expenses within the scope of the County Elections Administrator's duties;

(G) The COUNTY shall file copies of this Contract with the County Treasurer and the County Auditor; and

(H) Reimburse the COUNTY for any and all costs associated with recounts and/or election contests associated with the election;

(I) In accordance with Section 31.100(b) of the Texas Election Code, only actual expenses directly attributable to this Contract may be paid. The ADMINISTRATOR shall submit the actual costs for items contracted pursuant to the Contract with the ENTITY no sooner than ten (10) days after the Election and/or as soon as all invoices from third party vendors are received;

(J) Confirm and/or correct the boundaries of the political subdivision holding the election on a map provided by the County. Once confirmed and/or corrected, Entity certifies the veracity of the boundaries and geographical area that represents the Entity and the area subject to the election.

ARTICLE III
SCHEDULE FOR PERFORMANCE OF SERVICES

3.01. Specific services to be provided related to the general services identified in Article II shall be performed in accordance with the time requirements set out in the Texas Election Code.

ARTICLE IV
SERVICES NOT PROVIDED BY COUNTY

4.01. ADMINISTRATOR shall have no responsibility for insuring the passage of the appropriate Election Order by the ENTITY, publishing and (or) posting the Election Order as required by the Texas Election Code Section 3.004(3), or Texas Election Code 67.002(2) which is canvassing election results.

ARTICLE V
TERM

5.01. Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.

ARTICLE VI
COST OF SERVICE AND BILLING

In consideration for the services provided hereunder by ADMINISTRATOR, the ENTITY agrees to pay ADMINISTRATOR for the following costs of services:

6.01 iVotronic Voting Machines:

A. One base charge of $150.00 for Programming iVotronic ballot for voting machines, a $25 additional charge per additional ballot styles and a minimum of a $10 charge for Request Changes on Programmed Ballot;
B. Base charge for Audio Setup of $300 for English/Spanish;
C. A $10.00 recording fee for Audio Files for each Contest and/or Office;
D. A $10.00 recording fee for Audio Files for each Proposition/Amendment/Charter/Instructions;
E. A $10.00 recording fee for Audio Files for each Candidate and/or Responses;
F. Cost of creating election media, such as, but not limited to Personal Electronic Ballot cartridges (PEB), compact flash cards, labels, bags, keys, etc.;
G. The amount of $150.00 leasing fee for <u>each</u> iVotronic and $150.00 leasing fee for each ADA iVotronic;
H. Cost of delivery and pick-up of iVotronics for Early Voting and Election Day to include fuel charge and mileage at COUNTY's cost;

I. The above described fees for each machine and programming fee shall be additionally charged for any Runoff Election.

6.02 Electronic Poll Book:

A. Database access at $100.00 per day;
B. Laptop rental, magnetic card swipes, bar code scanner, Dymo printers, insurance and delivery fee of $150.00 per location;
C. Printer label fee of $.03 per label (price subject to change);
D. Creation of separate Username and password for each polling location at $20.00 per location;

6.03 Fee for Early Voting and General Election Combination forms, maps and election kits. One-hundred sample ballots at no charge with additional sample ballots at twenty cents per copy; No charge for provisional bags, table tops if necessary, ballot box(es), custom signs and flags;

6.04 Reimbursement of ballot supplies, including applications, paper ballots, correspondence, envelopes and postage at COUNTY's cost;

6.05 Reimbursement fee for publications of all notices and newspaper advertisements, (if applicable);

6.06 Reimbursement of rental fees incurred for early voting polling places and Election Day polling places, as ordered;

6.07 Cost of judges and election workers for time worked to be submitted to the ENTITY by the ADMINISTRATOR. The ENTITY shall reimburse the COUNTY for the cost of payroll for election workers at $9.00 per hour for Election Judge, $8.00 per hour for Alternate Judge and Clerk(s); includes cost of payroll for training of Election Judge, Alternate Judge and Clerk(s) at $7.00 per hour per person;

6.08 Pay for the cost of the Ballot Board judge at $9.00 per hour and Ballot Board clerks at $8.00 per hour;

6.09 One copy of canvass report provided to ENTITY at no charge; each additional canvass report requested to be reimbursed by the ENTITY at COUNTY's cost;

6.10 Reimbursement to the COUNTY for the cost of liability insurance coverage as set by the County for all election workers employed for the elections;

6.11 Reimbursement to the COUNTY for the cost of the use of wireless cell phones at polling locations with the rate set by the wireless vendor at the time of usage which includes an additional per minute fee as charged by the vendor, a service charge of $10.00 per phone line and a Verizon base fee of $3.99 per phone line;

6.12 Billing:

A. The form of the invoice to be used in the billing by the COUNTY, including a good faith estimate of costs, is attached hereto as Exhibit A. The ENTITY shall submit to the COUNTY, an administrative fee of ten percent (10%) of the entire estimated cost of the Election, as shown in Exhibit A referenced above. This fee shall be submitted to the

County with this signed contract. The parties agree that time is of the essence on this payment obligation. The ten percent (10%) administrative fee is prescribed by Section 31.100(d) of the Election Code.

B. The ADMINISTRATOR shall, as soon as practicable after the Election, prepare and send an itemized invoice with the actual costs of the Election to the ENTITY.

C. Full payment of the remaining balance, if any, shall be made by the ENTITY within thirty (30) days of receipt of the invoice.

D. Payment shall be made by check payable to the Hidalgo County Elections Department.

E. Notice. Except as may be otherwise specifically provided in this contract, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i)personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

Yvonne Ramón
Hidalgo County Elections Administrator
PO Box 659
Edinburg, Texas 78540

Ms. Nora Zapata
General Manager
Donna Irrigation District, Hidalgo County Number One
PO Box 775
Donna, TX 78537-0775

F. Any balances, if any remain after the payment of all costs of election bills, shall be the property of the ENTITY and returned to it.

ARTICLE VII

7.01 IF ANY OF THE ELECTION EQUIPMENT IS LOST, STOLEN, DESTROYED, OR DAMAGED, THE CITY, SCHOOL DISTRICT OR ENTITY WHO LEASED THE EQUIPMENT IS LIABLE FOR THE DAMAGE AND AGREES TO PAY THE ADMINISTRATOR THE COST OF THE REPLACEMENT OR REPAIR OF THE ELECTION EQUIPMENT SO LOST, STOLEN, DESTROYED OR DAMAGED.

ARTICLE VIII
GENERAL PROVISIONS

8.01. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.

8.02. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or

unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

8.03. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

8.04. No amendment, modification, or alteration of the term hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

SIGNED this 18th day of March, 2014

APPROVAL COUNTY OF HIDALGO:

BY: _____
RAMON GARCIA
COUNTY JUDGE

ATTEST:

BY: _____
ARTURO GUAJARDO, JR.
COUNTY CLERK

ELECTIONS ADMINISTRATOR

BY: _____
YVONNE RAMÓN

APPROVED AS TO LEGAL FORM:

HIDALGO COUNTY
ASSISTANT CRIMINAL DISTRICT ATTORNEY

BY: _____
JOSEPHINE RAMIREZ SOLIS

DONNA IRRIGATION DISTRICT,
HIDALGO COUNTY NUMBER ONE
ENTITY

BY: Rosendo Guzman

PRINT: ROSENDO GUZMAN

TITLE: PRESIDENT, BOARD OF DIRECTORS

ATTEST

BY: Nora R. Zapata

PRINT: NORA R. Zapata

TITLE: General Manager

2014 Hidalgo County Elections
Contract Estimate Calculator

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

ELECTION: Donna Irrigation District #1 **DATE: May 10, 2014**

6.01	**Programming Services for iVotronic**		**Price**	**Quantity**	**Total**
A	Base Charge: Ballot Programming		**$150.00**	1	$150.00
A	Additional Ballot Style(s)		**$25.00**	0	$0.00
A	Request Change on Programmed Ballot		**$10.00**	0	$0.00
B	Audio Files Set up Charge English/ Spanish		**$300.00**	1	$300.00
C	Audio Files (Per Contest/Office)		**$10.00**	2	$20.00
D	Audio Files (Per Propositions/ Amendments/ Charters/ Instructions)		**$10.00**	0	$0.00
E	Audio Files (Per Candidate/ Responses)		**$10.00**	6	$60.00
F	Election Media per Polling Location(s)		**$100.00**	2	$200.00
G	iVotronic Voting Machine(s)		**$150.00**	2	$300.00
G	ADA iVotronic Voting Machine(s)		**$150.00**	2	$300.00
H	Delivery/ Pick-up Fee (includes Mileage)		**$450.00**	1	$450.00
			Total iVotronic Programming Charges		$1,780.00
6.02	**Electronic Poll Book (VoteSafe)**		**Price**	**Quantity**	**Total**
A	Voter Registration Database Access (Per Day)		**$100.00**	9	$900.00
B	Laptop Rental (includes Bar Code Scanner/Dymo Printer)		**$150.00**	1	$150.00
C	Printer Labels (per vote)		**$0.03**	0	$0.00
D	Username/Password - Per Polling Location		**$20.00**	2	$40.00
			Total Electronic Poll Book Charges		$1,090.00
6.03	**Supplies**		**Price**	**Quantity**	**Total**
	Early Voting Combination Forms		**$0.55**	217	$119.35
	Election Day Combination Forms		**$0.55**	217	$119.35
	Election Judge Kit for Early Voting		**$35.00**	1	$35.00
	Election Judge Kit for Election Day		**$35.00**	1	$35.00
	Polling Location Map(s)		**$17.00**	2	$34.00
	100 Sample ballots provided. Additional Copies of Sample Ballots @ $0.20 each.		**$0.20**	50	$10.00
			Total Supplies Charges		$352.70
6.04	**Mail & Ballot Service**		**Price**	**Quantity**	**Total**
	Mail-in-Ballot Applications		**$0.25**	100	$25.00
	Paper Ballots for Mail-in-Ballots and Provisionals		**$0.40**	100	$40.00
	Mail-in-Ballots Kit(s) per request		**$2.00**	100	$200.00
	Postage Mail-in-Ballots (per request)		**$0.61**	100	$61.00
	Correspondence Postage				0
			Total Mail & Ballot Service Charges		$326.00
6.05	**Advertisements/Notices**		**Price**	**Quantity**	**Total**
	The Monitor newspaper		**$1,500.00**	1	$1,500.00
	Local newspaper			0	$0.00
			Total Advertisement/Notice Charges		$1,500.00
6.06	**Polling Location Rental Fees**		**Price**	**Quantity**	**Total**
				0	$0.00
			Total Polling Location Rental Charges		$0.00
6.07	**Payroll for Training and Election Poll Workers**		**Price**		**Total**
	Payroll for Early Voting Employees		**$2,200.00**		$2,200.00
	Payroll for Election Day Employees		**$400.00**		$400.00
			Total Payroll Charges		$2,600.00
6.08	**Payroll for Ballot Board**		**Price**	**Quantity**	**Total**
	Ballot Board		**$150.00**	1	$150.00
			Total Ballot Board Charges		$150.00
6.09	**Canvass Reports**		**Price**	**Quantity**	**Total**
	Canvass Report (One Certified Copy Included)		**$0.00**	1	$0.00
	Additional Canvass Reports		TBD	0	$0.00
			Total Canvass Report Charges		$0.00
6.10	**Insurance**	**Hourly rate**	**Workers**	**Hours wrk**	**Total**
	Liability insurance for Early Voting Supervisors	**$ 9.00**	1	87	$1.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Early Voting Clerks	**$ 8.00**	2	174	$5.57
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Presiding Judges	**$ 9.00**	1	15	$0.27
	(hourly rate X workers X hrs worked X 0.002)				
	Liability insurance for Election Day Alternate/Clerks	**$ 8.00**	2	30	$0.96
	(hourly rate X workers X hrs worked X 0.002)				
			Total Insurance Charges		$8.36
6.11	**Cell Phones**		**Price**	**Quantity**	**Total**
	Verizon Wireless phone		**$17.52**	1	$17.52
			Total Cell Phone Charges		$17.52
6.12				**Subtotal**	**$7,824.58**
				Administrative Fees (10%)	**$782.46**
				ESTIMATED GRAND TOTAL	**$8,607.04**

AI-43752 **Head Start 18. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Proclamation for Week of the Young Child

BACKGROUND

Attachments

proclamation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 01:01 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Linda Galaviz Started On: 03/25/2014 06:56 AM

Final Approval Date: 04/04/2014

PROCLAMATION DECLARING APRIL 14th THROUGH THE 17TH OF 2014 AS "WEEK OF THE YOUNG CHILD"

WHEREAS, the "Week of the Young Child" is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC), the world's largest early childhood education association, with nearly 90,000 members and a network of over 300 local, state, and regional affiliates; and

WHEREAS, the purpose of the "Week of the Young Child," is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs; and

WHEREAS, the Hidalgo County Head Start Program, under the leadership of the County Commissioners and Policy Council, share a vision of dedicated services to the economic and social well-being of children and families and are committed to their safety, education and healthy development, with strong community support; and

WHEREAS, the Hidalgo County Head Start Program, provides quality services to 3,690 children between the ages of 3-5 from the neediest families in the County of Hidalgo; these services are in the area of education, health, dental health, mental health, nutrition, special and social service; and

WHEREAS, the Hidalgo County Head Start program encourages families to engage in family and community activities that encourage children to explore and develop confidence and literacy skills; and

WHEREAS, the designation of a week of special recognition for the children of Hidalgo County will provide an opportunity for caregivers to reflect on their child's future and shows the County's support for early learning in our community.

NOW, THEREFORE, BE IT RESOLVED the Hidalgo County Commissioners Court hereby declares April 14th through the 17th of 2014 to be "Week of the Young Child" in Hidalgo County, and urges all citizens to work together to help provide children with the support they need to develop skills and confidence, and to find the inner strength and the will and fire of the human spirit to make their dreams come true.

Dated this 8th day of April, 2014.

RAMON GARCIA
County Judge

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

HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

JOE M. FLORES
County Commissioner, Pct. 3

JOSEPH PALACIOS
County Commissioner, Pct. 4

Attest: ARTURO GUAJARDO, JR.
County Clerk

AI-43747 **Head Start 18. B.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Teresa Flores **Submitted By:** Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Discussion/Approval of Supplemental Application for 2014 Funding Increase due to Cost of Living Adjustment(COLA) and Restoration of Sequestration Funds

BACKGROUND

Policy Council Approval: 03.26.14

Attachments

backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/24/2014 01:45 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Linda Galaviz Started On: 03/24/2014 12:29 PM

Final Approval Date: 04/04/2014

Hidalgo County Head Start Program
Memorandum

Date: March 21, 2014

To: Hidalgo County Head Start Policy Council
Hidalgo County Commissioners' Court

From: Teresa Flores, Executive Head Start Director

Subject: 2014 Restored Funding

The Consolidated Appropriations Act of 2014 on January 17, 2014 restored the 5.27% reduction in funding as a result of sequestration. The Act also provided for a 1.3 % Cost of Living Adjustment (COLA) effective with the start of our FY 2014 budget period. The revised funding levels established for the Hidalgo County Head Start Program are as follows:

New Base Award	$25,185,064
TTA (Training and Technical Assistance)	$ 276,833
COLA (Cost of Living Adjustment)	$ 327,406
Total Restored Appropriation Award	**$25,789,303**
2014 Approved Budget Post Sequestration	$24,134,644
Net Returned Funding	**$ 1,654,659**

The Hidalgo County Head Start Program was fiscally impacted in 2013 due to sequestration, and equally reduced the proposed budget for 2014. In analyzing the results of the Program's successful efforts in complying with the funding shortage, we can point to the resiliency of staff in sustaining the same level of professional services regardless of the reduction in funding. In spite of the funding cuts, the Program did not close any classrooms, decrease hours of operations or reduce enrollment. Three-thousand six-hundred and ninety (3,690) children remained served.

While not all budgeted vacancies were filled in 2013, all strategic positions remained on board and no actively employed staff was laid off or furloughed. Staff voluntarily took on additional responsibilities to sustain all services at the appropriate levels, and in many instances, strengthened those services. The Program is very fortunate for the dedication, commitment and support which has been exhibited by the staff during these trying and stressful times as operations were streamlined and responsibilities were realigned.

As the Program moves forward in 2014, the Hidalgo County Head Start Program proposes to capitalize on the results of the streamlining process and support staff as they continue to perform the realigned responsibilities, by preparing a COLA slightly higher than the current recommendation of 1.3%. In addition the Program will also fund all fringe benefits as originally budgeted without requiring staff to pay the additional medical premium increase adopted by the Grantee Board. The Hidalgo County Head Start Program will continue to benefit from the high level of efficiency achieved as a result of the new streamlined processes implemented during sequestration.

Of the original twenty one unfilled vacancies outlined in the 2013 Sequestration Plan, the Program proposes to fill the Human Resource Director position as this function is vital in implementing and administering the newly developed human resource automated system by the county and the application review process which has now been added to the department responsibilities. The duties of the remaining 20 vacancies are being performed by existing personnel or have been eliminated due to a more efficient and streamlined approach as follows: the Fiscal Officer's duties have been absorbed by the Chief Financial Officer, the MIS Secretary's duties were absorbed by the MIS Coordinator, duties for the Public Information Office have been reassigned to the remaining Education Coordinator with assistance from other directors, the second Education Coordinator duties' have been distributed among the four Education Area Directors and the remaining Education Coordinator. The vacant Center Manager position was filled by reassigning a Support Service Facilitator to the position and replacing the Facilitator with a Support Service Assistance position at a lower cost to the Program. The Staff Development Coordinator was replaced by a Secretary under the Staff Development Director. The three Disability Classroom Aides' duties are being shared by full-time Classroom Aides. The Craftsman's duties are shared by other maintenance personnel, the three Custodians positions were "Floaters" to be utilized as needed, the Program restructured the duties and other staff share those duties, and the two Bus Drivers' vacancies and the corresponding bus aides became obsolete as the Program found more effective ways to design bus routes. Three substitute positions were also removed from the budget as center staff found ways to engage parents and volunteers in substituting in our classrooms.

In addition for 2014 the five unfilled vacancies (one teacher, one assistant teacher and three custodians) were also eliminated from the budget as children slots were reassigned to centers with greater need within the allocated classrooms. The teacher position was for an extra instructor above our classroom needs. The Assistant Teacher position became non-essential once the teaching position was eliminated. The three Custodial positions were eliminated as a result of a more efficient manner of assigning Custodians to classrooms.

Training and Technical Assistance costs will still include the Program's internal specialists, Education Department Staff (Education Area Directors and the Coordinator) and the Staff Development Director, who provide direct training to staff, as was reflected in the 2013 Sequestration Plan. These personnel perform the roles of educational guides/coaches to the teaching staff. They organize and conduct both formal and informal mentoring activities; interact one-on-one with staff to help them reflect best practice in order to connect research and theory to their work. The target continues to be the individualization of instruction as children are instructed to achieve school readiness.

In summary the Hidalgo County Head Start Program proposes to utilize the restored funds in the following manner:

- To cover the increase in medical premiums for all personnel. This will relieve employees from having to pay the anticipated additional monthly insurance premium of $64.
- To restore funds to the supplies and the "Other" category to fully account for rent, utilities, telephone, and mental health expenses and for insurance premiums for building and liability, which have increased for 2014.
- To provide a Cost of Living Adjustment of 3.5% to all personnel and realign compensation with educational attainment and function responsibilities for teaching and administrative positions. Currently employed teachers who have earned a Bachelor's degree but who do not meet the degree required in the job description, will be compensated with $1,000 above the associates degree salary.

  The Chief Financial Officer's position will be aligned with the Administrator for Human Resources' salary, based on comparable responsibilities and risk factors in the performance of those functions.

  These adjustments will help retain trained and experienced personnel, limit staff turnovers, and maintain salary levels within range of the local prevailing rates. This COLA will assist in minimizing the downward pressure on salaries due to consistently low salary adjustments during the past five years.
- To fill the vacancy for Human Resource Director. This position is essential in assisting the Human Resource Administrator with the implementation of personnel system and the additional responsibilities assigned to the department by the County's Human Resource department as the new on line application system is implemented and as more direct involvement is required in the application review process.

Please refer to attached 2014 Budget comparison which outlines the recommended line item adjustments as a result of the restored funds.

Hidalgo County Head Start Program

2014 Budget (Restored Funding)

Description	Approved 2014 Budget	Restored Funding	Variance	Comments/Notes
Salaries/Fringes				
Salaries	16,005,673.18	16,705,454.15	699,780.97	COLA Increase (3.5%)
Fringes/Pension Costs	5,756,239.75	6,509,455.79	753,216.04	COLA Benefits Increase
Total Salaries/Fringes	**21,761,912.93**	**23,214,909.94**	**1,452,997.01**	
Out of TownTravel	-		-	
Equipment	-		-	
Supplies				
Office	69,700.00	69,700.00	-	
Postage	10,000.00	10,000.00	-	
Classroom	172,700.00	201,561.99	28,861.99	
Maintenance	154,483.00	154,483.00	-	
Janitorial	75,000.00	75,000.00	-	
Medical	8,006.84	8,006.84	-	
Playground	-	-	-	
Operational	53,450.00	53,450.00	-	
Total Supplies	**543,339.84**	**572,201.83**	**28,861.99**	
			-	
Other			-	
Center Space	167,911.00	177,911.00	10,000.00	
Telephone	214,200.00	261,200.00	47,000.00	
Utilities	433,844.51	518,644.51	84,800.00	
Local Travel	85,900.00	85,900.00	-	
Renovations	-		-	
Profressional Services	92,500.00	92,500.00	-	
Dental Serv	15,000.00	15,000.00	-	
Disability Serv	5,000.00	5,000.00	-	
Mental Health	20,000.00	33,000.00	13,000.00	
Medical Serv	6,000.00	6,000.00	-	
Printing- Admin	7,497.72	7,497.72		
Printing Center	32,705.00	32,705.00	-	
Insurance	197,000.00	215,000.00	18,000.00	
Vehicle Maintenance	100,000.00	100,000.00	-	
Fuel	125,000.00	125,000.00	-	
Equip. Repair-Admin	1,500.00	1,500.00	-	
Equip. Repair-Center	47,500.00	47,500.00	-	
Equip. Rental	1,000.00	1,000.00	-	
CDA/ T.T.A.	276,833.00	276,833.00	-	
Total Other Expend.	**1,829,391.23**	**2,002,191.23**	**172,800.00**	
Total Budget	**24,134,644.00**	**25,789,303.00**	**1,654,659.00**	

AI-43770 **Precinct #2 19. A.**

CC REGULAR

Meeting Date: 04/08/2014

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

Department: COMM. PCT. #2

Information

CAPTION

Appointment of member to the Housing Authority Board.

BACKGROUND

current members term expires on May 4, 2014

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/25/2014 02:03 PM
Glinda Pacheco	Glinda Pacheco	04/03/2014 01:24 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Angela Garcia Started On: 03/25/2014 01:53 PM

Final Approval Date: 04/04/2014

AI-43903 **Precinct #2 19. B.**

CC REGULAR

Meeting Date: 04/08/2014

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

Department: COMM. PCT. #2

Information

CAPTION

Requesting approval to process the following invoice as a claim with authority for County Treasurer to issue payment after review, audit, and processing procedures are completed by the County Auditor.

Vendor	Invoice No.	Amount
Texas Land Reclamation LLC	11720	$175.00

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-432-00-122-001-0-421

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

BUDGETARY IMPACT:

Contract ended on 12/04/2013, funds pending liquidation of PO# 685661.

Attachments

invoice

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 08:16 AM
Obdett Calzada	Obdett Calzada	04/03/2014 03:27 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Angela Garcia Started On: 04/02/2014 02:28 PM

Final Approval Date: 04/04/2014

HIDALGO COUNTY
PRECINCT NO. 2

2013 DEC 23 PM 1 18

Texas Land Reclamation LLC
DBA UTW Tire Collection Services
P.O. BOX 450692
Laredo, Texas 78045
(956) 723-8484

INVOICE № 11720

DATE: 12-17-13
MANIFEST No. 15168
WORK ORDER No. 5471
PURCHASE ORDER No.

NAME: Hidalgo County Pct 2
ADDRESS: 300 W. Hall Acres Rd. Suite G
CITY: Pharr STATE: TX ZIP: 78577
PHONE: 956-787-1891

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	30 cuyd container load of scrap tires for disposal.	175.00	175.00

Thank You

SUB-TOTAL	175.00
TAX	exempt
TOTAL	175.00

RECEIVED BY:

INVOICE RECEIVED BY: Elizabeth Cavazos ON Dec 23, 13
GOODS/SERVICES RECEIVED BY: Ricardo Cuellar ON Dec 17, 13

PO # 6856661
3-1100-432-00-122-001-0-42
Req # 228197

Texas Land Reclamation LLC
DBA UTW Tire Collection Services
P.O. BOX 450692
Laredo, Texas 78045
(956) 723-8484

WORK ORDER Nº 5471

NAME: Hidalgo County Pct 2

ADDRESS: Levee & Tower Rd. and Gutrold

CITY: Alamo STATE: TX ZIP: 78516

PHONE: 956-787-1811

DATE: 12-5-13 3:00 PM

MANIFEST No. 15108

PURCHASE ORDER No.

QUANTITY	DESCRIPTION
1	30 cu yd Container Loaded w/ scrap tires for disposal

MENDES PRINTING 722-2222

RECEIVED BY: _____

Whole Used or Scrap Tire Manifest

Nº 15168

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY • P.O. BOX 13087 • Austin, TX. 78711 • (512) 239-1000

1. GENERATOR INFORMATION AND CERTIFICATION.

12-5-13 3:00pm.
Date and Time of Pickup

Registration Number/Type of Generator

956-787-1891
Area Code/Telephone Number

Hidalgo County Pct 2
Company Name

1 Mile E. of Tower Rd on Elgatord.
Street Address

Alamo TX 78516
City State Zip

146 | 17 | 1
No. Passenger Tires | No. Truck Tires | No. OTR Tires

OR _____ Lbs. / Tons Weight of Tires

Has the generator been charged for the service: ☐ Yes ☐ No

I certify that the information provided above is true and correct I am aware falsification of this manifest may result in suspension, revocation, or denial of renewal of my generator registration.

Print Name: Miguel Garcia

Signature: [signature]

2. TRANSPORTER INFORMATION AND CERTIFICATION:

Hidalgo County Pct 2
Company Name

102 51658
Registration Number Driver's License Number

Print Name: Miguel Garcia

Signature: [signature]

3. SECONDARY TRANSPORTER INFORMATION AND CERTIFICATION:

Company Name

Registration Number Drivers License Number

Print Name:

Signature:

* By my signature I certify that the information provided above is true and correct and that only written in Item 1 of the manifest are contained in this lined. I am aware that falsification of this manifest may result in suspension, revocation, or denial of renewal of my transporter registration.

ADJUSTMENT BOX

Location and Intended Use of Removed Tires:

# of Tires Picked Up:	Passenger Tires	Truck Tires	OTR Tires	OR Weight of Tires (Lbs. / Tons)
	146	17	1	
Remove for Reuse:	15	16	0	

4. PROCESSOR INFORMATION AND CERTIFICATION:

6200742 12-5-13 3:15pm.
Registration Number Date and Time of Pickup

131 | 1 | 1
No. Passenger Tires | No. Truck Tires | No. OTR Tires

OR _____ Lbs. / Tons Weight of Tires

956-723-884
Area Code/Telephone Number

Texas Land Reclamation, LLC
DBA UTW Tire Collection Service
Company Name

3005 N. Val Verde
Street Address

Pharr TX 78537
City State Zip

5. STORAGE/DISPOSAL SITE INFORMATION AND CERTIFICATION:

6200680 12-10-13 1:50pm.
Registration Number Date and Time of Pickup

131 | 1 | 1
No. Passenger Tires | No. Truck Tires | No. OTR Tires

OR _____ Lbs. / Tons Weight of Tires

956-583-0022
Area Code/Telephone Number

BFI Landfill
Company Name

23485 N. Moorefield
Street Address

Edinburg TX 78541
City State Zip

I certify that the information provided above is true and correct and that I have been authorized by the Texas Commission on Environmental Quality to accept whole used or scrap tires for storage, processing, or disposal. I am aware that falsification of this manifest may result in enforcement action.

Signature: [signature] Signature: [signature]

Print Name: Olivia Sherwood Print Name: Olivia Sherwood

A copy of each transaction must be retained by each party for a period of three years. The processor or disposal facility operator must mail a copy of the completed manifest back to the generator. Following each transaction, the copy separated from the manifest should be the bottom copy. (Green-Generator; yellow-transporter; blue-processor; pink-disposal facility; white original-generator).

(TNRCC 10304 9/22/98)

Texas Land Recreation, LLC
DBA LITW Tire Collection Service

AI-43951 **Precinct #2 19. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Commissioner Hector Palacios **Submitted By:** Erika Zamora, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Pct 2 ICA W/SJ&Alamo-Ridge C. Chvz-Alamo (1200):
Approval of appropriation of funds into Pct 2 ICA W/SJ& Alamo Ridge Road (Cesar Chavez-Alamo) Project in the amount of $180,000.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-122-089-0-841

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

BUDGETARY IMPACT:

2014 appropriation of funds in the amount of $180,000.00.

Funds available in the R&B Fund Balance as of 4/4/14

Attachments

Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 02:33 PM
Merlen P. Munoz	Merlen P. Munoz	04/04/2014 03:10 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Erika Zamora Started On: 04/04/2014 02:01 PM

Final Approval Date: 04/04/2014

DATE: April 7, 2014

DEPARTMENT HEAD: Raul Silguero

DEPARTMENT NAME: Hidalgo County Precinct 2

ACCOUNT NUMBER: 4-1200-431-00-122-089-0-841

Contact Person: Erika Zamora **Ph#** 956-787-1891

2014
Appropriation

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

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
4-1200-431-00-122-089-0-841	Pct 2 ICA W/SJ&Alamo-Ridge(C.Chvz-Alamo)-Aid to Govt Agenc	180,000.00
	TOTAL BUDGET INCREASE (DECREASE)	$ 180,000.00

REASON: Appropriation of monies from Pct 2 R&B Fund Balance into Pct 2 ICA W/SJ&Alamo-Ridge(C.Chvz-Alamo) for payment to the City of Alamo from pct 2 r&b fund balance.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-43936 **Precinct #4 20. A.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Jesse Ozuna **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval to rename "G.I. Road" to "Capt. Ken Baker Road"

BACKGROUND

Attachments

letters
email request
911

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 09:26 AM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/04/2014 08:04 AM

Final Approval Date: 04/04/2014

ELLIOTT B. BOTTOM

Thursday, March 27, 2014

Commisioner Joseph Palacios

1051 N. Doolittle Road

Edinburg, Texas 78539

Re: Renaming of G.I. Road to honor Captain Ken Baker, ret.

Dear Commissioner Palacios:

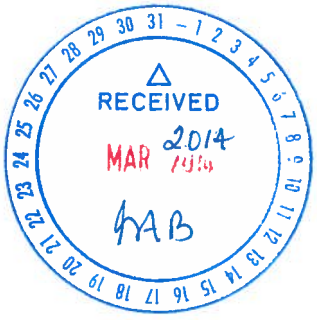
Please let this letter serve as my acceptance for the renaming of G.I. Road to honor Captain Ken Baker, ret.

Sincerely,

Elliott B Bottom

Elliott B. Bottom

EBB: jrm



4321 HOBBS DRIVE • EDINBURG, TEXAS 78539
(956) 618-4070 • FAX (956) 618-4118

United States Department of the Interior

FISH AND WILDLIFE SERVICE

500 Gold Ave., SW
P.O. Box 1306
Albuquerque, New Mexico 87103-1306

In Reply Refer To:
FWS/R2/NWRS/056882

MAR 25 2014

Commissioner Joseph Palacios
County of Hidalgo
1051 N. Doolittle Drive
Edinburg, Texas 78542

Dear Commissioner Palacios:

Thank you for your letter dated February 24, 2014, requesting renaming "G.I Road" to "Capt. Ken Baker Road," in Hidalgo County Precinct 4. On behalf of the U.S. Fish and Wildlife Service, Southwest Region, we support and accept the proposed name change.

Please extend our congratulations to Captain Baker for his dedicated service and many years of hard work. Recognizing worthy conservation officers, such as Captain Baker of the Texas Parks and Wildlife Department, in such a manner is just one small way for us to show our appreciation. They are truly a dedicated group of men and women who make many sacrifices to protect the natural resources of the great State of Texas.

Again congratulations to Captain Baker.

Sincerely,

Joy E Nicholopoulos

ACTING Regional Director

RECEIVED
MAR 2014
AB

Search Jesus Ozuna

Mail Address Book Calendar Tasks Briefcase Preferences Message

Close Reply Reply to All Forward Delete Spam Actions

<No Subject>

From: Rio Beef Feedyard, Inc.

To: jesus ozuna

Mike Risica, Pres.
Rio Beef Feedyard, Inc.
Phone (956) 642-3617
Fax (956)642-3633

RE: Renaming G.I. Road

To Whom It May Concern,

Rio Beef Feedyard is in total agreement of renaming G.I. Road to Capt. Ken Baker Rd.. We know Ken very well and he has always been their when we have needed him. His service to our area was unsurpased. He was always willing to lend a helping hand. It would be a fitting tribute to his life as a Game Warden. Our vote is "YES".
Thank you,
The Risica families

March 3, 2014

Commissioner Joseph Palacios
1051 N. Doolittle Rd.
Edinburg, Texas 78542

Re: Renaming of G.I. Road to honor Captain Ken Baker, ret.

Mr. Palacios,

This letter is to inform you that I, Enrique Zamora, property owner to land bordering said road, accept renaming of G.I. Road to Capt. Ken Baker Rd. If you have any questions, my phone number is (956)383-1951.

Respectfully,

Enrique Zamora

Zimbra **monica.badillo@co.hidalgo.tx.us**

Agenda Item

From : Jesus Ozuna <jesus.ozuna@co.hidalgo.tx.us> Fri, Apr 04, 2014 08:22 AM

Subject : Agenda Item 1 attachment

To : Monica Badillo <monica.badillo@co.hidalgo.tx.us>

Good Morning Moni,

I need to see if we can place an agenda item under Pct. 4 to read as follows:

Approval of renaming "G.I. Road" to "Capt. Ken Baker Road"

I have letters of support from over 50% of the landowners and a letter from the 911 command center approving the name change to go as backup. The letter from 911 will be emailed to you before lunch. Do you have any questions for me regarding this request? Let me know.

Best,

Jesse Ozuna
Hidalgo County Pct. 4
956.383.3112 (o)
956.648.3493 (c)
jesse.ozuna@co.hidalgo.tx.us

CONFIDENTIALITY NOTICE: This e-mail message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure, alteration or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail, delete this email and destroy all copies of the message.

Support Letters for Name Change.pdf
85 KB

Lower Rio Grande Valley Development Council

Hon. Norma G. Garcia, Member-at-Large ..... President
Mayor Tony Martinez, Brownsville .....1st Vice-President
Mayor Chris Boswell, Harlingen .....2nd Vice President
Commissioner Gerardo "Jerry" Tafolla, Weslaco ..... Secretary
Mayor James E. Darling, McAllen ..... Treasurer
Mayor Steve Brewer, La Feria ..... Immediate Past President

BOARD MEMBERS

Sofia Benavides
Commissioner, Cameron County

Hector "Tito" Palacios
Commissioner, Hidalgo County

John F. Gonzales
Judge, Willacy County

Pilar Garza
Commissioner, Alamo

David S. Simmons
Mayor, Donna

Daniel A. Guzman
Commissioner, Edcouch

Homer Jasso, Jr.
Council Member, Edinburg

Rosa Perez
Alderwoman, La Villa

Henry Hinojosa
Mayor, Mercedes

Norie Gonzalez Garza
Mayor Pro-Tem, Mission

Leo "Polo" Palacios, Jr.
Mayor, Pharr

Joe D. Gonzalez
Commissioner, San Benito

Armando Garza
Mayor Pro-Tem, San Juan

Dr. Cesar Maldonado
TSTC, Harlingen

Roberto Loredo
Donna I.S.D.

Gale Armstrong
El Jardin Water Supply

J. Shane Cameron
Willacy Navigation District

Mayor Pro-Tem Eddy Gonzalez
Member-At-Large

Don Medina
Member-At-Large

Arturo Ramirez
Grassroots Organizations

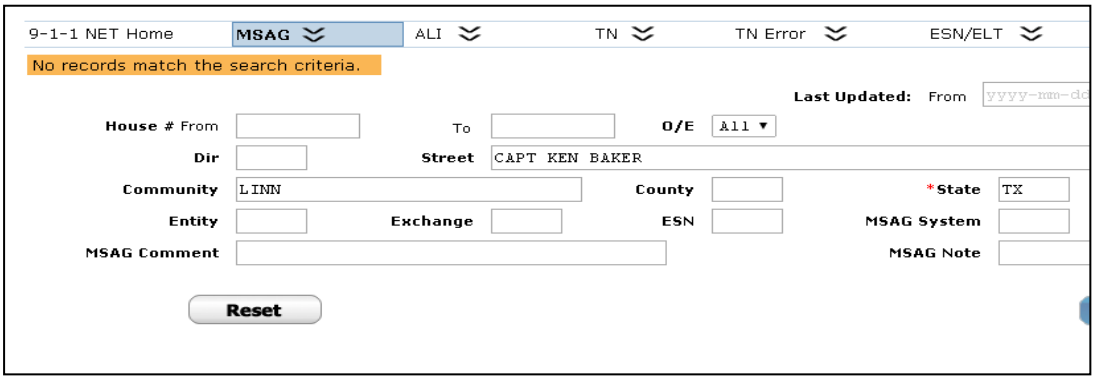
EXECUTIVE DIRECTOR
Kenneth N. Jones, Jr.

March 4, 2014

Commissioner Joseph Palacios
Hidalgo County Precinct 4
1015 N. Doolittle Rd
Edinburg, TX 78542

The LRGVDC 9-1-1 Department acknowledges the County's notification on the following: **PRPOSED NAME: CAPT KEN BAKER RD** – to rename the existing *G I RD* in the community of Linn.

A query was done on the state 9-1-1 database and found no match for the proposed name in the system. It is recommended for the proposed street name to be utilized for renaming the street/road specified.



ACKNOWLEDGED ON: April 4, 2014
RESEARCHED BY: Maggie Garza
TITLE: Planner II

AI-43919 **Precinct #4 20. B.**

CC REGULAR

Meeting Date: 04/08/2014

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

Department: COMM. PCT. #4

Information

CAPTION

Requesting approval to process the following invoices as claims with authority for County Treasurer to issue payment after review, audit, and processing procedures are completed by the County Auditor.

Vendor	Invoice #	Amount
Magic Valley Concrete	140226	$400.00
Magic Valley Concrete	141468	$560.00
Magic Valley Concrete	141499	$1,840.00
Magic Valley Concrete	142281	$560.00
Magic Valley Concrete	142594	$920.00
Safety-Kleen System Inc.	62783278	$171.56

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 ACCT. #: 4-1XXX-4XX-X0-124-XXX-0-XXX

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

BUDGETARY IMPACT:

Magic Valley Concrete:
4-1342-419-40-124-126-0-739
Funds available as of 04/03/14

Safety-Kleen Systems, Inc.:
4-1200-431-00-124-007-0-432
PO# 704727
Funds available as of 04/03/14

Attachments

Invoices

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 09:52 AM
Manuel Chapa	Manuel Chapa	04/04/2014 01:25 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Veronica Lopez Started On: 04/03/2014 08:37 AM

Final Approval Date: 04/04/2014

(20)

MAGIC VALLEY CONCRETE

EST. 1984

Mission (956) 581-7429 | Edinburg (956) 316-1520 | San Benito/La Feria (956) 399-6100 | Brownsville (956) 831-5515

Corporate Office:
7301 W. Exp. 83, Mission, TX 78572 Ph. (956) 581-7429

INVOICE

02114-73806-1

INVOICE NUMBER: 140226

INVOICE DATE: 12/17/2013

PAGE:

SOLD TO:

HIDALGO COUNTY PCT #4
1051 North DOOLITTLE RD.
EDINBURG, TEXAS 78541

Ship To

MRD PROJECT
EDBG.,TX

RECEIVED
FEB 20 2014
BY:

Desc: Motor Pool "M" Rd Pkg Lot (3500 PSI concrete)

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	
	697661	Due on 10th of the next Month	
SALES REP ID	**SHIPPING METHOD**	**SHIP DATE**	**DUE DATE**
21-JO		12/17/2013	1/10/2014

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
5	3502- Mission	3500PSI-FA-3/8"-N	80.00	400.00

HIDALGO COUNTY ADMIN. RECEIVED BY FEB 21 PM 3 41

Remittances Made by Mail:
Wells Fargo Bank, N.A
c/o Wells Fargo Business Credit
P.O Box 202056
[illegible] TX 75320-2056

Send payments to this address. Verified by vendor on 3/18/14.

Invoice Received By: on 2/20/14

Goods/Services Received By: Mr. Rick Laredo on 2-17-14

Subtotal	$400.00
Sales Tax (8.25%)	$0.00
Total	$400.00
Payments/Credits	$0.00

4 3 -1342-4194-0-124-126-0-739

Pct. # 120
Pur. Req. # 242929
P.O. # 697661

PAID

PLEASE MAKE CHECKS PAYABLE TO: MAGIC VALLEY CONCRETE
7301 W. EXPRESSWAY 83
MISSION, TX 78572

INVOICE

030644-75806-1

INVOICE NUMBER: 141468

INVOICE DATE: 2/17/2014

PAGE:

MAGIC VALLEY CONCRETE ® EST. 1984

Mission	Edinburg	San Benito/La Feria	Brownsville
(956) 581-7429	(956) 316-1520	(956) 399-6100	(956) 831-5515

Corporate Office:
7301 W. Exp. 83, Mission, TX 78572 Ph. (956) 581-7429

SOLD TO:

HIDALGO COUNTY PCT.#4
1051 North DOOLITTLE RD.
EDINBURG, TEXAS 78541

RECEIVED
FEB 25 2014
BY: TM

Ship To

MRD PROJECT
EDBG,TX

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	
	697661	Due on 10th of the next Month	
SALES REP ID	**SHIPPING METHOD**	**SHIP DATE**	**DUE DATE**
21-IO		2/17/2014	3/10/2014

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
7	3501- Mission	3500PSI-FA-1"-N-A	80.00	560.00

3-1342-419-40-124-26-0-739

Pct. # 1206
Pur. Req. # 242929
P.O. # 697661 MAB

Invoice Received By:
Doris Moore on 2-25-14
Goods/Services Received By:
See attached on 2-17-14
tickets

CAPA
CONCRETE ▲ ASPHALT ▲ PIPE ▲ AGGREGATES
RIO VALLEY PIPE ▲ MAGIC VALLEY CONCRETE ▲ UPPER VALLEY MATERIALS

Remmitances Made by Mail:
Wells Fargo Bank, N.A
c/o Wells Fargo Business Credit
P.O Box 202056
Dallas, TX 75320-2056

RECEIVED BY
COUNTY AUDITOR
2014 MAR 6 PM 2 41

Subtotal	$560.00
Sales Tax (8.25%)	$0.00
Total	$560.00
Payments/Credits	$0.00

PLEASE MAKE CHECKS PAYABLE TO: MAGIC VALLEY CONCRETE
7301 W. EXPRESSWAY 83
MISSION, TX 78572

INVOICE

030614-73806-S

INVOICE NUMBER: 141499

INVOICE DATE: 2/18/2014

PAGE:

MAGIC VALLEY CONCRETE ® EST. 1984

Mission	Edinburg	San Benito/La Feria	Brownsville
(956) 581-7429	(956) 316-1520	(956) 399-6100	(956) 831-5515

Corporate Office:
7301 W. Exp. 83, Mission, TX 78572 Ph. (956) 581-7429

SOLD TO:

HIDALGO COUNTY PCT.#4
1051 North DOOLITTLE RD.
EDINBURG, TEXAS 78541

RECEIVED
FEB 25 2014
BY: TM

Ship To

MRD PROJECT
EDBG.,TX

RECEIVED BY COUNTY AUDITOR
2014 MAR 6 PM 2

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	
		Due on 10th of the next Month	
SALES REP ID	**SHIPPING METHOD**	**SHIP DATE**	**DUE DATE**
21-IO		2/18/2014	3/10/2014

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
3	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	240.00
10	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	800.00
10	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	800.00

3-1342-419-40-124-126-0-739

Pct. # 1206
Pur. Req. # 242929
P.O. # 697661 FAB

Invoice Received By: Tonie Moreno on 3-25-14
Goods/Services Received By: See Attached Tickets on 3-14-14

Remmitances Made by Mail:
Wells Fargo Bank, N.A
c/o Wells Fargo Business Credit
P.O Box 202056
Dallas, TX 75320-2056

Subtotal	$1,840.00
Sales Tax (8.25%)	$0.00
Total	$1,840.00
Payments/Credits	$0.00

PLEASE MAKE CHECKS PAYABLE TO: MAGIC VALLEY CONCRETE
7301 W. EXPRESSWAY 83
MISSION, TX 78572

INVOICE

032414-73806-1

INVOICE NUMBER: 142281

INVOICE DATE: 3/17/2014

PAGE:

MAGIC VALLEY CONCRETE ® EST. 1984

Mission (956) 581-7429 | Edinburg (956) 316-1520 | San Benito/La Feria (956) 399-6100 | Brownsville (956) 831-5515

Corporate Office:
7301 W. Exp. 83, Mission, TX 78572 Ph. (956) 581-7429

RECEIVED MAR 19 2014 TM

SOLD TO:

HIDALGO COUNTY PCT.#4
1051 North DOOLITTLE RD.
EDINBURG, TEXAS 78541

Ship To

MRD PROJECT
EDBG,.TX

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	
	697661	Due on 10th of the next Month	
SALES REP ID	**SHIPPING METHOD**	**SHIP DATE**	**DUE DATE**
21-IO		3/17/2014	4/10/2014

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
6	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	480.00
1	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	80.00

4-1342 40419-124126-0739"
Pct. # 1206
Pur. Req. # 242929
P.O. # 697661 MAB

Invoice Received By: Marie Moreno on 3-19-14
Goods/Services Received By: See attached tickets on 3-17-14

RECEIVED BY COUNTY AUDITOR
2014 MAR 24 PM 3 48

Remittances Made by Mail:
Wells Fargo Bank, N.A
c/o Wells Fargo Business Credit
P.O Box 202056
Dallas, TX 75320-2056

Subtotal	$560.00
Sales Tax (8.25%)	$0.00
Total	$560.00
Payments/Credits	$0.00

PLEASE MAKE CHECKS PAYABLE TO: MAGIC VALLEY CONCRETE
7301 W. EXPRESSWAY 83
MISSION, TX 78572

INVOICE

MAGIC VALLEY CONCRETE ® EST. 1984

Mission	Edinburg	San Benito/La Feria	Brownsville
(956) 581-7429	(956) 316-1520	(956) 399-6100	(956) 831-5515

Corporate Office:
7301 W. Exp. 83, Mission, TX 78572 Ph. (956) 581-7429

INVOICE NUMBER: 142594

INVOICE DATE: 3/22/2014

PAGE:

SOLD TO:

HIDALGO COUNTY PCT.#4
1051 North DOOLITTLE RD.
EDINBURG, TEXAS 78541

Ship To

M RD PROJECT
EDBG,.TX

RECEIVED
MAR 26 2014
BY: TM

CUSTOMER ID	CUSTOMER PO	PAYMENT TERMS	
	697661	Due on 10th of the next Month	
SALES REP ID	**SHIPPING METHOD**	**SHIP DATE**	**DUE DATE**
21-JO		3/22/2014	4/10/2014

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
1.5	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	120.00
10	3501- Edinburg	3500PSI-FA-1"-N-A	80.00	800.00

4- 1342-419-40-121-126-0-739

Pct. # 1206
Pur. Req. # 242929
P.O. # 697661 FA B

Invoice Received By:
Tomas Molano on 3-26-14
Goods/Services Received By:
See Attached on 3-22-14
tickets

Remmitances Made by Mail:
Wells Fargo Bank, N.A
c/o Wells Fargo Business Credit
P.O Box 202056
Dallas, TX 75320-2056

Subtotal	$920.00
Sales Tax (8.25%)	$0.00
Total	$920.00
Payments/Credits	$0.00

PLEASE MAKE CHECKS PAYABLE TO: MAGIC VALLEY CONCRETE
7301 W. EXPRESSWAY 83
MISSION, TX 78572

safety-kleen.
PROTECTION CHOICES PEOPLE MAKE GREEN WORK

SAFETY-KLEEN SYSTEMS, INC
2600 North Central Expressway Ste 400
Richardson, TX 75080

DUNS NO: 05-397-6551
FED ID NO: 39-6090019

INVOICE

Billing Account #	Service Account #	Invoice #	Invoice Date
HI16937	HI15771	62783278	02/04/14

Billing Address
HIDALGO COUNTY PCT #4
1051 N DOOLITTLE RD
EDINBURG TX 78542

Service Address
HIDALGO COUNTY PCT#4
1102 N DOOLITTLE RD
EDINBURG TX 78542

Branch Location
BR MCALLEN

Terms
NET 30 DAYS

For Questions Call:
956-682-1951

Service Date
02/04/14

PO Number	Department #	Department	Manifest #	Tax Status/#
				EXEMPT

QUANTITY	PART#	TERM	SERIAL/PROFILE #	UNIT PRICE	UOM	SALES TAX	TOTAL
1	52150	8	185515	$171.5600	EA	$0.00	$171.56
	20G PARTS WASHER SERVICE - SOLVENT						

SUBTOTAL	$171.56
TOTAL TAX	$0.00
TOTAL AMOUNT DUE	**$171.56 USD**

Comments:
Pay Your Invoice Online! You can also opt for paperless billing with our new customer portal. Simply go to www.safety-kleen.com and click on My Account.

4-1200 431-00-124-007-0-432
Pct. # 154
Pur. Req. # 257585
P.O. # 204727

RECEIVED
FEB 04 2014
BY:

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

RECEIVED BY COUNTY AUDITOR
FEB 25 2014

Please be advised delinquent payments may result in a Late Payment Charge of $25.

safety-kleen.

SAFETY-KLEEN SYSTEMS, INC
2600 North Central Expressway Ste 400
Richardson, TX 75080

safety-kleen.

Billing Account #	Service Account #	Invoice #	Invoice Date
HI16937	HI15771	62783278	02/04/14

PLEASE RETURN THIS PORTION WITH PAYMENT.
MAKE ANY ADDRESS CORRECTIONS BELOW.

Date Due	Amount Due
03/06/14	$171.56

00062783278000HI16937700000171568

MDG2012 00012159 1 MB 0435 9 1
HIDALGO COUNTY PCT #4
1051 N DOOLITTLE RD
EDINBURG TX 78542

SAFETY-KLEEN SYSTEMS, INC.
PO BOX 650509
DALLAS, TX 75265-0509

AI-43950 **Purchasing Department 21. A. 1.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Martha L. Salazar, HC-PA **Submitted By:** Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation for consideration, discussion, acceptance, and approval of Work Authorization No. 5 (with a estimated cost of $2,838.93) for construction materials testing Services for the, "Renovations to Former Administration Building" with L&G Engineering Laboratory, LLC, to provide engineer services to Hidalgo County. C-13-220-08-13

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1336-419-40-220-043-0-452

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

BUDGETARY IMPACT:

Attachments

Work Authorization No. 5

Request for Services

Approval of Services by Prodigy

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/04/2014 04:23 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Rocio Villarreal Started On: 04/04/2014 02:01 PM

Final Approval Date: 04/04/2014

HIDALGO COUNTY

Professional Engineering Services
Contract # C-13-220-08-13
Work Authorization Form

WORK AUTHORIZATION NO. 5

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **L&G ENGINEERING LABORATORY, LLC** professional engineers of Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide **Construction Materials Testing Services for the *"Renovations to Former Administration Bldg"* Project in Hidalgo County Precinct No. Four (4)**

The scope of services to be provided by the **Owner** is identified in ***EXHIBIT "A" – Scope of Services to be provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in ***EXHIBIT "B" – Scope of Services to be provided by the Engineer*** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **$2,838.93**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D".**

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 5.1 of the Agreement.

PART 4. FUNDING

This Work Authorization No. 5 shall be funded through funding source:
Account No. _____
Requisition Number _____ **(MUST BE INCLUDED AFTER CC APPROVAL)**

PART 5. PERIOD OF SERVICE

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

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION
Acknowledgement and confirmation by Hidalgo County Precinct No. 4 Commissioner Joseph Palacios as to content and detail of this Work Authorization No. #5.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 4:

BY:_____

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 _____, 2014.

THE ENGINEER:
L&G ENGINEERING LABORATORY, LLC

By: Jacinto Garza, P.E.

THE OWNER:
HIDALGO COUNTY

Hon. Ramon Garcia, County Judge

ATTEST:

Arturo Guajardo Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Engineer
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Cost Proposal

ATTACHMENT "A"

Scope of Services (Owner)

PROJECT: ***"Renovations to Former Admin. Bldg"*** **In Hidalgo County Precinct No. Four (4)**

SERVICES TO BE PROVIDED BY OWNER

The County of Hidalgo will provide **L&G Engineering Laboratory, LLC** with **Construction Documents, Plans and Specifications** for the ***"Renovations to Former Admin. Bldg."*** **In Hidalgo County Precinct No. Four (4)**

ATTACHMENT "B"
Scope of Services (Engineer)

PROJECT: ***"Renovations to Former Admin. Bldg"*** **In Hidalgo County Precinct No. Four (4)**

GENERAL SCOPE OF WORK

The Scope of Work will entail providing **The County of Hidalgo** with **Construction Materials Testing Services.**

The Scope of Work is identified as follows:

- ***Construction Materials Testing Services***

L&G Engineering Laboratory will furnish all equipment, materials, supplies, and incidentals as needed to perform the services required by this Contract: The work is as follows:

Construction Materials Testing Services

L&G Engineering Laboratory, L.L.C. will provide **The County of Hidalgo** with **Construction Materials Testing Services** for the ***"Renovations to Former Admin. Bldg."*** **in Hidalgo County Precinct No. Four (4)**

The services to be provided are as follows:

- Sampling and laboratory testing of soils and base materials proposed for use in the construction of Roads and Bridges to determine compliance of these materials with project plans and specifications.
- Field density testing of soils and base materials to ensure proper compaction as required by project plans and specifications.
- Field sampling and acceptance testing of fresh concrete, and Laboratory testing of hardened concrete to determine compliance with project plans and specifications. The following will not be inclusive of the Scope of Services unless it is otherwise requested:
    - Design Submittal Review
    - Trial Batch to Verify Concrete Design prior to placement
    - Concrete Batch Plant Inspection
- Field Compaction testing of Asphalt to ensure proper compaction during lay down operations.
- Field inspection, sampling and laboratory testing of Asphalt materials to determine their material properties and their compliance with project plans and specifications.
- Any additional laboratory testing as required/requested by **The County of Hidalgo and the project plans and specifications.**

- Provide accurate and timely reports to **The County of Hidalgo** and all/other recipients as designated by the County.

Engineering Services

L&G Engineering Laboratory, L.L.C. will provide an engineer's review of all test results to determine compliance with all project plans and specifications.

Scheduling of Services

L & G Engineering Laboratory is prepared to make a commitment to **The County of Hidalgo's** materials testing needs. L & G Engineering Laboratory makes every effort to respond to its clients as requests are received, and every effort will be made to keep scheduling conflicts to a minimum. As any other firm or business providing a service, L & G Engineering Laboratory prefers to schedule field and laboratory work with as much advance notice as possible. L & G Engineering Laboratory understands; however, that certain situations may occur when the Client may have a need for Materials Testing Services with as little or no advance notice. During these instances, L & G Engineering Laboratory will make every effort to dispatch personnel to the project within one (1) hour of the Client's request for services.

ATTACHMENT "C"
Work Schedule

PROJECT: ***"Renovations to Former Admin. Bldg."*** **Project In Hidalgo County Precinct No. Four (4)**

Work Schedule

L&G Engineering Laboratory will provide **Hidalgo County Pct. # 4** with **Construction Materials Testing Services** as outlined in **Contract Agreement C-13-220-08-13.**

ATTACHMENT "D"

Cost Proposal

PROJECT: "Renovations to Former Admin. Bldg." **In Hidalgo County Precinct No. Four (4)**

See Attached

Attachment "D"
L&G Engineering Laboratory, LLC
Renovations to former Admin. Bldg.
Prepared for Hidalgo County Precinct No. 4

Concrete Placement-2nd Floor Mezzanine					
Air Content(Pressure Method)	2	Ea.	$23.51	$47.02	*Assuming*
Test Report	1	Ea.	$23.24	$23.24	*1 Placement*
Technician (Concrete)	6	Hr.	$60.18	$361.08	
Mileage (Trip Charge)	100	Mi.	$0.52	$52.00	
			Subtotal:	$483.34	
Cyl. Spec. Prep, Hold, Cure	8	Ea.	$11.83	$94.64	*Quantities based on*
Comp. Str. Of Cyl. Specimen	8	Ea.	$15.68	$125.44	*sample pickup an*
Test Reports (7 and 28 day)	4	Ea.	$23.24	$92.96	*deliver to*
Technician (Concrete)	6	Hr.	$60.18	$361.08	*laboratory for*
Mileage (Trip Charge)	100	Mi.	$0.52	$52.00	*Compression Testing*
			Subtotal:	$726.12	*and reporting*
Welding/Steel Inspection-2nd Floor Mezzanine					
Test Report	2	Ea.	$23.24	$46.48	*estimate 2*
Engineering Specialist	6	Hr.	$117.75	$706.50	*visits to project*
Mileage (Trip Charge)	100	Mi.	$0.52	$52.00	*to perform inspection*
			Subtotal:	$804.98	

Estimated Field and Laboratory Test Fees			$2,014.44
Engineering Specialist (Report Review)(Hr.)	3	$117.75	$353.25
Engineer-Principal (Report Review)(Hr.)	3	$157.08	$471.24
Estimated Materials Testing Total			$2,838.93

FW: HC Reno to Fmr Admin Building / RFI #28.

From : jrodriguez <jrodriguez@prodigycompany.com> Tue, Apr 01, 2014 04:26 PM
Sender : jrodriguez <jrodriguez@prodigycompany.com> 2 attachments
Subject : FW: HC Reno to Fmr Admin Building / RFI #28.
To : 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>, Estanislado Ramos <stan.ramos@co.hidalgo.tx.us>, 'Moises Salazar' <moises.salazar@co.hidalgo.tx.us>
Cc : manuelo@dwilsonconstruction.com, edo@agadc.com, apalacios@prodigycompany.com, Elvira Avila <eavila@prodigycompany.com>, lauro.torres <lauro.torres@co.hidalgo.tx.us>, horacioq@dwilsonconstruction.com, Mateo Salazar <MateoS@dwilsonconstruction.com>

I am in receipt of RFI #28 attached to this forwarded email, requesting how to go about testing agency to perform the structural welding testing for the Hidalgo County Floors 1 &2.

Section 01400: 2.2; of the specification manual over this project states: “A. Owner to engage, at Owner’s expense, testing agency to perform the following services:

1. Concrete Sampling, Strength Testing and Reports
2. Other tests as recommended by the Architect or Engineer.

Please provide us with the testing agency authorized by the County (Owner) to perform the structural welding testing for this project as soon as possible.

Thank you,

Jesus “Jesse” Rodriguez, Project Manager
PRODIGY CONSTRUCTION MANAGEMENT
1335 E. Jasmine Ave.
McAllen, Texas 78501
Ph. 956-800-1122, Fax. 956-664-1832

Prodigy
Construction Management LLC

www.prodigycompany.com

S.B.A. 8A Certified/TXDOT Certified/HUB Certified/DBE Certified/ESBE/HABE/MBE/SBE/HVAC Licensed

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---

From: Manuel Ornelas [mailto:manuelo@dwilsonconstruction.com]
Sent: Tuesday, April 01, 2014 8:53 AM

To: ED; george@agadc.com; Stan Ramos
Cc: jrodriguez@prodigycompany.com; lauro.torres@co.hidalgo.tx.us; rocio.villarreal@co.hidalgo.tx.us; horacioq@dwilsonconstruction.com; mateos@dwilsonconstruction.com
Subject: HC Reno to Fmr Admin Building / RFI #28.

Ed,

Please see attached RFI #28 pertaining to testing and inspections. Please advise ASAP as we are in the process of trying to set a concrete placement for the 2nd floor.

Thank you,

MM Ornelas
PM
D Wilson Construction

---

image001.jpg
2 KB

CCE04012014.pdf
246 KB

RE: HC Reno to Fmr Admin Building / RFI #28.

From : Alex Palacios <apalacios@prodigycompany.com> Thu, Apr 03, 2014 04:41 PM
Sender : Alex Palacios <apalacios@prodigycompany.com> 1 attachment
Subject : RE: HC Reno to Fmr Admin Building / RFI #28.
To : 'Glinda Pacheco' <glinda.pacheco@co.hidalgo.tx.us>, 'Manuel Ornelas' <manuelo@dwilsonconstruction.com>, valde guerra <valde.guerra@co.hidalgo.tx.us>, rgil@lgengineers.com, yolanda chapa <yolanda.chapa@co.hidalgo.tx.us>
Cc : 'ED' <edo@agadc.com>, jrodriguez@prodigycompany.com, 'Stan Ramos' <stan.ramos@co.hidalgo.tx.us>, 'Moises Salazar' <moises.salazar@co.hidalgo.tx.us>, 'Bill Wilson' <billw@dwilsonconstruction.com>, 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>

Glinda,

Prodigy Construction Management has reviewed the attached proposal and we have confirmed that L&G will be providing the proper testing for the steel welds and the concrete materials.

Representative Gil from L&G and I have discussed the scope of work as requested for the above subject project and we are in agreement with their proposal fee and proposed services.

Please let me know if you need further assistance.

THANK YOU,

Alex Palacios, Principal
PRODIGY CONSTRUCTION MANAGEMENT, LLC
P.O. Box 6592
McAllen, Tx. 78502
Ph. 956-800-1122, Fax. 956-664-1832

Prodigy
Construction Management LLC

www.prodigycompany.com

S.B.A/TXDOT Certified/DBE Certified/ESBE/HABE/MBE/SBE/ HVAC Licensed

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From: Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]
Sent: Thursday, April 03, 2014 2:04 PM
To: Manuel Ornelas

AI-43577 **Purchasing Department 21. A. 2.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Martha L. Salazar, HC-PA **Submitted By:** Elena Gomez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

LAW LIBRARY:

A. Requesting exemption form competitive bidding requirements under Texas Local Government Code 262.024 (a)(7) -"an item that can obtained from only one source";

B. Approval of the Sole Source Declaration for "West Publishing Corporation -Thomson Reuters", to include the purchase of all future upgrades, software, maintenance-support and related services for the Hidalgo County-Law Library for: "Online Legal Research Services" with said declaration to remain in effect unless revoke by HCCC.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1247-412-50-100-001-0-342

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

BUDGETARY IMPACT:

Available balance as of 4-4-14 $70,018.08

Attachments

Sole Source Letter
WestLaw
Email-No Agreement needed
Alio funding
MEMO
agreement
req

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/04/2014 01:03 PM
Budget & Management	Debbie Tamez	04/04/2014 01:20 PM
Manuel Chapa	Manuel Chapa	04/04/2014 02:00 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Elena Gomez Started On: 03/13/2014 12:53 PM

Final Approval Date: 04/04/2014

HIDALGO COUNTY PURCHASING DEPARTMENT
SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT WITH PURCHASE ORDER

Before me, the undersigned official, on this day, personally appeared Lisa Stokes (Person's name) a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Lisa Stokes (Person's Name), I am over the age of 18 have never been convicted of crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: West Publishing Corporation (Company's name).
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s).
   Westlaw and WestlawNext
4. Competition in providing the above named item(s),), product(s) or service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under section 2626.024(a)(7)(A), of the Local Government Code. Also attached hereto is a sole source letter, which sets forth the reasons why this vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible vendor on this and future purchases and may result in discontinuations of any/all business with Hidalgo County.

Signature: Lisa Stokes

SWORN AND SUBSCRIBED TO under oath before me on 1st day of April 2014.

Alicia A. DeGross
NOTARY PUBLIC

ALICIA A. DEGROSS
Notary Public
State of Minnesota
My Commission Expires
January 31, 2015

Alicia A. DeGross
PRINTED NAME

1-31-15
MY COMMISSION EXPIRES

COMPANY NAME: West Publishing Corp.
ADDRESS (city, state, & zip code): 610 Opperman Drive Eagan MN 55123
PHONE #: 651-687-7000 FAX#: 651-687-5686
CONTACT PERSON AND TITLE:
EMAIL ADDRESS:

Cory Thompson
Government Sales Consultant
West, a Thomson Reuters Co.
610 Opperman Drive
Eagan, MN, 55123
Phone: 800-328-9352 ext. 42357
Cory.thompson@thomsonreuters.com

RE: Sole Source Designation

Dear Angie/Elena:

West, the foremost provider of integrated information solutions to the U.S. legal market, has been providing research materials to the legal and professional community for more than 135 years. We are pleased to have the opportunity to provide you with information concerning Westlaw, our online legal, news, and business information research service containing more than 32,600 databases.

This letter is to confirm West's status as the sole source provider for the following exclusive content, features, and services on Westlaw:

Exclusive Content

- **National Reporter System.** Since 1879, West's National Reporter System has compiled and organized federal and state case law into a cohesive body of law that can be researched within and across jurisdictions. West's National Reporter System is available exclusively on Westlaw.
- **West Key Number System.** The West Key Number System, a Westlaw exclusive, is the master classification system of U.S. law and is widely regarded as the cornerstone of effective legal research. It helps users to quickly locate and identify cases with the same or similar legal concepts and principals in any jurisdiction in the U.S.
- **Editorial Enhancements.** For more than 100 years, West attorney-editors have been providing editorial enhancements to case law, statutes, and other legal materials. No other research service can match West's editorial experience. West's exclusive enhancements include headnotes (more than 350,000 created annually), synopses (more than 60,000 created annually), and parallel citations (more than 500,000 added annually). West's headnotes are classified to West's exclusive Key Number System, which helps users find more relevant cases.
- **Correction and Verification Process.** West attorney-editors provide the most exhaustive verification and correction process in the legal publishing and information industry. West is the only legal information provider to engage in these quality control steps to ensure the accuracy and reliability of the data.
- **Restatements of the Law.** The Restatements of the Law are principles of black letter law distilled from case law. The restatement databases on Westlaw provide a section's black letter law, reporter's notes, commentary, illustrations, and annotations in one document. First Restatements of the Law, available exclusively on Westlaw, are provided for several areas of law (e.g., contracts, torts). The first Restatements can help researchers trace the evolution of

a law, or an area of law. They also aid in the interpretation of older cases that rely on first Restatement sections.

- **Uniform Laws Annotated.** The Uniform Laws Annotated (ULA), available exclusively on Westlaw, provides an extensive reference to the text of uniform laws, prepared under the sponsorship of the National Conference of Commissioners on Uniform State Laws and the American Law Institute. ULA examines acts recommended for adoption in all states, as well as pinpoints state variations. It also includes annotations to cases decided in adopting jurisdictions.
- **National Digest System.** West's Key Number Digests have been an essential case-finding tool since the United States Digest was first published in 1848. A digest is a multi-volume index to the law consisting of major topic headings, thousands of subheadings, and short summaries of legal propositions stated in published court cases. These summaries are commonly referred to as headnotes.
- **American Jurisprudence Library.** The American Jurisprudence Library products provide fast, authoritative answers to many aspects of civil, criminal, substantive, and procedural law. Westlaw provides exclusive online access to the full library, which includes American Jurisprudence 2d, Am Jur Proof of Facts, Am Jur Trials, and AmJur Pleadings and Practice Forms Annotated.
- **Corpus Juris Secundum (CJS).** CJS, available exclusively on Westlaw, helps researchers understand unfamiliar areas of law by providing links to cases, statutes, regulations, West key Numbers, Restatements of the Law, and more. CJS covers the full breadth and depth of the law and is cited to tens of thousands times by the courts. It provides quick overviews of topics with Black Letter Summaries and is also fully integrated with the West Key Number System.
- **Public Utilities Reports (PUR).** Westlaw has exclusive online access to *Public Utilities Reports, Fourth Series*, the only case law reporter devoted to state-level regulation of public utilities.
- **Briefs on Westlaw.** Westlaw provides access to an extensive and exclusive collection of appellate briefs databases at both the federal and state levels. As of July 2009, Westlaw contains more than 1.9 million separate documents and the number of briefs is growing monthly. Many of the briefs databases, such as U.S. Supreme Court Petitions for Certiorari, are added to Westlaw shortly after being filed with the court.
- **West Reporter Images.** West Reporter Images (WRI) provides cost effective, easy access to an exact electronic copy of a National Reporter System case through westlaw.com. Because WRI is tied directly to the West published National Reporter System cases, no other online providers can provide a comparable product.

Exclusive Features and Services

- **KeyCite Citator Service.** KeyCite is a full-service citator that helps users determine whether a case is good law by tracing the history of a case, statute, or federal administrative decision. KeyCite also retrieves all citing references, which include cases, statutes, administrative materials, and secondary sources. The following are among the many exclusive citator features and services available on Westlaw:
  - ***West Key Number System Integration.*** KeyCite is completely integrated with West's exclusive topic and key number system, the most accurate tool devised for finding on-point law.
  - ***More Citing References.*** KeyCite provides more citing references, including references to more than 1,200 law reviews, thousands of ALR annotations and Am Jur 2d articles, USCA, *Code of Federal Regulations*, statutes from all 50 states, select administrative decisions,

state jurisprudence encyclopedias, and numerous treatises. In fact, KeyCite has more than two times as many citing references overall and averages more than two times as many citing references per document as the nearest competitor.

- ***Headnote References.*** KeyCite provides the full text of West headnotes, which helps users to quickly limit citing references to a relevant point of law. KeyCite contains 50% more headnote references than any other citator.
- ***Analytical Sources.*** With more than 3,100 analytical sources, KeyCite gives users more expert analyses than any other citator.
- ***Pending Legislation.*** KeyCite notifies users of pending legislation that may affect a federal or state statute (available for all 50 states).
- ***Depth-of-Treatment Stars.*** Depth of treatment stars help users zero in on the most useful citing cases and administrative decisions by indicating the extent to which the citing document discusses the cited case.
- ***Graphical KeyCite.*** With KeyCite, users can display the direct history of a case, which traces the case through the appellate process, in an easy-to-read graphical view. With this graphical view of direct history, every reversal, rehearing, reconsideration, denial of certiorari, or other action in a case is placed in context. As a result, the graphical view can save users valuable time when they are checking the procedural history of a case.
- ***KeyCite Notes.*** KeyCite Notes provides a list of sources, sorted by type of publication and the number of documents that cite the case and legal issue that a user is researching. KeyCite Notes leverages the power of KeyCite, Westlaw, analytical materials, and West headnotes to give users superior in-depth, accurate results, and is available exclusively on Westlaw.
- ***KeyCite Locate.*** KeyCite Locate helps users to home in on citing references that are the most relevant to their research. It allows users to search the full text of citing references in a KeyCite result and limit the KeyCite result to only those documents that contain the specific terms they request. KeyCite Locate also allows users to request that search terms appear within the same paragraph as the cited reference, which results in even more precise research.

- **StatutesPlus.** Westlaw StatutesPlus combines book-like indexing, browsing, and viewing with links to everything discussing a given statute. Users can find, verify, read, and interpret statutes with amazing efficiency. This powerful statutes-research feature is a Westlaw exclusive.
- **ResultsPlus.** ResultsPlus, a feature available exclusively on Westlaw, automatically displays related ALR articles, AmJur annotations and articles, and Key Numbers alongside case law search result. ResultsPlus creates a total research solution by linking users to all the other on point resources needed to complete their research—analysis, cases, statutes, law reviews and more.
- **Smart Tools.** Smart Tools on Westlaw make it easier for researchers to find on-point results and help ensure that users don't miss information. When a researcher runs a search, Smart Tools can help improve search results by suggesting alternative spellings and synonyms, suggesting a broader database search when a search result contains five or fewer documents, and detecting a variety of mistakes in a query. Smart Tools also recognizes legal terms of art and can suggest related legal terms that a researcher may want to add to a query; this feature is available exclusively on Westlaw.
- **Customizable Westlaw.** Users can customize their westlaw.com tabs to enhance their Westlaw experience. With this Westlaw exclusive, users can build and rearrange the content on select Westlaw tabs so that the tabs are more intuitive to them and designed to fit their

workflow. Customizable Westlaw helps users to quickly access the information they need to get better results faster.

- **System Availability.** West's expertly trained staff helps ensure that uninterrupted Westlaw and westlaw.com service is provided 24 hours a day, 7 days a week, 365 days a year. In contrast, other computer-assisted legal research providers shut down their systems regularly (e.g., nightly, weekly) for maintenance and updating.
- **PastStat Locator.** With PastStat Locator, a Westlaw exclusive, users can view prior versions of sections in USCA, as well as prior versions of various states. In all jurisdictions, PastStat Locator can also rebuild the Table of Contents and show how it existed on a particular date. PastStat Locator can also identify when a statute or amendment has a future activation date, or when a statute or amendment is due to lapse. Additionally, PastStat Locator also tracks renumbered statute sections.
- **Graphical Statutes.** Graphical Statutes, available exclusively on Westlaw, revolutionizes statute research by charting legislative changes and linking related documents in an easy-to-read display. From a single screen, researchers can easily track changes in the law, locate relevant legislative history materials, read important case law, and check for possible amendments. Graphical Statutes is available for USCA and the statutes for select states.
- **RegulationsPlus.** RegulationsPlus, a Westlaw exclusive, provides a comprehensive and efficient federal regulatory research system that provides researchers with the tools to complete their regulations research more efficiently and with complete confidence. RegulationsPlus helps researchers stay fully informed on any regulatory issue with editorial summaries of case law decisions, KeyCite notification of changing and proposed regulations, version history, citing references and more.

Attached for your review is a more detailed document listing the exclusive databases, features and services that only West can provide to Hidalgo County Law Library. I would be happy to discuss with you which of these databases, features, and services are available to you. If you have any questions concerning this document or require additional information, please do not hesitate to contact me.

Sincerely,

Cory Thompson
Westlaw Government Consultant
Sales and Account Management
Phone: 651-244-2357
cory.thompson@thomsonreuters.com

Zimbra **elena.gomez@co.hidalgo.tx.us**

RE: contract

From : cory thompson <cory.thompson@thomsonreuters.com> Wed, Apr 02, 2014 08:32 AM

Subject : RE: contract

To : elena gomez <elena.gomez@co.hidalgo.tx.us>

Hi Elena,

Per our conversation there is not a contract to be signed currently for Westlaw. Let me know if I can help in any other way.

Take care,

Cory

Cory Thompson
Government Division | Thomson Reuters
Direct: 651-244-2357 | Fax 651-848-9294
Phone: 800-328-9352 ext. 42357
cory.thompson@thomsonreuters.com

From: Thompson, Cory (Legal)
Sent: Wednesday, April 02, 2014 8:28 AM
To: 'Elena Gomez'
Subject: RE: contract

Hi Elena,

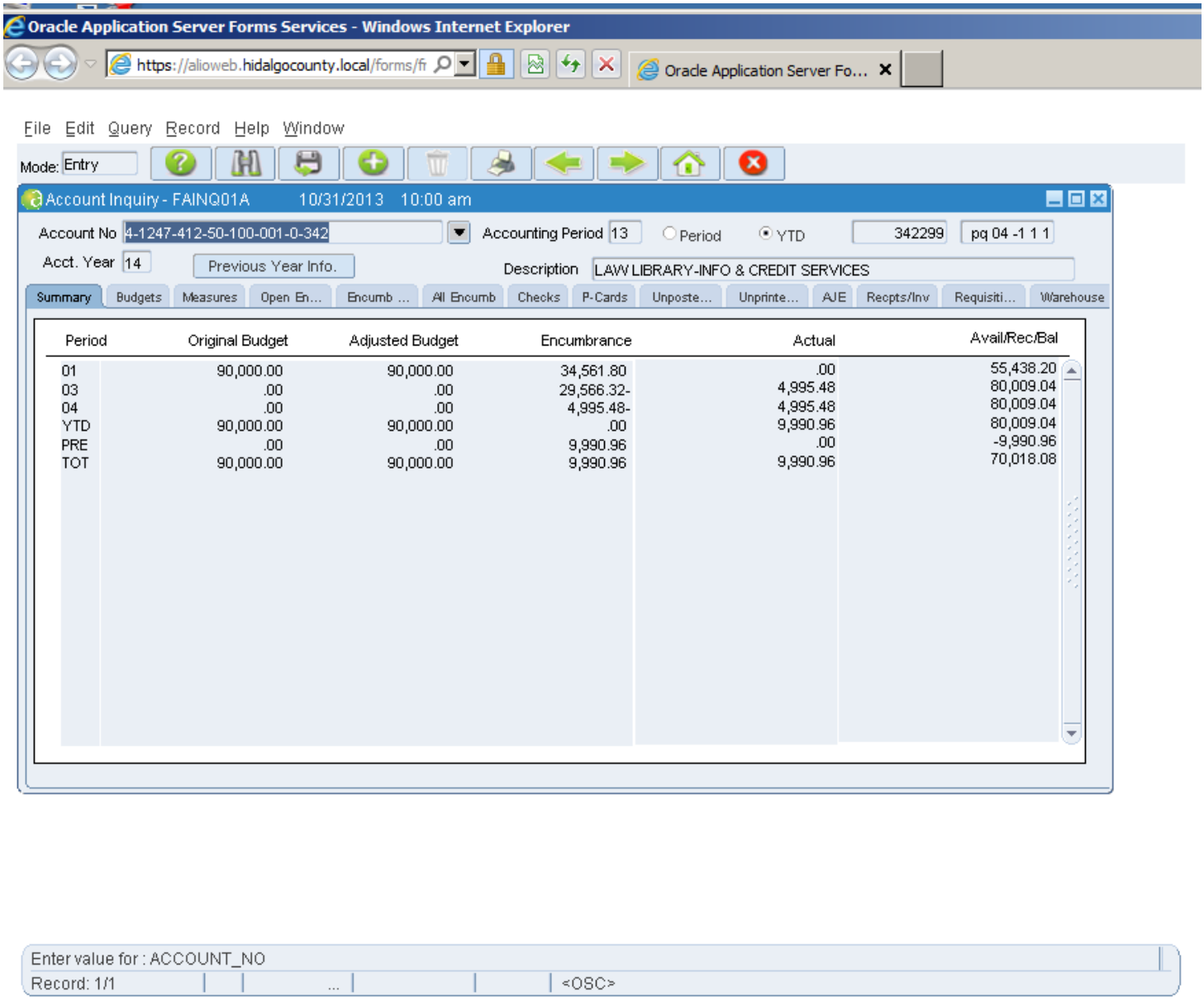
I just got this back last night. Let me know if you need anything more.

Take care,

Cory

Cory Thompson
Government Division | Thomson Reuters
Direct: 651-244-2357 | Fax 651-848-9294
Phone: 800-328-9352 ext. 42357
cory.thompson@thomsonreuters.com

From: Elena Gomez [mailto:elena.gomez@co.hidalgo.tx.us]
Sent: Wednesday, April 02, 2014 8:20 AM


Oracle Application Server Forms Services - Windows Internet Explorer
https://alioweb.hidalgocounty.local/forms/fi
Oracle Application Server Fo...
File Edit Query Record Help Window
Mode: Entry
Account Inquiry - FAINQ01A 10/31/2013 10:00 am
Account No 4-1247-412-50-100-001-0-342
Accounting Period 13
Period
YTD
342299
pg 04 -1 1 1
Acct. Year 14
Previous Year Info.
Description LAW LIBRARY-INFO & CREDIT SERVICES
Summary Budgets Measures Open En... Encumb ... All Encumb Checks P-Cards Unposte... Unprinte... AJE Recpts/Inv Requisiti... Warehouse
Period Original Budget Adjusted Budget Encumbrance Actual Avail/Rec/Bal
01 90,000.00 90,000.00 34,561.80 .00 55,438.20
03 .00 .00 29,566.32- 4,995.48 80,009.04
04 .00 .00 4,995.48- 4,995.48 80,009.04
YTD 90,000.00 90,000.00 .00 9,990.96 80,009.04
PRE .00 .00 9,990.96 .00 -9,990.96
TOT 90,000.00 90,000.00 9,990.96 9,990.96 70,018.08
Enter value for : ACCOUNT_NO
Record: 1/1
<OSC>

MEMORANDUM

"SOLE SOURCE DECLARATION"

TO: Hidalgo County Commissioners Court

FROM: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

DATE: April 8, 2014

RE: "Sole Source Declaration"- Westlaw Publishing Corp.-Thomson Reuter

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Hidalgo County Law Library currently possesses and utilizes "Westlaw Publishing Corporation-Thomson Reuter" products for online legal research including, but not limited to, federal-state-local statutes, laws, regulations, etc.

The specific software product/package needed by the Hidalgo County Law Library is only available through one source- Westlaw Publishing Corporation-Thomson Reuter. It is necessary for the law library to continue making this online research available to its users.

Therefore, the purchase of "Westlaw Publishing Corporation-Thomson Reuter" is required so as to continue the necessary online research to users in order to further the due process and function of the legal representation system.

This sole source declaration will remain in effect unless revoked by Hidalgo County Commissioners Court.

200125832

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Order Notification

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Contact your representative cory.thompson@thomsonreuters.com with any questions. Thank you.

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Payment Method: **WestAccount**
Account Number: **1003113347**

Shipping Information:
Shipping Method: **FREE Ground Shipping - U.S. Only**

Additional Information

Created By: **0018007**
Order Source: **27**
Revenue Channel: **01**
Order Date: **5/6/2013 10:54:43 AM**
P.O. Number:
Additional Data B: **20**

ES0856 email out clause no WLN ch

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Order Contact Information

First Name	Last Name	Email Address	Phone	Contact Description	Contact Number
Angie	Chapa	angie.chapa@co.hidalgo.tx.us		Order Confirmation Contact	28
Angie	Chapa	angie.chapa@co.hidalgo.tx.us		Primary Password Contact	24

Internal Comments

- OF Ver:https://ordermation.west.thomson.com/esigs/ofversion.aspx?pfv=true&ordergroupid=babb52da-35da-4324-93e3-40154231027a&isofview=yes
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- TechContactInfo:Angie Chappa; angie.chapa@co.hidalgo.tx.us; (956) 318-2155
- TechIpRange:0.0.0.0 To 0.0.0.0

New Products - WestlawPRO/CD/WLEC/Other

Qty	Product	Material ID

1 Government Select Level 1 States (WestlawNext™;) (Banded) 40988742

Modules to Include in Custom PRO:

Material ID	Description
40982568	Primary Law with KeyCite®: All — Texas (WestlawNext™;)
40982967	*Corpus Juris Secundum*® (WestlawNext™;)
40980419	All Analytical Library (WestlawNext™;)
40982222	All Forms Library (WestlawNext™;)
40981520	All Primary Law (WestlawNext™;)
40980908	Bill and Regulation Tracking — Federal Plus all 50 States (WestlawNext™;)
40981967	Civil Pleadings, Motions & Memoranda — Texas (WestlawNext™;)
40983021	Construction Practitioner Core — Texas (WestlawNext™;)
40983363	Couch on Insurance (WestlawNext™;)
40983218	Employment Discrimination Coordinator Library (WestlawNext™;)
40981145	Family Law Practitioner Core — Texas (WestlawNext™;)
40983364	Fletcher Cyclopedia of Corporations with Forms Library (WestlawNext™;)
40983387	Legislative History — Texas (WestlawNext™;)
40983366	Mertens/Casey Analytical Tax Library (WestlawNext™;)
40981636	Municipal Law Practitioner Core — Texas (WestlawNext™;)
41178057	National Criminal Secondary for Patron Access (WestlawNext™;)
40983333	Norton Bankruptcy Law (WestlawNext™;)
40982207	Personal Injury Damages Analytical Library (WestlawNext™;)
41024657	Related Documents (WestlawNext™;)
40983382	Social Security Gold Library (WestlawNext™;)
40982176	Texas Practice Guide® (WestlawNext™;)
40982220	Texas Practice Series (WestlawNext™;)

22

Special Options: Number of Terminal Users: 4

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4 attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel and the like), corporate users, students and Personnel if ordering Paralegal Plans or publicly accessible terminals (used for Patron Access and Correctional Facility Products) at the location identified above (for WestlawPRO, CD-ROM case law orders and/or West LegalEdcenter Charges). If West learns that the actual number exceeds this number, West reserves the right to increase Subscriber Monthly Charges as applicable.

Order Subtotal:	N/A
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Order Total:	$0.00
Products Under 36 month contract term:	$4,995.48
**** Billed Monthly Total:**	$4,995.48

* Sales tax for your order will reflect applicable state and local taxes and will be finalized upon shipment. In accordance with applicable laws, tax will be applied to products and shipping. Actual tax may vary slightly from that shown above.

*Free shipping is not applicable to print orders that will be shipped from affiliates of Thomson Reuters that are located outside of the United States, its territories and possessions. For such products, transportation and handling charges (FOB origin) will be added.

** First full month billing will be invoiced at the monthly billed detail set forth above. Pricing is subject to the price increase pursuant to the terms and conditions set forth in agreement.

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EFORMS COURTS AND AGENCIES PLUS TX	0116899616	40444809
GOVERNMENT GC ALL PRIMARY LAW MODULE	0116899607	40443517
NATIONAL CRIMINAL SECONDARYPATRON ACCESS	0116898900	40908180
RESULTSPLUS ACCESS METHOD	0116899613	40362001
TX CONSTRUCTION PRACTITIONER CORE	0116899615	40574264
TX MUNICIPAL PRACTITIONER CORE	0116899619	40456889
WESTLAW ALL ANALYTICAL LIB 2000	0116899608	30302108
WESTLAW ALL FORMS LIBRARY	0116899610	30304883
WESTLAW EMPLOY DISCRIM COORD	0116899603	40254152
WESTLAW PERSNL INJURY DAMAGES LIB	0116899612	40021527
WESTLAW SELECT	0116899622	40583988
WESTLAW SELECT COUCH ON INSURANCE	0116899604	40589577
WESTLAW SELECT FLETCHER CYC & FORMS	0116899602	40589580
WESTLAW SELECT MERTENSCASEY TAX	0116899601	40589632
WESTLAW SELECT SOCIAL SECURITY GOLD	0116899614	40591213
WESTLAW TX PRACTICE GUIDE	0116899620	30303451
WESTLAWPRO CJS	0116899605	40155529
WESTLAWPRO FED BILL@ TRACKING	0116899606	30302336
WESTLAWPRO TX PRACTICE	0116899621	30304608
WESTLAWPRO WITH KEYCITE ALL TX	0116899609	40043681
WL PRO FAMILY LAW CORE TX	0116899617	40367932
WL PRO LEGISLATIVE HISTORY TX	0116899618	40319303
WL PRO NORTON BKCY LIBRARY	0116899611	40293961

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General Provisions for Non Government Subscribers Only. This Order Form is subject to approval by West, a Thomson Reuters business ("West")in St. Paul, Minnesota, and is governed by Minnesota law. The state and federal courts sitting in Minnesota will have exclusive jurisdiction over any claim arising from or related to this agreement. Applicable sales, use, personal property, value added tax (VAT) or equivalent, ad valorem and other taxes are payable by Subscriber. Subscriber may be charged interest for overdue installments and subscriptions and for other open account charges. If any installments, subscriptions, subscription services, Westlaw Charges or open account charges remain unpaid 30 days after becoming due, all unmatured installments, including all amounts that are or would become due and payable for the remaining term of Subscriber's Subscriber Agreement, shall become immediately due and payable at the sole option of West. Interest charged may be adjusted to the then-highest current rate allowable on Minnesota contracts. This Order Form is nontransferable. All collection fees, including but not limited to attorneys fees, are payable by Subscriber. Transportation and handling (FOB origin) charges will be added for print products. West may request a current financial statement and/or obtain consumer credit report on the undersigned individual to determine creditworthiness. West will only request consumer credit information on the undersigned if the undersigned is applying for credit as an individual or if the undersigned's consumer credit information is necessary for West to consider granting credit to the aforementioned company. If Subscriber inquires whether a credit report was requested, West will provide information of such, if a report was received and the name, address and telephone number of the agency that supplied the report.

General Provisions for Government Subscribers Only. This Order Form is subject to approval by West in St. Paul, Minnesota, and is governed by the laws of Subscriber's state. The courts sitting in Subscriber's state will have exclusive jurisdiction over any claim arising from or related to this agreement. If Subscriber is a U.S. Federal Government subscriber, this Order Form is governed by the laws of the United States of America. Applicable sales, use, personal property, value added tax (VAT) or equivalent, ad valorem and other taxes are payable by Subscriber. This Order Form is non-transferable. Transportation and handling (FOB origin) will be added to print products.

Returns. If Subscriber is not completely satisfied with any print or CD-ROM product received from West, the product may be returned within 45 days of the invoice date for a full refund or credit, in accordance with West's then-current returns policies. Charges for Westlaw and West LegalEdcenter products are non-refundable.

Additional Contract Information

NON-AVAILABLITY OF FUNDS FOR WestlawPRO GOVERNMENT SUBSCRIBERS (not available to non-government subscribers).

If Subscriber fails to receive sufficient appropriation of funds or authorization for the expenditure of sufficient funds to continue service under the Order Form, or if Subscriber receives a lawful order issued in or for any fiscal year during the Minimum Term or Renewal Term of the Order Form that reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, Subscriber may submit a written notice to West seeking cancellation of the service, the Subscriber Agreement and the Order Form, if permitted under applicable law. Subscriber shall provide West with notice not less than thirty (30) days prior to the date of cancellation, and shall include a written statement documenting the reason for cancellation, including the relevant statutory authority for cancelling, and an official document certifying the non-availability of funds (e.g., executive order, an officially printed budget or other official government communication). Upon West's receipt of a valid cancellation notice, Subscriber shall pay all charges incurred for any products and/or services received prior to the effective date of the cancellation (and in the case of print/CD-ROM products, return all unpaid print/CD-ROM products and updates)

For questions regarding this order, please contact West Customer Service at 1-800-328-4880.

Signature for Order ID: 440533

The Research Subscriber Agreement (located at http://legalsolutions.com/research-subscriber-agreement, the terms and conditions applicable to CD-ROM Libraries with Westlaw access (located at http://legalsolutions.com/cd-rom-prodoc-addendum), the applicable Schedule A price plan (located at http://legalsolutions.com/schedule-a-westlaw) (for WestlawPRO and/or CD-ROM Libraries products), and/or the West LegalEdcenter Subscriber Agreement (located at http://legalsolutions.com/west-legaledcenter-subscriber-agreement) (for West LegalEdcenter products), and/or the Online Practice, Compliance, Storage Solutions Subscriber Agreement (located at http://legalsolutions.com/online-storage-solutions-subscriber-agreement) and the applicable Schedule A price plan (located at http://legalsolutions.com/schedule-a-concourse-firm-central-caselogistix) individually or jointly, as applicable, ("Subscriber Agreement and Schedule") is/are hereby incorporated by reference and made part of this Order Form. In the event there is a conflict between the terms and conditions of the Subscriber Agreement and Schedule and the terms and conditions of this Order Form, the terms and conditions of this Order Form shall control. Subscriber by his/her signature below, acknowledges his/her understanding and acceptance of the terms and conditions of the Subscriber Agreement and Schedule and this Order Form.

Signature of Authorized Representative for order

LAW LIBRARY CHAIRMAN
Title

FIDENCIO GUERRA, JR
Printed Name

05-28-13
Date

Angie Z Chapa
(Law Librarian)
05-28-13

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THOMSON REUTERS™

Research Subscriber Agreement

RESEARCH SUBSCRIBER AGREEMENT entered into between **"Subscriber"** and **WEST PUBLISHING CORPORATION, a Thomson Reuters business ("West")** regarding certain West research services, as follows:

1. License Grant. West grants Subscriber a non-exclusive, non-transferable, worldwide, limited license to access and use the Data (as defined below), features, services, remotely-accessed gateways, and other components of the products named and described in the Agreement (as defined below) (collectively, the "Product") in accordance with the provisions expressly set forth herein.

a. Usage. Subject to the restrictions set forth in paragraph 2 (License Restrictions) below, Subscriber may use the Product(s), including Data (as defined below) in the regular course of Subscriber's business, legal, and other research and related work subject to the limitations contained herein. "Data" means all information and representations of information, including, but not limited to, graphical representations, and other content made available to Subscriber through the Product. Subscriber may: (i) display Data internally; (ii) quote and excerpt from Data (appropriately cited and credited) by electronic cutting and pasting or other means in memoranda, briefs, reports, and similar work product created by Subscriber in the regular course of Subscriber's research and work; and (iii) to the extent not expressly prohibited by the terms of the Agreement, use Data as permitted under the fair use provision of the Copyright Act (17 U.S.C.A. § 107).

b. Storage. Subscriber may store, on a matter-by-matter basis, insubstantial portions of Data in Subscriber's database, maintained in connection with an active matter being handled by Subscriber in its regular course of business ("Project Database"). Such database must consist preponderantly of Subscriber's work product, with access to Data limited to internal users who have a need to know such information. Subscriber may maintain Data in the Project Database until the file or case becomes inactive or until any termination of the Agreement, whichever occurs first. Subscriber may also store insubstantial portions of Data in accordance with Subscriber's records retention policies, provided that such policies are in keeping with prevailing industry standards. For purposes of the Agreement, the term "insubstantial portions" means amounts of Data that (a) have no independent value other than as part of Subscriber's work product; and (b) could not be used in any way in whole or in part as a substitute for any service or product provided by West, any affiliate of West, or any third-party that licenses, contributes, or otherwise provides Data, features, or other materials to West for inclusion in the Product ("Contributor").

c. Print Outs. Provided that all printouts and other reproductions of Data retain, unaltered, all proprietary notices appearing on such reproductions, Subscriber may print, or otherwise reproduce, in hard copy form, insubstantial portions of Data in Subscriber's regular course of business and share such printouts: (i) with Subscriber's clients in relation to specific, ascertainable matters; and (ii) as required or reasonably necessary, to regulatory agencies, court officials, or parties to legal actions in which Subscriber is directly involved.

d. Electronic Distribution. Subscriber may, on an occasional basis and via Product functionality, direct West to transmit individual documents in electronic format to individual internal user(s), and to individual third parties in connection with actual, ascertainable matters being handled by Subscriber. Subscriber may also include downloaded Data in briefs prepared for a specific cause of action for a specific court in an electronic format. Distribution or dissemination of such downloaded Data in connection with, or as part of a brief must be limited to the court before which the cause of action is to be heard, the parties to the cause of action, or their representatives. All other direct transmission of electronic copies by Subscriber is prohibited.

2. License Restrictions.

a. Usage Restrictions. Subscriber may not copy, download, scrape, store, publish, post, transmit, retransmit, transfer, distribute, disseminate, broadcast, circulate, sell, resell, or otherwise use the Data, or any portion of the Data, in any form or by any means except as expressly permitted by paragraph 1 (License Grant) above, or as otherwise expressly permitted in writing by West. Subscriber shall not reverse engineer, decompile, disassemble, or otherwise attempt to discern the source code of the Products, their components, or any avenue by which Products are accessed.

b. Compliance with Applicable Law. Subscriber shall not use any Data and shall not distribute any Data to a third party for use in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation.

c. Copyright Notices. Subscriber shall not remove or alter any copyright notices from any saved, downloaded, or otherwise reproduced Data. Subscriber shall indicate that use of, distribution, and dissemination of Data is with the permission of West.

3. Regulated Data. Certain Data available through the Products is subject to heightened regulatory scrutiny under state and federal law ("Regulated Data").

a. Regulated Data Restrictions

i. Subscriber acknowledges that West provides Regulated Data to support Subscriber's own processes and decisions, and Subscriber should not deny any service or access based solely on Regulated Data provided through the Product or results provided by West. Subscriber is responsible for any denial of services or access and Subscriber will not deny such services or access without first conducting its own appropriate internal review in conjunction with its decision-making process.

ii. West is not a consumer reporting agency, and Subscriber certifies that it will not use any Data as a factor in establishing a consumer's eligibility for credit or insurance to be used primarily for personal, family, or household purposes, for employment purposes, or for any other purpose authorized under section 1681b of the Fair Credit Reporting Act (15 U.S.C.A. § 1681b).

iii. Subscriber acknowledges that access to Regulated Data, available through the Product, including but not limited to credit header Data, motor vehicle Data, driver license Data, and voter registration Data is regulated by state or federal laws, such as the Gramm Leach Bliley Act ("GLBA"), the Driver's Privacy Protection Act ("DPPA"), or other state or federal laws and regulations, or is subject to Contributor restrictions.

iv. If Subscriber is permitted to purchase motor vehicle records ("MVR Data") from West, without in any way limiting Subscriber's obligations to comply with all state and federal laws governing use of MVR Data, the following specific restrictions apply and are subject to change:
- Subscriber shall not use any MVR Data provided by West, or portions of information contained therein, to create or update a file to the end that Subscriber develops its own source of driving history information.
- As requested by West, Subscriber shall complete any state forms that West is legally or contractually obligated to obtain from Subscriber before serving Subscriber with state MVR Data.

v. Subscriber agrees not to access Regulated Data for any purpose that is not allowed by the GLBA, by the DPPA, by any other applicable state or federal laws or regulations, or that is contrary to any Additional Terms, as defined in paragraph 5 (Additional Terms) below.

vi. Subscriber represents and warrants that it is the end user of Regulated Data and shall limit use and dissemination of Regulated Data solely to the permissible uses stated by Subscriber in the application and online (Subscriber's "Permissible Use"). Subscriber agrees to keep confidential and shall not disclose any Regulated Data except to Subscriber employees in the United States of America whose duties reasonably require access to such Regulated Data to carry out Subscriber's Permissible Use.

b. Regulated Data Usage Compliance. West retains the right to temporarily or permanently block access to certain Data if West, in its sole discretion, reasonably believes that the Data may be or has been used for an improper purpose or otherwise in violation of the terms of the Agreement, or as otherwise required by a Contributor. By accessing Data, Subscriber acknowledges that from time to time, West and its Contributors and/or various government entities will require Subscriber to identify a permissible use (if applicable) and may inquire as to Subscriber's compliance with applicable laws or the Agreement. Subscriber agrees to reasonably cooperate with any inquiry, subject to any attorney-client confidentiality. Subscriber shall immediately report to West any misuse, abuse, or compromise of Data of which Subscriber becomes aware.

c. Regulated Data Subscriber Credentials. West's provision of access to Regulated Data is contingent on West's verification of Subscriber's credentials in accordance with West's internal credentialing procedures. Subscriber shall notify West immediately of any changes to the information on Subscriber's application for Services and, if at any time Subscriber no longer meets such credentialing requirements, West may terminate Subscriber's access to Regulated Data.

d. Regulated Data Indemnification. Except as otherwise prohibited by law and without waiving any defenses to which it may be entitled, Subscriber hereby agrees to protect, indemnify, defend, and hold harmless West and all its Contributors from and against any and all costs, claims, demands, damages, losses, and liabilities (including actual attorneys' fees) arising from or in any way related to (i) the misuse of Regulated Data by Subscriber (or any other party receiving such Regulated Data from or through Subscriber); and (ii) Subscriber's breach of any representation or warranty relating to its use of or purpose in using Regulated Data.

4. Rights in Data. Except for the license granted in this Subscriber Agreement, all rights, title, and interest in the Product, including Data, in all languages, formats, and media throughout the world, including all copyrights, are and will continue to be the exclusive property of West and its Contributors.

5. Additional Terms. Certain third-party Data and features are governed by terms and conditions which are supplemental to and may be different from those set forth in this Subscriber Agreement ("Additional Terms"). Additional Terms are available for review at the following locations: http://legalsolutions.com/westlaw-additional-terms; http://legalsolutions.com/clear-additional-terms; and http://legalsolutions.com/thomson-innovation-additional-terms. In the event of a conflict between any Additional Terms and terms set forth in the Agreement, the Additional Terms will control.

6. Protection of Personal Information. West and Subscriber acknowledge that both parties may be required to comply with various privacy and security requirements, including but not limited to those set forth in paragraph 3.a. (Regulated Data Restrictions) above, the European Union Directive on Data Protection (95/46), and all other applicable legal directives and applicable industry standards (collectively "Privacy Laws") pursuant to which each party wishes to obtain certain undertakings from the other with regard to the use and protection of the Personal Information of either party. For purposes of this Subscriber Agreement, "Personal Information" shall refer to, without limitation, the following types of information: name, address, e-mail address, age, date of birth, telephone number, fax, social security number or equivalent or similar government identification numbers, credit/debit card information, bank account information, logins, passwords, or medical or health records of an identifiable human being. Each party shall be responsible for any collection, access, use, and disclosure of Personal Information subject to this Subscriber Agreement. Without limiting the foregoing, each party shall employ appropriate administrative, physical, and technical safeguards in order to sufficiently protect the Personal Information and any information assets and resources in question. Each party shall promptly notify the other of any event that may result in the unauthorized collection, access, use, or disclosure of Personal Information subject to this Subscriber Agreement ("Information Protection Incident"). The parties shall make reasonable efforts to assist one another in relation to the investigation and remedy of any such Information Protection Incident claim, allegation, action, suit, proceeding, or litigation with respect to the unauthorized access, use, or disclosure of Personal Information. Furthermore, any access to or use of Personal Information must be in accordance with all applicable law. No individual shall access records that require a permissible purpose unless such a purpose exists for such individual. For purposes of its obligations hereunder, any acts or omissions by the personnel of each party shall also be deemed to be the acts or omissions of that respective party.

7. Charges and Modification of Charges. Charges payable by Subscriber for access to Products ("Service Charges") will commence on the date West processes Subscriber's order. Service Charges will be as stated in an applicable Special Offer Amendment, or Order Form/Order Notification to this Subscriber Agreement, the Schedule A Price Plan, or as otherwise agreed upon in writing by the parties. Schedule A rates may be modified upon at least 30 days prior notice to Subscriber in writing or online or pursuant to the terms stated on an applicable Order Form/Order Notification. Modification of any Service Charges pursuant to this paragraph 7 shall not be considered as an amendment to this Subscriber Agreement that permits termination pursuant to paragraph 13(ii) herein. Service Charges are exclusive of applicable sales, use, value added tax (VAT) or equivalent, ad valorem, personal property and other taxes, which are the responsibility of Subscriber. Subscriber will pay all invoices in full within 30 days from date of invoice. If full payment is not made, Subscriber may be charged interest on any unpaid balance, not to exceed 1% per month.

8. **Product Software and Internet Based Services.**

a. **Product Software.** West may make available to Subscriber, on a subscription basis, software for use in connection with the Product. Such software, including new versions and the accompanying user documentation, may be referred to collectively as "Software." All Software will be licensed to Subscriber under a license agreement which will accompany the Software. By using the Software and taking such other action as may be referenced in the license agreement as constituting acceptance, Subscriber agrees to be bound by the terms and conditions of the accompanying license agreement. If Subscriber does not so agree, Subscriber must return any tangible copies of the Software in its possession or control.

b. **Internet Based Services.** Certain Products may be accessed via the Internet. Subscriber may use Data cached in Subscriber's local disk drive solely in support of its use of the Product via the Internet ("Internet Based Services"). Certain software used by Subscriber may not be capable of supporting Internet Based Services. The performance of Internet Based Services varies with the manufacturers' equipment with which it is used.

9. **Disclaimer of Warranties.** EXCEPT AS SPECIFICALLY PROVIDED IN THIS SUBSCRIBER AGREEMENT, ANY SCHEDULE, OR LICENSE AGREEMENT, ALL PRODUCTS, DATA, SOFTWARE, AND INTERNET-BASED SERVICES ARE PROVIDED "AS IS," WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF PERFORMANCE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, OMISSIONS, COMPLETENESS, CURRENTNESS, AND DELAYS.

10. **Limitation of Liability.** SUBSCRIBER'S EXCLUSIVE REMEDY AND WEST'S, ITS AFFILIATES, AND/OR CONTRIBUTORS' ENTIRE LIABILITY UNDER THE AGREEMENT, IF ANY, FOR ANY CLAIM(S) FOR DAMAGES RELATING TO PRODUCTS, DATA, SOFTWARE, OR INTERNET BASED SERVICES WHICH ARE MADE AGAINST THEM, INDIVIDUALLY OR JOINTLY, WHETHER BASED IN CONTRACT OR NEGLIGENCE, SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF SERVICE OR SOFTWARE CHARGES PAID BY SUBSCRIBER FOR THE INDIVIDUAL PRODUCT TO WHICH SUCH LIABILITY APPLIES DURING THE 12 MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL WEST, ITS AFFILIATES, AND/OR CONTRIBUTORS BE LIABLE TO SUBSCRIBER FOR ANY CLAIM(S) RELATING IN ANY WAY TO (i) SUBSCRIBER'S INABILITY TO USE PRODUCTS, DATA, SOFTWARE, OR INTERNET BASED SERVICES, OR ITS INABILITY OR FAILURE TO PERFORM LEGAL OR OTHER RESEARCH OR RELATED WORK OR TO PERFORM SUCH LEGAL OR OTHER RESEARCH OR WORK PROPERLY OR COMPLETELY, EVEN IF ASSISTED BY WEST, ITS AFFILIATES, OR CONTRIBUTORS, OR ANY DECISION MADE OR ACTION TAKEN BY SUBSCRIBER IN RELIANCE UPON DATA; OR (ii) THE PROCURING, COMPILING, INTERPRETING, EDITING, WRITING, REPORTING, OR DELIVERING DATA. IN NO EVENT SHALL WEST, ITS AFFILIATES AND/OR CONTRIBUTORS BE LIABLE TO SUBSCRIBER FOR ANY LOST PROFITS OR OTHER CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES RELATING IN WHOLE OR IN PART TO SUBSCRIBER'S RIGHTS UNDER THE AGREEMENT EVEN IF WEST, ITS AFFILIATES AND/OR CONTRIBUTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, WEST SHALL HAVE NO LIABILITY WHATSOEVER TO SUBSCRIBER FOR ANY CLAIM(S) RELATING IN ANY WAY TO ANY THIRD PARTY FEATURE. NEITHER WEST NOR CONTRIBUTORS MAKE ANY WARRANTY THAT ACCESS TO PRODUCTS AND DATA WILL BE UNINTERRUPTED, SECURE, COMPLETE, OR ERROR FREE. NOR DOES WEST MAKE ANY WARRANTY AS TO THE LIFE OF ANY URL OR THIRD PARTY WEB SERVICE. SUBSCRIBER ACKNOWLEDGES THAT PROVISION OF PRODUCTS AND DATA ENTAILS THE LIKELIHOOD OF SOME HUMAN AND MACHINE ERRORS, DELAYS, INTERRUPTIONS, AND LOSSES, INCLUDING THE INADVERTENT LOSS OF DATA. THE DISCLAIMERS OF WARRANTY AND LIMITATIONS OF LIABILITY SET FORTH IN THIS SUBSCRIBER AGREEMENT WERE MATERIAL FACTORS IN THE DETERMINATION OF SERVICE CHARGES.

11. **Responsibility for Certain Matters.** Subscriber shall provide to West the office location and address associated with Subscriber's passwords issued under the Agreement. Subscriber's personnel may also access Products via home computers, laptops, or other wireless devices. Subscriber is responsible for promptly notifying West in writing of persons to whom passwords are to be issued or from whom passwords are to be revoked. Subscriber is solely responsible for maintaining security of passwords. Subscriber is also responsible for all access to and use of all Products, Data, Software, and Internet Based Services through Subscriber's account, login credentials, and/or systems, whether or not Subscriber has knowledge of or authorizes such access and use. Sharing of passwords that have been issued to individual users of Subscriber is strictly prohibited.

12. **Limitation of Claims.** Except for claims relating to Service Charges or improper use of Products, Data, Software, or Internet Based Services, no claim, regardless of form, which in any way arises out of the Agreement, may be made, nor such claim brought, under the Agreement more than one year after the basis for the claim becomes known to the party desiring to assert it.

13. **Term and Termination.** *This Subscriber Agreement will become* effective upon approval and acceptance by West in St. Paul, Minnesota, and will continue in force for the term set forth in an amendment or applicable Order Form/Order Notification to this Subscriber Agreement. Notwithstanding the foregoing, (i) West may terminate this Subscriber Agreement immediately upon giving written notice of termination to Subscriber if West reasonably believes that Subscriber's use of Data violates any applicable law or regulation or this Subscriber Agreement, or may result in a risk to public safety, including but not limited to the safety of private individuals; (ii) Subscriber may terminate the Agreement immediately upon giving written notice of termination to West after receiving notice of an amendment (as permitted under paragraphs 5 (Additional Terms) and 14 (Effect of Agreement)) which contains new terms that materially alter the terms of this Subscriber Agreement and are unacceptable to Subscriber; (iii) either party may terminate the Agreement immediately upon giving written notice of termination to the other party if the other party commits a material breach of this Subscriber Agreement; or (iv) West may terminate the Agreement immediately upon giving written notice of termination to Subscriber if Subscriber commits a material breach of any obligation to West under any other agreement between the parties. Upon any termination of this Subscriber Agreement, the Product Software licenses shall also terminate.

14. **Effect of Agreement.** This Subscriber Agreement along with all applicable current and future Schedules, Additional Terms, license agreements, Special Offer Amendment to this Subscriber Agreement or *applicable Order Form/Order Notification (if any), and the like (collectively,* "Agreement") embodies the entire understanding between the parties with respect to the subject matter of the Agreement and supersedes any and all prior understandings and agreements, oral or written, relating to the subject matter. Except as otherwise provided in the Agreement, West may amend the terms and conditions of this Subscriber Agreement by giving Subscriber at least 30 days prior written notice. Within 30 days of the receipt of such amendment, Subscriber may, at its option, request that the parties enter into good faith negotiations regarding the new amended terms and conditions. In the event the parties are not able to reach an agreement resulting in mutually

agreeable alternative language for the amended terms and conditions within 30 days after the start of the negotiations, Subscriber may terminate this Subscriber Agreement as set forth in paragraph 13(ii) herein. Except as expressly set forth herein, any other amendment to the Agreement must be in writing and signed by both parties.

15. Force Majeure. Each party's performance under the Agreement is subject to interruption and delay due to causes beyond its reasonable control, such as acts of God, acts of any government, war or other hostility, civil disorder, the elements, fire, explosion, power failure, equipment failure, industrial or labor dispute, inability to obtain necessary supplies, and the like.

16. Notices. Except as otherwise provided herein, all notices must be in writing to West at 610 Opperman Drive, P.O. Box 64833, St. Paul, Minnesota 55164-1803, Attention: Customer Service, and to Subscriber at the address set forth in the applicable Special Offer Amendment or Order Form/Order Notification.

17. General Provisions. The Agreement will be governed by and construed under the law of the state of Minnesota, U.S.A. without regard to conflicts of law provisions. The parties agree that the state and federal courts sitting in Minnesota will have exclusive jurisdiction over any claim arising out of the Agreement and each party consents to the exclusive jurisdiction of such courts. Neither the Agreement nor any part or portion may be assigned, sublicensed, or otherwise transferred by Subscriber without West's prior written consent. Should any provision of the Agreement be held to be void, invalid, unenforceable, or illegal by a court, the validity and enforceability of the other provisions will not be affected thereby. Failure of any party to enforce any provision of the Agreement will not constitute or be construed as a waiver of such provision or of the right to enforce such provision. The headings and captions contained in the Agreement are inserted for convenience only and do not constitute a part of the Agreement. West, as used herein, also applies to West Services Inc.

18. Feedback. Any and all Feedback that Subscriber provides to West shall become the exclusive property of West without any payment, accounting, remuneration, or attribution to Subscriber. "Feedback" means information provided, in any manner, by or on behalf of Subscriber with respect to any feature, West product or service, or their enhancement, customization, configuration, installation, or implementation, including but not limited to ideas, concepts, suggestions, materials, functions, methods, processes, and rules.

Requisition

Req # 00253733

PO #

Date: 03/17/14

Bill To: x
x

Vendor : 41548
WEST PUBLISHING CORPORATION
THOMSON REUTERS
WEST PAYMENT CENTER
P.O. BOX 6292
CAROL STREAM IL 60197-6292

Ship To: LAW LIBRARY
100 N. CLOSNER, 1ST FL
EDINBURG TX 78539

Contact: Jaime Ayala
956-318-2155

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Library Req.#TW003-14		
		DO NOT DUPLICATE ORDER		
10.00	YEAR	SS Open P.O. (Legal Online Subscription) March - December, 2014 / Waiting Commissioner's Court approval on 4/8/2014 / Agenda Item # 43577/ $4995.48 per month / March-December, 2014	4,995.48	49,954.80
		Account No	Encumbrance	
		4-1247-412-50-100-001-0-342	49,954.80	
			Freight	.00
			Total	49,954.80
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-43926 **Purchasing Department 21. A. 3.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Daniel Flores-HC/Fac. Mgr. **Submitted By:** Moises Salazar, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to award proposal received in the amount of $6,439.32 from Herrera and Hunt, Inc., awarded Job Order Contractor through County's participation with HCDE-Choice Facility Partners JOC contract No. JOC-09-040JC-07, for the project: Hidalgo County Facilities Management -"Storefront Doorway Installation at the Health Department".

BACKGROUND

Purchase Order Requisition No. 00253136.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-419-40-220-001-0-431

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

BUDGETARY IMPACT:

Amount available for requisition# 253136 as of 4-4-14 $6,439.32 for HERRERA & HUNT, INC.

Attachments

Proposal from H&H

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/04/2014 02:03 PM
Budget & Management	Debbie Tamez	04/04/2014 02:45 PM
Manuel Chapa	Manuel Chapa	04/04/2014 03:58 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Moises Salazar Started On: 04/03/2014

Final Approval Date: 04/04/2014

HERRERA & HUNT, INC.
PO BOX 49
ALAMO, TX 78516
JOB ORDER CONTRACTING SPECIALISTS

HIDALGO COUNTY – HEALTH DEPARTMENT
STOREFRONT DOORWAY INSTALLATION
SCOPE OF WORK

1. **Prepare area for initiation of project**
2. **Frame partition**
3. **Tape, float and paint installed partition**
4. **Install aluminum storefront door unit**
5. **Install all necessary hardware on storefront double door unit**
6. **Test doorway – adjust as necessary**
7. **Clean up**

HERRERA & HUNT, INC.
PO BOX 49
ALAMO, TX 78516

CHOICE PARTNERS

JOC - 09-040JC-07

DELIVERY ORDER REQUEST

Client: HIDALGO COUNTY **Date:** 4/3/2014

Project: Health Department Doorway

Location: 1304 S. 2th St., Edinburg, TX

Project Summary: Install storefront doorway

Order Calculation Criteria: Facilities & Commercial Renovation / Unit / Repair & Remodeling / McAllen / Year 2014 Qtr 1

Averages based on quantity and unit prices from RS Means			$ 7,400.52
Competitive Bid Coefficient	0.87	X	
Choice Facilities			$ 6,438.45
Delivery Order Size Factor			
$3 to $50,000	1.10		
$50,000 to $500,000	1.00	X	
$500,000+	0.98		
			$
Adjustments			$
Permits & Fees (If any, otherwise $0.00)	2%		$
			$
Architectural & Engineering Fees	____%		$
			$
	Sub Total		6,438.45
Payment Bond	3%		$
			$
	Delivery Order Request Quote		$ 6,438.45

Gilbert Herrera 4/3/14

Gilbert Herrera Date

Herrera & Hunt, Inc. - Choice Partners Contract # 09-040JC-07

HERRERA & HUNT, INC.
PO BOX 49
ALAMO, TX 78516

CHOICE PARTNERS

JOC - 09-040JC-07

DELIVERY ORDER REQUEST

Client: HIDALGO COUNTY **Date:** 3/4/2014

Project: Health Department Doorway

Location: 1304 S. 2th St., Edinburg, TX

Project Summary: Install storefront doorway

Order Calculation Criteria: Facilities & Commercial Renovation / Unit / Repair & Remodeling / McAllen / Year 2014 Qtr 1

Averages based on quantity and unit prices from RS Means			$ 7,401.52
Competitive Bid Coefficient	0.87	X	
Choice Facilities			$ 6,439.32
Delivery Order Size Factor			
$3 to $50,000	1.10		
$50,000 to $500,000	1.00	X	
$500,000+	0.98		
			$
Adjustments			$
Permits & Fees (If any, otherwise $0.00)	2%		$
			$
Architectural & Engineering Fees	____%		$
			$
	Sub Total		6,439.32
Payment Bond	3%		$
			$
	Delivery Order Request Quote		$ 6,439.32

Gilbert Herrera 3/4/14
Gilbert Herrera Date
Herrera & Hunt, Inc. - Choice Partners Contract # 09-040JC-07

LTR# 265
REQ# 253130

RSMeans

Hidalgo County
1304 S 25th St.
Edinburg, Texas, 78541
Date: 04-Mar-14

Cost Estimate Report
RSMeans Online

Hidalgo Co Health Dept Door
Year 2014 Quarter 1
Unit Detail Report

Prepared By:
Gilbert Herrera
Herrera and Hunt Inc

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
013113200160	Field personnel, general purpose laborer, average 91014	0.30	Week	$2,400.00	$720.00
013113200200	Field personnel, project manager, average 91014	0.30	Week	$3,600.00	$1,080.00
015616101000	Selective demolition, rubbish handling, dust partition, 4' x 8' panels, 1" x 3" frame, 6 mil polyethylene, cost to be added to demolition cost 91240	500.00	S.F.	$0.61	$305.00
Division 01 General Requirements Subtotal					**$2,105.00**
Division 08 Openings					
084313100020	Frames, aluminum, door, entrance, clear anodized finish, storefront, 3' x 7' opening 15021	2.00	Opng.	$641.74	$1,283.48
087120308050	Door hardware, door closer, surface mounted, heavy duty, parallel arm, primed, traditional 45026	2.00	Ea.	$314.36	$628.72
087120354000	Door hardware, panic device, narrow stile, double doors, exit only 45026	1.00	Pr.	$1,784.40	$1,784.40
087120356000	Door hardware, panic device, trim, rim mounted, cylinder and pull 45026	2.00	Ea.	$222.67	$445.34
087120359000	Door hardware, panic device, minimum labor/equipment charge 91014	2.00	Job	$88.69	$177.38
087120409000	Door hardware, minimum labor/equipment charge 91014	1.00	Job	$36.80	$36.80
088110100800	Float glass, tempered, clear, 1/4" thick 44077	42.00	S.F.	$13.20	$554.40
Division 08 Openings Subtotal					**$4,910.52**
Division 09 Finishes					
092116333800	Partition wall, interior, standard, taped both sides, installed on & incl. 25 ga, NLB metal studs, 3-5/8" wide, 16" O.C., 8' to 12' high, 5/8" gypsum drywall 91075	100.00	S.F.	$2.30	$230.00
092910301195	Gypsum wallboard, on ceilings, fire resistant, w/compound skim coat (level 5 finish), 1/2" thick 91075	100.00	S.F.	$1.09	$109.00
				Per RS Means Verifi Item was changed to 1.08	$108.00
099123721240	Paints & coatings, walls & ceilings, interior, concrete, drywall or plaster, latex paint, 3 coats, smooth finish, roller 09154	100.00	S.F.	$0.47	$47.00
Division 09 Finishes Subtotal					**$386.00**

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
	Subtotal				**$7,401.52**
	General Contractor's Markup on Subs		**0.00%**		**$0.00**
	Subtotal				**$7,401.52**
	General Conditions		**0.00%**		**$0.00**
	Subtotal				**$7,401.52**
	General Contractor's Overhead and Profit		**0.00%**		**$0.00**
	Grand Total				**$7,401.52** Corrected $7,400.52

RSMeans

Cost Estimate Report
RSMeans Online

HIDALGO COUNTY FACILITIES
HEALTH DEPARTMENT CENTRAL OFFICE
Edinburg, TX, 78539
Date: 18-Mar-14

Installation of storefront doorway
Year 2014 Quarter 1
Unit Summary Report

Prepared By:
Purchasing Department
Hidalgo County

Division Description			Total
Division 01	General Requirements		$2,105.00
Division 08	Openings		$4,910.52
Division 09	Finishes		$385.00
Subtotal			$7,400.52
General Contractor's Markup on Subs		0.00%	$0.00
Subtotal			$7,400.52
General Conditions		0.00%	$0.00
Subtotal			$7,400.52
General Contractor's Overhead and Profit		0.00%	$0.00
Grand Total			$7,400.52

RSMeans

HIDALGO COUNTY FACILITIES

HEALTH DEPARTMENT CENTRAL OFFICE
Edinburg, TX, 78539

Date: 18-Mar-14

Cost Estimate Report
RSMeans Online

Installation of storefront doorway
Year 2014 Quarter 1
Unit Detail Report

Prepared By:
Purchasing Department
Hidalgo County

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
013113200160	Field personnel, general purpose laborer, average	0.30	Week	$2,400.00	$720.00
013113200200	Field personnel, project manager, average	0.30	Week	$3,600.00	$1,080.00
015616101000	Selective demolition, rubbish handling, dust partition, 4' x 8' panels, 1" x 3" frame, 6 mil polyethylene, cost to be added to demolition cost	500.00	S.F.	$0.61	$305.00
Division 01 General Requirements Subtotal					**$2,105.00**
Division 08 Openings					
084313100020	Frames, aluminum, door, entrance, clear anodized finish, storefront, 3' x 7' opening	2.00	Opng.	$641.74	$1,283.48
087120308050	Door hardware, door closer, surface mounted, heavy duty, parallel arm, primed, traditional	2.00	Ea.	$314.36	$628.72
087120354000	Door hardware, panic device, narrow stile, double doors, exit only	1.00	Pr.	$1,784.40	$1,784.40
087120356000	Door hardware, panic device, trim, rim mounted, cylinder and pull	2.00	Ea.	$222.67	$445.34
087120359000	Door hardware, panic device, minimum labor/equipment charge	2.00	Job	$88.69	$177.38
087120409000	Door hardware, minimum labor/equipment charge	1.00	Job	$36.80	$36.80
088110100800	Float glass, tempered, clear, 1/4" thick	42.00	S.F.	$13.20	$554.40
Division 08 Openings Subtotal					**$4,910.52**
Division 09 Finishes					
092116333800	Partition wall, interior, standard, taped both sides, installed on & incl. 25 ga, NLB metal studs, 3-5/8" wide, 16" O.C., 8' to 12' high, 5/8" gypsum drywall	100.00	S.F.	$2.30	$230.00
092910301195	Gypsum wallboard, on ceilings, fire resistant, w/compound skim coat (level 5 finish), 1/2" thick	100.00	S.F.	$1.08	$108.00
099123721240	Paints & coatings, walls & ceilings, interior, concrete, drywall or plaster, latex paint, 3 coats, smooth finish, roller	100.00	S.F.	$0.47	$47.00
Division 09 Finishes Subtotal					**$385.00**

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Subtotal					**$7,400.52**
General Contractor's Markup on Subs			**0.00%**		**$0.00**
Subtotal					**$7,400.52**
General Conditions			**0.00%**		**$0.00**
Subtotal					**$7,400.52**
General Contractor's Overhead and Profit			**0.00%**		**$0.00**
Grand Total					**$7,400.52**

AI-43935 **Purchasing Department 21. A. 4.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Martha L. Salazar **Submitted By:** Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation of bids received for the purpose of award and approval of contract documents to multiple responsible vendors submitting the lowest and best bids (meeting all specifications and/or requirements) for: **Rental and/or Purchase of Industrial Uniforms"** for **Hidalgo County-RFB:2014-013-02-05-SMA.**

BACKGROUND

Recommended multiple vendors:
1) C-14-013-04-08-(UNIFIRST HOLDING CO.)
2) C-14-013A-04-08(MODEL LAUNDRY)
3) C-14-013B-04-08 (G&K SERVICES, INC.

Contracts to commence on April 30, 2014.

Contracts reviewed and approved by legal counsel as to form.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:**

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

BUDGETARY IMPACT:

**Note-Various funding sources are utilized for this contract (Countywide Contract) (on an as needed basis)

2014 Budget - Object codes (possible): 343 & 605

Attachments

Recommendations
Recommendations 2
Tabulation
C-14-013-04-08-Unifirst Holding Co-HC
C-14-013A-04-08-Model Laundry LLC-HC
C-14-013B-04-08-G & K Servcies Inc-HC
Legals approval
part log

Form Review

Inbox	Reviewed By	Date

Purchasing Department	Marty Salazar	04/04/2014 10:43 AM
Budget & Management	Debbie Tamez	04/04/2014 12:59 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Letty Saenz Started On: 04/04/2014 07:40 AM

Final Approval Date: 04/04/2014

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

RECEIVED
FEB 13 2014
By

MEMORANDUM
(Department's Recommendation)

TO: ALL DEPARTMENT HEADS

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: February 07, 2014

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received **THREE (3) BID RESPONSES** to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response by no later **than** **February 15, 2014 @ 10:00 a.m.** to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):		RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. Unifirst Holding, Inc.	*	Lowest bidder on #s 6, 7 & 8
2. Model Laundry, LLC	*	" " " " 01, 4, 9, 10, 14
3. B & K Service	*	" " " #03

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 7-1200-431-00-124-007-0-605
* for purchase only

Gloria A. Beltran	Gloria A. Beltran	Pct 4	2/11/14
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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

Re: Scanned from Comm Pct 4 Xerox

From : Gloria Beltran <gloria.beltran@co.hidalgo.tx.us> Wed, Mar 12, 2014 10:15 AM
Subject : Re: Scanned from Comm Pct 4 Xerox
To : Sandra Montalvo <sandra.montalvo@co.hidalgo.tx.us>
Cc : Veronica Lopez <veronica.lopez@co.hidalgo.tx.us>, Antonia Moreno <antonia.moreno@co.hidalgo.tx.us>, Roman Rodriguez <roman.rodriguez@co.hidalgo.tx.us>, juan carranza <juan.carranza@co.hidalgo.tx.us>

Ms Sandra, yes, based on quote pricing which is most beneficial to our department.

Thank You,
Gloria Ann Beltran
Hidalgo County Pct 4 Executive Assistant
1051 N Doolittle Rd
Edinburg, TX 78542
(956)383-3112 ext 4008 or (956)292-7652
gloria.beltran@co.hidalgo.tx.us

----- Original Message -----
From: "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>
To: "Gloria Beltran" <gloria.beltran@co.hidalgo.tx.us>
Sent: Tuesday, March 11, 2014 10:31:41 AM
Subject: Re: Scanned from Comm Pct 4 Xerox

Ms. Gloria,

Regarding the purchase of uniforms. I just want to double check you want to purchase uniforms from all three vendors?

----- Original Message -----
| From: "Gloria Beltran" <gloria.beltran@co.hidalgo.tx.us>
| To: "sandra montalvo" <sandra.montalvo@co.hidalgo.tx.us>
| Sent: Wednesday, February 12, 2014 5:23:50 PM
| Subject: Fwd: Scanned from Comm Pct 4 Xerox
|

| As per your request, attached is the correction.
|
|
|
| Gloria Ann Beltran
| Hidalgo County Pct 4 Executive Assistant
| 1051 N Doolittle Rd
| Edinburg, TX 78542
| (956)383-3112 ext 4008 or (956)292-7652
| gloria.beltran@co.hidalgo.tx.us
|
| ----- Forwarded Message -----
| From: hccp4@co.hidalgo.tx.us
| To: "Gloria Beltran" <gloria.beltran@co.hidalgo.tx.us>
| Sent: Wednesday, February 12, 2014 5:23:45 PM
| Subject: Scanned from Comm Pct 4 Xerox
|
|
|
| Please open the attached document. It was scanned and sent to you using a
| Xerox multifunction device.
|
| Number of Images: 1
| Attachment File Type: pdf, Multi-Page
|
| multifunction device Location: Admin Bldg. Comm. Pct 4
| Device Name: Xerox Workcentre 7556
|
|
| For more information contact:
| Hidalgo County Comm. Pct 4
|

--
Thank you,
Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department
2812 S. Bus. Hwy. 281
Edinburg, Tx 78539
Office-(956)318-2626 or 956-292-7000 ext. 4865
Fax-(956)318-2629 or (956)292-7612
Email: sandra.montalvo@co.hidalgo.tx.us

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

RECEIVED
MAR 05 2014
By

MEMORANDUM

(Department's Recommendation)

TO: **ALL DEPARTMENT HEADS**

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: **February 07, 2014**

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received **THREE (3) BID RESPONSES** to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response by no later **than** **February 15, 2014 @ 10:00 a.m.** to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. Unifirst Holdings	Overall lowest bid
2.	
3.	

Please include the budget account number(s) for the above reference project.

Notes: Pct. 3 purchase through a coop bundle if awarded

Budget Acct No.: 4-1200-431-00-123-005-0-605 and 1100 funds

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
	Joe M. Flores	Pct#3	3/4/14

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

[illegible] COUNTY
PRECINCT NO. 2
[illegible] 12 AM 10 50

MEMORANDUM

(Department's Recommendation)

TO: ALL DEPARTMENT HEADS

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: February 07, 2014

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received THREE (3) BID RESPONSES to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Court Meeting; therefore, we need your response by no later than February 15, 2014 @ 10:00 a.m. to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return via email to: sandra.montalvo@co.hidalgo.tx.us.

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. Multiple Vendors based on sizes of uniforms	Will be purchasing uniforms, therefore recommend the multiple vendors.
2.	
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No. 4-1100-432-00-122-001-0-605 4-1100-452-00-122-008-0-605 4-1100-466-00-122-018-0-605
4-1100-466-00-122-082-0-605; 4-1200-431-00-122-004-0-605 4-1200-431-00-122-006-0-605
Several Pct. 2 accounts

Yolanda Cisneros Yolanda Cisneros Pct. 2 2/14/2014

AUTHORIZED SIGNATURE PRINTED NAME DEPARTMENT DATE

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

RECEIVED
FEB 21 2014
By

MEMORANDUM

(Department's Recommendation)

TO: **ALL DEPARTMENT HEADS**

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: **February 07, 2014**

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received THREE (3) BID RESPONSES to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response by no later **than** February 15, 2014 @ 10:00 a.m. to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. Unifirst Holding	Purchase Garments
2.	
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 4-1200-431-00-121-005-0-605

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
	Raul Lozano	Pct. 1	2/20/14

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

RECEIVED
FEB 21 2014
By

MEMORANDUM

(Department's Recommendation)

TO: **ALL DEPARTMENT HEADS**

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: **February 07, 2014**

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received **THREE (3) BID RESPONSES** to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting: therefore, we need your response by no later **than February 15, 2014 @ 10:00 a.m.** to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. G&K	Lease
2. Unifirst	purchase
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 1-1100-441-00-340-001-0-343

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
2-21-2014	Eduardo Olivarez	Health + Human	2/20/14

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

MEMORANDUM

(Department's Recommendation)

RECEIVED
MAR 3 2014
By

TO: **ALL DEPARTMENT HEADS**

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: **February 07, 2014**

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-*"Rental and/or Purchase of Industrial Uniforms"*

We have received **THREE (3) BID RESPONSES** to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response by no later **than** **February 15, 2014 @ 10:00 a.m.** to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. UniFirst Holdings.	Lowest Bidder Option 3
2. F&K. Service,	Lowest Bidder Option 1
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 4-1100-421-00-280-001-0-343
4-1100-423-21-280-002-0-343

AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE
	Richard Reyna	HCSO	2-28-14

Zimbra sandra.montalvo@co.hidalgo.tx.us

FW: HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS BID NO 14-013-02-05-SMA

From : Juan Tapia <juan.tapia@hidalgoso.org> Tue, Feb 25, 2014 05:04 PM

Subject : FW: HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS BID NO 14-013-02-05-SMA 2 attachments

To : 'Sandra Montalvo' <sandra.montalvo@co.hidalgo.tx.us>

Cc : 'Comdr. Daniel Garcia' <daniel.garcia@hidalgoso.org>, 'Capt. Richard.Ozuna@hidalgoso.org' <richard.ozuna@hidalgoso.org>, 'Sgt. Daniel.Casarez@hidalgoso.org' <daniel.casarez@hidalgoso.org>, 'Juan Acosta' <juan.acosta@hidalgoso.org>, ever ochoa <ever.ochoa@hidalgoso.org>, terry contreras <terry.contreras@hidalgoso.org>, virginia rodriguez <virginia.rodriguez@hidalgoso.org>, Myra montoya <Myra.montoya@hidalgoso.org>, emilia uriegas <emilia.uriegas@hidalgoso.org>

Sandra,
Pursuant to our conversation, as per attached tabulation sheet the sheriff's office recommends to award contract as follows:
Unifirst Holding, Inc. lowest bidder for all items option 3, purchase of garment
G&K Service lowest bidder for overall items option 1, full service weekly rate rental
Approved original memorandum will be sent via runner.
Should you have any questions or required additional information, please contact us.
Respectfully,

Juan Tapia
Procurement Specialist
Hidalgo Co. Sheriff's Office
Tel 292-2930

From: Sandra Montalvo [mailto:sandra.montalvo@co.hidalgo.tx.us]
Sent: Thursday, February 20, 2014 11:19 AM
To: Daniel Flores; norma ceballos; Josie Escalante; Juan Tapia
Subject: HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS BID NO 14-013-02-05-SMA
Importance: High

Good Morning,
Bid opening was February 5, 2014, and I forward the bid responses, bid tabulation to your office for review and your recommendation. The current contract expires April 24, 2014, therefore will like to present to Commissioners Court before expiration date. Please submit your recommendation as soon as possible....

Thank you,

Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department
2812 S. Bus. Hwy. 281
Edinburg, Tx 78539
Office-(956)318-2626 or 956-292-7000 ext. 4865
Fax-(956)318-2629 or (956)292-7612
Email: sandra.montalvo@co.hidalgo.tx.us

MEMO-RECOMMENDATION.pdf
139 KB

tabulation sheet.pdf
122 KB

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

MEMORANDUM

(Department's Recommendation)

TO: **ALL DEPARTMENT HEADS**

FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department

DATE: **February 07, 2014**

RE: **BID AWARD RECOMMENDATION REQUEST**
Bid No. 2014-013-02-05-SMA-for HIDALGO COUNTY-"*Rental and/or Purchase of Industrial Uniforms*"

We have received **THREE (3) BID RESPONSES** to the above reference project. Enclosed you will find a copy of the tabulation sheet along with attachment A and questionnaire for your review and recommendation.

We would like to present your recommendation on the next Commissioner's Count Meeting; therefore, we need your response by no later **than February 15, 2014 @ 10:00 a.m.** to be able to present to Commissioner's Court.

Please indicate your recommendation or any concerns on the space provided below and return **via email to: sandra.montalvo@co.hidalgo.tx.us.**

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

AWARD TO VENDOR(S):	RECOMMENDATION (Basis) (e.g. lowest bidder, met specification/requirements etc)
1. Unifirst Holding Inc.	Lowest Bid. option 3
2.	
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 4-110 419-40-220-0010 005

	Daniel Flores	220	2/11/14
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

HIDALGO COUNTY PURCHASING DEPARTMENT
TABULATION SHEET

DESCRIPTION OF BID: Hidalgo County -***RENTAL and /or PURCHASE of INDUSTRIAL UNIFORMS***
BID NO: 2014-013-02-05-SMA

BID OPENING DATE: February 05, 2014 @ 9:30 A.M | BUYER: Sandra Montalvo

PARTICIPATING VENDORS

	Item Description	UNIFIRST HOLDING, INC. McAllen, TX				MODEL LAUNDRY, LLC LOS INDIOS, TX				G & K SERVICE SAN ANTONIO, TX			
		option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment
		Full Service Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment	
1.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.26	$1.71	$13.00	$11.00	$3.90	$2.50	$15.00	$16.00	$2.15	$1.15	$19.95	$19.95
2.	SHIRTS-LONG SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.25	$3.00	$15.00	$13.00	$5.04	$3.00	$18.43	$20.00	$2.80	$1.50	$20.95	$20.95
3.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.68	$3.78	$22.00	$18.00	$9.00	$5.66	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
4.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.15	$1.65	$11.00	$9.00	$3.75	$2.25	$12.25	16.00	$2.15	$1.15	$19.95	$19.95
5.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.10	$2.94	$13.00	$11.00	$4.85	$2.90	$17.82	$20.00	$2.80	$1.50	$20.95	$20.95
6.	SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.50	$3.41	$19.00	$16.00	$9.00	$5.44	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
7.	SHIRTS- EXECUTIVE WESTERN STYLE (Men) 65% Polyester 35% Cotton	$3.92	$2.07	$15.00	$13.00	$4.88	$3.50	$19.43	$20.00	$3.60	$2.05	$23.95	$23.95
8.	POLO SHIRTS (men & women) 50% Polyester 50% Cotton	$3.88	$2.06	$15.00	$13.00	$4.88	$3.50	$17.95	$20.00	$3.60	$2.05	$23.95	$23.95
9.	SHORT SLEEVE SMOCK (women) 65 % Polyester 35% Cotton	$3.52	$2.38	$16.00	$13.50	$4.88	$3.50	$17.00	$20.00	$2.65	$1.47	$20.95	$20.95
10.	TROUSERS-Industrial (men) 65% Polyester 35% Cotton	$3.08	$1.68	$16.50	$13.90	$3.99	$2.50	$16.00	$18.00	$2.15	$1.15	$19.95	$19.95
11.	TROUSERS-INDUSTRIAL (WOMEN) 65% Polyester 35% Cotton	$3.96	$2.16	$18.00	$15.00	$5.00	$2.90	$18.00	$18.00	$2.15	$1.15	$19.95	$19.95
12.	EXECUTIVE PANTS (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	$3.41	$1.86	$17.00	$15.00	$5.50	$3.50	$22.95	$30.00	$3.50	$2.10	$23.95	$23.95
13.	RIPSTOP PANTS-(MEN)100% ripstop cotton pants military-grade heavyweight 10-oz	NO BID	NO BID	NO BID	N/A	NO BID	NO BID	NO BID	NO BID	Dickies Cargo $4.25	Dickies Cargo $2.75	Dickies Cargo $29.00	Dickies Cargo $29.00
14.	DENIM BLUE JEANS-100% Cotton-(MEN) (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	$4.40	$2.40	$18.00	$15.00	$4.90	$2.95	$17.35	$18.00	$4.25	$2.75	$29.00	$29.00
15.	SHORTS- Pleated Uniform (Men) 65% Polyester/35% Cotton	$2.64	$1.68	$12.50	$10.00	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
16.	SHORTS- Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
17.	COVERALLS- 65% Polyester 35% Cotton	----	-----	$19.00	$16.00	$7.92	$3.35	$29.00	$30.00	$4.25	$2.75	$29.00	$29.00
18.	PATCHES AND/OR LOGOs-- one time charge for Shirt	$57.75	$31.50	$5.25 /pc	N/A	$3.00	$3.00	$3.00	N/A	NO CHARGE			
19.	*ADDITIONAL FEES (if any):*					per shirt	per shirt	per shirt	-----	----------			
	SHIRTS---3XL-5XL upcharge per pcs	20%	20%	25%	N/A								
	PANTS -Size 44'plus/ Size 20" plus upcharge per pcs.	20%	20%	25%	N/A								

EXIBIT- A QUESTIONAIRE	UNIFIRST HOLDING, INC. McAllen, TX (vendors response)	MODEL LAUDRY, LLC LOS INDIOS, TX (vendors response)	G & K SERVICE SAN ANTONIO, TX (vendors response)
1) Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?	no termination fee or charge for employee no linger employee no longer employed with county	NO	loss/damage only applies if garments are not returned or damaged when an employee leaves the program
2) Will your company be capable of depicting actual charges?	there are no definite numbers of employees for rental, value lease or purchase that will allow my company to depict and actual charges for any given program	YES	YES
3) Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?	Loaners are available of Grade 2 (semi used garments) for up to but not exceeding 20 business days, when there is a delay of specified uniform at no charge to be reviewed on case by case method of rental uniforms service only this does not apply to purchased uniforms	NO	we can add coveralls to the rentals or lease program, but not for free
4) If contract is awarded to your company, the prices will be in effect for the length of the contract.	there will be a 2% price increase per anum for life of contract	YES	
5) Please list any warranties and any other policies not described in Attachment A.	Manufactures warranties extended to all programs for defective or faulty merchandise no other warranties or guarantees apply	------	covered under G&K SERVICES “CUSTOMER PROMISE”

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-14-013-04-08

THIS CONTRACT is made and entered into this **8th** day of **APRIL, 2014** by and between the **County of Hidalgo, Texas** ("County") and **UNIFIRST HOLDINGS, INC.** (“Company").

WHEREAS, Company responded to notices for Request for Sealed Bids (RFB) for: **Rental** and/or **Purchase of Industrial Uniforms (on an as needed basis)** for **Hidalgo County** (the "Services"); and

WHEREAS, Company submitted a sealed quote to provide services in accordance with Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFSQ"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the sealed quote to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet within **Hidalgo County** following a request for Services by designee(s) of **Hidalgo Countywide**

Departments. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **two (2) years**, commencing on **APRIL 30, 2014** and expiring on **APRIL 29, 2016** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with

the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:	County of Hidalgo Attn: County Judge 302 West University Drive Edinburg, Texas 78539
If to Company:	Unifirst Holding Inc. Attn: Victor Garcia, General Manager 515 East Beech Avenue McAllen, Texas 78501

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed

as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement**. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

19. Company represents and warrants to County that the person signing this agreement on behalf of Company has the authority to bind the Company to the terms and provisions of this contract.

WITNESS our hands in duplicate originals this ____day of _____, 2014.

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

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

By: _____
Arturo Guajardo, Jr., County Clerk

COMPANY: UNIFIRST HOLDING INC.

By:_____
Printed Name: Victor Garcia
Title: General Manager

EXHIBIT “A”

REQUEST FOR SEALED BIDS (RFB) PROCUREMENT PACKET

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

REQUEST FOR BIDS (RFB)

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

RFB NO: 2014-013-02-05-SMA

Table of Contents

Item	Description	No. of Pages
1.	**Request for Bid Letter**	**1**
2.	**Request for Bid, Legal Notice**	**8**
3.	**Exhibit "A" Specifications/Requirements**	**8**
4.	**Exhibit "B" Bid Page**	**2**
5.	**Exhibit "C"- Insurance Requirements**	**4**
6.	**Exhibit "D"- CIQ Conflict of Interest Questionnaire**	**1**
7.	**Vendor/Bidder Application and W-9 form**	**6**
8.	**Certification Regarding Debarment**	**1**
9.	**Draft Service Contract Agreement**	**8**

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626 or via email to sandra.montalvo@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

January 21, 2014
Date

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

January 21, 2014

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Bids -***"Rental and/or Purchase of Industrial Uniforms"***
Bid No: 2014-013-02-05-SMA

Dear Gentleman/Ladies:

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

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

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma

Enclosures

Bid No: 2014-013-02-05-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626-ext 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"Rental and/or Purchase of Industrial Uniforms"

BID OPENING DATE: February 05, 2014 @ 9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical location: 2802 S. Business Highway 281 - Administration Building
Postal/Mailing: 2812 S. Business Highway 281
Edinburg, Texas 78539

956 318-2626

1. Sealed bids will be received for ***"HIDALGO COUNTY –RENTAL and /or PURCHASE OF INDUSTRIAL UNIFORMS"*** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: ***"BID NO. 2014-013-02-05-SMA- HIDALGO COUNTY- "RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** and in County's Purchasing Department, physical address: 2802 S. Business Hwy 281, mailing address 2812 S. Business 281 New Administration Building,, Edinburg, Texas, **on or before 9:30 a.m.,WEDNESDAY February 05, 2014.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO *REQUEST FOR BIDS-2014-013-02-05-SMA-HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS".*

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - ***"HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** 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
2808 S. Bus. Hwy 281
Edinburg, Texas 78539
Attn: Elizabeth Cano
956-318-2511

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 AM	**February 05, 2014**
Award of Contract	_____, 2014
Commence Work or Deliver Products	_____, 2014

18. **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable):**

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.

- If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all

subcontractors and material men have been paid.

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.

- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ (Exhibit D) IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services

23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

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

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arises under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***

30. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

31. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"Rental and/or Purchase of Industrial Uniforms"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT "A"

SPECIFICATIONS/REQUIREMENTS

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

Bid No. 2014-013-02-05-SMA

Scope of Project:

Hidalgo County is hereby requesting bids to select a full service uniform program, purchasing, or value leasing for **"UNIFORMS" on an as needed basis.** The contract will cover all services, travel, labor, and materials necessary to provide Hidalgo County with the specified **"UNIFORMS"** service.

Specifications/Requirements:

1) The awarded company will be required to meet with each department utilizing uniform rental service or purchase to determine actual and any special needs.

2) For a full service uniform program, eleven (11) sets of "New" uniforms are required to be provided to each individual employee within their department. For a value leasing program, six (6) sets of "New" uniforms are required to be provided to each individual employee within their department. New Uniforms must be in comparable quality, fabric content style and color to existing uniforms. Including 100 % cotton short & long sleeve shirts. All available colors, sizes and plus sizes shall be provided to Hidalgo County **to meet the department's needs.**

3) Awarded bidder must provide coveralls at no additional cost to Hidalgo County.(Refer to Questionnaire, #5)

4) The successful bidder will be required to measure each individual employee within a fifteen (15) working day period after notification by Hidalgo County of contract award and must deliver the uniforms within twenty (20) days after measurement of all employees. **New uniforms are to be issued every year to each individual employee regardless the condition of the uniform.**

5) New hires within the contract year are to be measured within five (5) working day(s) and are to be provide new uniforms within ten (10) working day(s)after notification by Hidalgo County, unless the new hire occurs thirty (30) days prior to the yearly anniversary date of the contract. In that event, the new hire would receive the new uniforms no later than the anniversary date of contract.

6) Due to the differences in the number of the employees utilizing this service, the awarded firm will be required to supply a reasonable range of sizes to accommodate the needs of the employees.

7) Bidder(s) must provide professional cleaning & make regular deliveries (same day each and every week) for the full service uniform program. Bidder must also be able to pick up the soiled uniforms and deliver newly cleaned uniforms, however if cleaned uniforms appear to be overly soiled (visible oil & grease spots) uniforms shall be replaced with clean uniforms & delivered immediately at no additional cost to Hidalgo County. All uniforms will be washed and cleaned thoroughly to remove production chemicals in order to prevent potential causes of irritation or skin rash from affecting employees.

8) Bidder must submit forms for requests for comments, problems and repair needs will be sent to the employees at least on a six (6) month basis.

9) Bidder must provide County employees with the "Continuous Replacement System", for damaged, worn out, permanently soiled, or size change uniforms. No depreciation schedule will be used in replacing used uniforms. No additional charge will be placed on replacing uniforms or emblems.

10) Any of the garments which will need repairs (examples: missing buttons, tears in clothing, and damaged patches) must be repaired prior to acceptance of delivery of uniforms. **The bidder shall be available during the contract period to perform exchange services of worn out uniforms.**

11) Any uniform which cannot be repaired to a good condition when damaged must be replaced with items in comparable condition with those previously supplied at no cost to Hidalgo County. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.

12) If an employee has gained or lost weight and their uniforms no longer fit, the Service Representative shall measure the

employee and return the next week to replace the garment to the proper size at no additional cost.

13) Bidder(s) shall maintain inventory control for each employee so that the Hidalgo County knows at all times how many uniforms have been assigned. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employee has adequate work clothes. **Price(s) must be based on weekly rate; per employee.**

MONITORING OF CONTRACT:

1) The awarded vendor will be required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. Vendors shall submit forms to be used for this purpose with their bid. These forms will be used by each location, and are subject to County approval. The forms must show, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week. This form should also reflect an addition, deletions, transfers effective the next week. A copy of the check-in/check-out form shall be retained by both the driver and the County Department Head, upon delivery at each location.

2) Hidalgo County reserves the right to add or delete additional employees, or locations at any time during this contract. These additions or deletions shall be at **no extra charge**, except for the weekly uniform costs involved.

DELIVERIES:

Deliveries shall be made once per week to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

	DEPARTMENT	ADDRESS	CITY	CONTACTS	PHONE
1.	Hidalgo County Facilities Management Office	3100 S. Bus 281 P.O Box 1356	Edinburg, Tx 78539	Daniel Flores /Alma Ybarra	(956)287-7850
2.	Hidalgo County Precinct No. 1	1902 Joe Stephens Ave.	Weslaco, Tx 78596	Katia Garcia/David Rodriguez	(956)-968-8733
3.	Hidalgo County Precinct No. 2	301 E. State Street	Pharr, Tx 78577	Yolanda Cisneros/ Ricardo Cuellar	(956)-787-1891
4.	Hidalgo County Precinct No. 3	724 N. Breyfogle Rd. (Administration Office)	Mission, TX 78574	Norma Ceballos	(956)-585-4509
		8310 W. Mile 7 Rd. (Pct 3 –Motor pool)	Mission, Tx 78574	Louie Mendoza	(956)-585-4509
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd.	Penitas, Texas	Norma Ceballos	(956)-585-4509
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494	Mission, Tx 78574	Norma Ceballos	(956)-585-4509
5.	Hidalgo County Sheriff's Office	711 El Cibolo Road	Edinburg, Tx78539	Juan Tapia/Richard Ozuna	(956)383-8114
6.	Hidalgo County Health& Human Services	1304 S. 25th Street	Edinburg, Tx 78539	Josie Escalante	(956) 383-6221
7.	Hidalgo County Election Dept	101 S. 10th Avenue	Edinburg, Tx 78539	Melanie Esparza	(956) 318-2570

(Other Hidalgo County departments may require this service in the future) if so, additional information will be forwarded to awarded bidder. Garments are to be delivered on hangers.

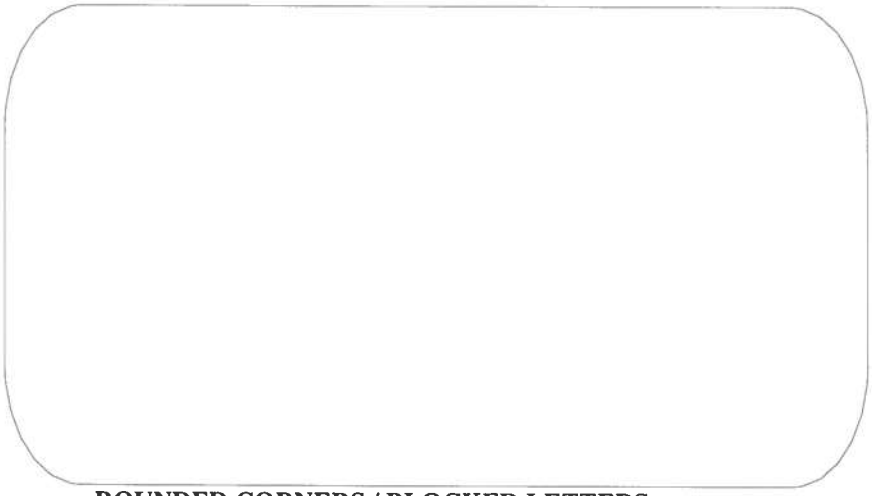
UNIFORM COSTS:

Costs shall be based on provision and laundering of eleven **uniform** sets (five day work week), and six uniform sets (value lease program). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.

On the bid form, vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

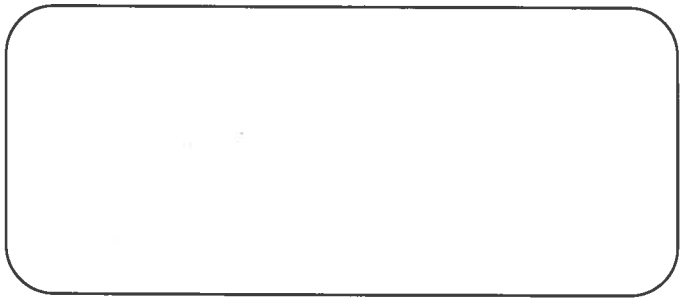
EMBLEMS:

Each uniform shall be provided with embroidered emblems, with County logo and employee name. The placement of the emblems on the front of the uniforms shall be:



Size of Patches:

ROUNDED CORNERS / BLOCKED LETTERS
HIDALGO COUNTY LOGO (LEFT CHEST SIDE)
4 ½" W X 2 ½" H, APPROXIMATELY



EMPLOYEE NAME TAG (RIGHT CHEST SIDE)
3 ½" W x 1 ½"H, APPROXIMATELY

1) **LOGO TO BE PROVIDED ON POLO SHIRTS (EMBROIDERED) APPROPRIATE SIZE & COLOR OF LOGO TO BE DETERMINED BY USER DEPARTMENT(S).**

2) The cost for these emblems shall be the vendor's responsibility. Hidalgo County desires to have its emblems sewn to the uniforms. **On the bid price page indicate how your firm applies emblems to uniforms.**

3) Vendors should be aware that various departments may choose different logo emblems. Vendor shall indicate on the price page, the cost, if any, for the vendor to provide and install these logo emblems. Hidalgo County will work with the awarded bidder to attain an approved design. Actual samples of the finished patches must be provided for approval.

OUTFITTING OF UNIFORMS:

1) Initial outfitting of uniforms shall be new. As additional personnel are hired, they shall be furnished with new uniforms.

2) Additional uniforms for "New Hire" employees shall be provided with eleven (11) or six (6) sets of "New" uniforms, depending on the program. Uniforms for new employees must be delivered within (10) working days after notification.

VENDOR REQUIREMENTS:

1) The vendor should maintain a permanent office within the Rio Grande Valley, operated by a full time staff.

2) If the awarded vendor is located out of the local calling area, it is required that the vendor have a toll free number.

3) Vendors shall issue separate invoices for each County Department that accesses this contract, based on individual purchase orders. The invoices shall show, at a minimum, the purchase order number, employee names and the number of uniforms cleaned and returned for each employee.

4) Vendors shall be required to rectify any problem that he is made aware of, within ten days of said notice.

REQUIRED SUBMITTALS:

The following items must be submitted, and must be acceptable, in order for your bid to be considered.

a) Vendor(s) are required to submit a brief history of their company. Vendor shall also submit the names, addresses, phone numbers, and contact person of at least three businesses that utilize their firm's services as a reference.

b) Vendor shall submit, under separate cover, samples, identical in style and fabric to items to be provided under this bid. Samples must be submitted at no charge to Hidalgo County. Each sample shall be clearly labeled with the vendor's name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Purchasing, after the evaluation has been completed.

c) Vendor(s) shall submit a color chart, showing uniform colors available. Each Department shall decide what colors, and styles (executive, industrial, short or long sleeve, etc) that they require, based on the samples submitted.

d) Vendor(s) shall submit the size ranges (male and female) that are available for all items.

e) Vendor(s) shall submit a sample check-in/check-out form.

f) Vendor(s) shall submit a procedure for employee to begin, discontinue, or transfer uniform services from one location to another.

g) Vendor(s) shall indicate their company criteria for determining when a uniform needs to be replaced. (See Attachment A)

UNIFORM RETURN:

At the termination of this contract all rental uniforms will be returned to the vendor within 20 days. Any shortages will be reimbursed by the County at the prices, as listed on the bid price form.

- ***Uniform lost or unreturned:***
  Policy for lost or unreturned uniforms must be stated on Attachment A.

- ***Uniform credits:***
  Credit for uniform service while employees are on sick leave, vacations and other leaves of absence and/or terminated /resigned employees must be stated on Attachment A.

- ***Complaints:***
  It is the responsibility of the successful bidder to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution.

BASIS OF AWARD:

The basis of award will be overall low bidder meeting all specifications and requirements for each option. Option 1 (Full Service Uniform Program), Option 2 (Value Lease), Option 3 (Purchase of Garments). It shall be at Hidalgo County's sole discretion to elect the most advantageous option. Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

TERM AND CONDITIONS:

1) Price(s) shall be fixed for a period of two (2) years with the County's option to renew one (1) additional year. **If awarded, bidder incurs any additional expenses during the term of the contract, those additional expenses shall not be charged to Hidalgo County throughout the duration of the contract.**

2) Hidalgo County reserves the right to continue this bid for an additional sixty (60) day Grace Period at the end of the contract term due to unforeseen delay in award of the next contract term.

3) The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by Hidalgo County within a thirty (30) day written notice prior to cancellation. The successful bidder must state therein the reasons for such cancellation. Hidalgo County reserves the right to award canceled contract to next lowest bidder as it deems to be in the best interest of the County.

4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.

5) All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

6) Hidalgo County reserves the right to reject any or all bids, to waive any or all formalities, or to accept the bid considered the best and most advantageous to the County, including compliance to the bid specifications.

7) Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

8) Insurance Requirements- certificates as per "Exhibit C" must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

9) Vendor must complete and file CIQ form (refer to EXHIBIT "D") to the Hidalgo County Clerk's Office-Recording Department, located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse. Vendor must return a filed copy including a copy of receipt with your bid response.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, **Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 So. Business 281 (New Administration Bldg), Edinburg, Texas 78539. Telephone inquiries will not be accepted.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN, Wednesday, January 29, 2014 BY 5:00 P.M. Responses to all applicants will be emailed by no later than, **5:00 p.m., FRIDAY, January 31, 2014 .**

ATTACHMENT A

1) UNIFORM REPLACEMENT POLICY:
2) UNIFORM CREDIT POLICY:
3) UNIFORM LOSS OR UNRETURNED POLICY:

QUESTIONNAIRE

1. Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?

2. Will your company be capable of depicting actual charges?

3. Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?

4. If contract is awarded to your company, the prices will be in effect for the length of the contract.

5. Please list any warranties and any other policies not described in Attachment A.

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides.

1) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

2) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

3) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL (men & women)** 100% cotton				
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 100% cotton				
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
7.	**SHIRTS- EXECUTIVE WESTERN STYLE (Men)** 65% Polyester 35% Cotton				
8.	**POLO SHIRTS (men & women)** 50% Polyester 50% Cotton				
9.	**SHORT SLEEVE SMOCK (women)** 65 % Polyester 35% Cotton				
10.	**TROUSERS-Industrial (men)** 65% Polyester 35% Cotton				
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton				
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton				
13.	**RIPSTOP PANTS-(MEN)**100% ripstop cotton pants military-grade heavyweight 10-oz				
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim				
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton				
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton				
17.	**COVERALLS-** 65% Polyester 35% Cotton				
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt				
19.	**ADDITIONAL FEES** (if any):				

ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

Bidder /Company's Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number/: _____

Cellular Number: _____

Fax Number: _____

Authorized Signature: _____

Email Address: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(Other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance 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.

Revised 03/11/11

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PER & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP GG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIM DE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILIT**				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 BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL ***30*** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met, see attached copy of insurance certificate.

_____ _____.
Authorized Representative Date

NOTICE TO BIDDER:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____.
2. Bond (if applicable) _____
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds (if applicable), certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

THIS FORM MUST ACCOMPANY BID PACKET

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or email: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address : **Fax No. ( )**
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ **Individual** _____ **Partnership** _____ **Corporation** _____**Non-Profit** _____ **LLC** _____ **Sole Proprietor** _____ **Other, Specify** **State Identification No.**_____ **(Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ **Date:**_____ **Other:**
Type of Business (check one): _____ **Manufacturer** _____ **Wholesaler** _____ **Retailer** _____ **Broker** ☐ **Distributor** ☐ **Service Organization** ☐ **Other, Specify**
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:** **Disadvantaged Business (At Least 51% Ownership)** ☐ ess than 125,000 annual gross receipt ☐ ss than 250,000 annual gross receipt ☐ ss than 499,000 annual gross receipt ☐ ore than 500,000 annual gross receipt ☐ Black American ☐ Hispanic American ☐ Asian Pacific American ☐ Native American ☐ Women ☐ Other
Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No **Indicate Certification No.(s):**_____ **or are Certificate(s) attached?:** ☐ Yes ☐ No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** ☐ Yes ☐ No
To Be Completed by the County: Rec'd by (Purchasing):_____ **Date Rec'd by (Purchasing):** **Date Forwarded Information to Auditor's Office:**_____**Entry Date:** _____ **Vendor No.:**

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

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

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

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

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ---------- ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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
___ ___ ___ - ___ ___ - ___ ___ ___ ___

or

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. person (including a U.S. resident alien).

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

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.socialsecurity.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT “B”

VENDOR’S BID PRICE & TABULATION

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

OPENED 08/13/14 9:33am Witnessed

Option "A"

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton	3.26	1.71	13.00	11.00
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL (men & women)** 100% cotton	4.25	3.00	15.00	13.00
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	6.68	3.78	22.00	18.00
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton	3.15	1.65	11.00	9.00
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 100% cotton	4.10	2.94	13.00	11.00
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	6.50	3.41	19.00	16.00
7.	**SHIRTS- EXECUTIVE WESTERN STYLE (Men)** 65% Polyester 35% Cotton	3.92	2.07	15.00	13.00
8.	**POLO SHIRTS (men & women)** 50% Polyester 50% Cotton	3.88	2.06	15.00	13.00
9.	**SHORT SLEEVE SMOCK (women)** 65 % Polyester 35% Cotton	3.52	2.38	16.00	13.50
10.	**TROUSERS-Industrial (men)** 65% Polyester 35% Cotton	3.08	1.68	16.50	13.90
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton	3.96	2.16	18.00	15.00
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	3.41	1.86	17.00	15.00
13.	**RIPSTOP PANTS-(MEN)** 100% ripstop cotton pants military-grade heavyweight 10-oz	No Bid	No Bid	No Bid	N/A
14.	**DENIM BLUE JEANS-** 100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg) 14 3/4 Oz. Denim	4.40	2.40	18.00	15.00
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton	2.64	1.68	12.50	10.00
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A
17.	**COVERALLS-** 65% Polyester 35% Cotton			19.00	16.00
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt	57.75	31.50	5.25/ pc	N/A
19.	**ADDITIONAL FEES** (if any):				
	3XL - 5 XI Shirts upcharge per piece	20%	20%	25%	N/A
	Pants size 44' plus / Sz 20" plus upcharge per pc.	20%	20%	25%	N/A

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

OPENED 02/05/14 9:33am Witnessed

Option "B"

1) Replacements, Size exchanges, New Employees will be made with Semi-Used to Grade 2 garments
2) No new garments annually, No Free coveralls
3) Loss and/or Damaged uniforms will be charged at values listed on this page

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL** (men & women) 65% Polyester 35% Cotton	1.54	.84	13.00	11.00
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL** (men & women) 100% cotton	2.46	1.35	15.00	13.00
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL** (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	3.52	1.92	22.00	18.00
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL** (men & women) 65% Polyester 35% Cotton	1.23	.68	11.00	9.00
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL** (men & women) 100% cotton	2.35	1.28	13.00	11.00
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL** (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	3.26	1.78	19.00	16.00
7.	**SHIRTS- EXECUTIVE WESTERN STYLE** (Men) 65% Polyester 35% Cotton	2.37	1.29	15.00	13.00
8.	**POLO SHIRTS** (men & women) 50% Polyester 50% Cotton	No Bid	No Bid	15.00	No Bid
9.	**SHORT SLEEVE SMOCK** (women) 65 % Polyester 35% Cotton	2.29	1.25	16.00	13.50
10.	**TROUSERS-Industrial** (men) 65% Polyester 35% Cotton	2.11	1.15	16.50	13.90
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton	2.40	1.30	18.00	15.00
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	2.42	1.32	17.00	15.00
13.	**RIPSTOP PANTS-(MEN)**100% ripstop cotton pants military-grade heavyweight 10-oz	No Bid	No Bid	No Bid	N/A
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	2.76	1.51	18.00	15.00
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton	1.65	.90	12.50	10.00
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A
17.	**COVERALLS-** 65% Polyester 35% Cotton	3.22	1.76	19.00	16.00
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt	23.10	12.60	5.25/ pc	N/A
19.	**ADDITIONAL FEES** (if any): (see below)				
	3XL - 5 Xl Shirts upcharge per piece	20%	20%	25%	N/A
	Pants size 44' plus / Sz 20" plus upcharge per pc.	20%	20%	25%	N/A

HIDALGO COUNTY PURCHASING DEPARTMENT
TABULATION SHEET

DESCRIPTION OF BID: Hidalgo County -***RENTAL and /or PURCHASE of INDUSTRIAL UNIFORMS***
BID NO: 2014-013-02-05-SMA

BID OPENING DATE: February 05, 2014 @ 9:30 A.M | BUYER: Sandra Montalvo

PARTICIPATING VENDORS

	Item Description	UNIFIRST HOLDING, INC. McAllen, TX				MODEL LAUNDRY, LLC LOS INDIOS, TX				G & K SERVICE SAN ANTONIO, TX			
		option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment
		Full Service Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment	
1.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.26	$1.71	$13.00	$11.00	$3.90	$2.50	$15.00	$16.00	$2.15	$1.15	$19.95	$19.95
2.	SHIRTS-LONG SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.25	$3.00	$15.00	$13.00	$5.04	$3.00	$18.43	$20.00	$2.80	$1.50	$20.95	$20.95
3.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.68	$3.78	$22.00	$18.00	$9.00	$5.66	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
4.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.15	$1.65	$11.00	$9.00	$3.75	$2.25	$12.25	16.00	$2.15	$1.15	$19.95	$19.95
5.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.10	$2.94	$13.00	$11.00	$4.85	$2.90	$17.82	$20.00	$2.80	$1.50	$20.95	$20.95
6.	SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.50	$3.41	$19.00	$16.00	$9.00	$5.44	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
7.	SHIRTS- EXECUTIVE WESTERN STYLE (Men) 65% Polyester 35% Cotton	$3.92	$2.07	$15.00	$13.00	$4.88	$3.50	$19.43	$20.00	$3.60	$2.05	$23.95	$23.95
8.	POLO SHIRTS (men & women) 50% Polyester 50% Cotton	$3.88	$2.06	$15.00	$13.00	$4.88	$3.50	$17.95	$20.00	$3.60	$2.05	$23.95	$23.95
9.	SHORT SLEEVE SMOCK (women) 65 % Polyester 35% Cotton	$3.52	$2.38	$16.00	$13.50	$4.88	$3.50	$17.00	$20.00	$2.65	$1.47	$20.95	$20.95
10.	TROUSERS-Industrial (men) 65% Polyester 35% Cotton	$3.08	$1.68	$16.50	$13.90	$3.99	$2.50	$16.00	$18.00	$2.15	$1.15	$19.95	$19.95
11.	TROUSERS-INDUSTRIAL (WOMEN) 65% Polyester 35% Cotton	$3.96	$2.16	$18.00	$15.00	$5.00	$2.90	$18.00	$18.00	$2.15	$1.15	$19.95	$19.95
12.	EXECUTIVE PANTS (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	$3.41	$1.86	$17.00	$15.00	$5.50	$3.50	$22.95	$30.00	$3.50	$2.10	$23.95	$23.95
13.	RIPSTOP PANTS-(MEN)100% ripstop cotton pants military-grade heavyweight 10-oz	NO BID	NO BID	NO BID	N/A	NO BID	NO BID	NO BID	NO BID	Dickies Cargo $4.25	Dickies Cargo $2.75	Dickies Cargo $29.00	Dickies Cargo $29.00
14.	DENIM BLUE JEANS-100% Cotton-(MEN) (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	$4.40	$2.40	$18.00	$15.00	$4.90	$2.95	$17.35	$18.00	$4.25	$2.75	$29.00	$29.00
15.	SHORTS- Pleated Uniform (Men) 65% Polyester/35% Cotton	$2.64	$1.68	$12.50	$10.00	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
16.	SHORTS- Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
17.	COVERALLS- 65% Polyester 35% Cotton	----	-----	$19.00	$16.00	$7.92	$3.35	$29.00	$30.00	$4.25	$2.75	$29.00	$29.00
18.	PATCHES AND/OR LOGOs-- one time charge for Shirt	$57.75	$31.50	$5.25 /pc	N/A	$3.00	$3.00	$3.00	N/A	NO CHARGE			
19.	*ADDITIONAL FEES (if any):*					per shirt	per shirt	per shirt	-----	----------			
	SHIRTS---3XL-5XL upcharge per pcs	20%	20%	25%	N/A								
	PANTS -Size 44'plus/ Size 20" plus upcharge per pcs.	20%	20%	25%	N/A								

EXIBIT- A QUESTIONAIRE	UNIFIRST HOLDING, INC. McAllen, TX (vendors response)	MODEL LAUDRY, LLC LOS INDIOS, TX (vendors response)	G & K SERVICE SAN ANTONIO, TX (vendors response)
1) Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?	no termination fee or charge for employee no linger employee no longer employed with county	NO	loss/damage only applies if garments are not returned or damaged when an employee leaves the program
2) Will your company be capable of depicting actual charges?	there are no definite numbers of employees for rental, value lease or purchase that will allow my company to depict and actual charges for any given program	YES	YES
3) Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?	Loaners are available of Grade 2 (semi used garments) for up to but not exceeding 20 business days, when there is a delay of specified uniform at no charge to be reviewed on case by case method of rental uniforms service only this does not apply to purchased uniforms	NO	we can add coveralls to the rentals or lease program, but not for free
4) If contract is awarded to your company, the prices will be in effect for the length of the contract.	there will be a 2% price increase per anum for life of contract	YES	
5) Please list any warranties and any other policies not described in Attachment A.	Manufactures warranties extended to all programs for defective or faulty merchandise no other warranties or guarantees apply	------	covered under G&K SERVICES “CUSTOMER PROMISE”

EXHIBIT “C”

INSURANCE REQUIREMENTS

UNIFCOR-01 PATELVS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/4/2014

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

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

PRODUCER	CONTACT NAME: certificates@willis.com	
Willis of Massachusetts, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	PHONE (A/C, No, Ext): (877) 945-7378	FAX (A/C, No): (888) 467-2378
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Union Fire Insurance Company of Pittsbu	19445
INSURER B : New Hampshire Insurance Company	23841
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

UniFirst Corporation and its Subsidiaries
68 Jonspin Road
Wilmington, MA 01887-1086

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC	X	X	6819381	10/1/2013	10/1/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 5,000 1,000,000 2,000,000 2,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	X	X	6403988	10/1/2013	10/1/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ $ $ $	2,000,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	026020382	10/1/2013	10/1/2014	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $	 1,000,000 1,000,000 1,000,000
B	Business Auto	X	X	6403989	10/1/2013	10/1/2014	SEE ATTACHED		

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

Division/Location: 813

Certificate Holder is an Additional Insured for General Liability and Auto Liability as their interest may appear if required by written contract but only with respect to liability arising out of operations of the Named Insured.

It is understood and agreed that the Company waives its right of Subrogation against the Additional Insured which may arise by reason of a payment of claim under all the policies, if required by written contract and as permitted by law.

Additional Insured: Hidalgo County

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-14-013a-04-08

THIS CONTRACT is made and entered into this **8th** day of **April, 2014** by and between the **County of Hidalgo, Texas** ("County") and **MODEL LAUNDRY, LLC** (“Company").

WHEREAS, Company responded to notices for Request for Sealed Bids (RFB) for: **Rental** and/or **Purchase of Industrial Uniforms (on an as needed basis)** for **Hidalgo County** (the "Services"); and

WHEREAS, Company submitted a sealed quote to provide services in accordance with Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFSQ"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the sealed quote to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet within **Hidalgo County** following a request for Services by designee(s) of **Hidalgo Countywide**

Departments. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **two (2) years**, commencing on **APRIL 30, 2014** and expiring on **APRIL 29, 2016** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons

connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:
County of Hidalgo
Attn: County Judge
302 West University Drive
Edinburg, Texas 78539

If to Company:
Model Laundry, LLC.
Attn: William Putegnat, Owner
P. O. Box 178
Los Indios, Texas 78567

13. In case any one or more of the provisions contained in this Agreement shall for any

reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement**. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

WITNESS our hands in duplicate originals this ____day of _____, 2014.

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

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

By: _____
Arturo Guajardo, Jr., County Clerk

COMPANY: MODEL LAUNDRY, LLC

By:_____
Printed Name: William Putegnat
Title: Owner

EXHIBIT “A”

REQUEST FOR SEALED BIDS (RFB) PROCUREMENT PACKET

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

REQUEST FOR BIDS (RFB)

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

RFB NO: 2014-013-02-05-SMA

Table of Contents

Item	Description	No. of Pages
1.	**Request for Bid Letter**	**1**
2.	**Request for Bid, Legal Notice**	**8**
3.	**Exhibit "A" Specifications/Requirements**	**8**
4.	**Exhibit "B" Bid Page**	**2**
5.	**Exhibit "C"- Insurance Requirements**	**4**
6.	**Exhibit "D"- CIQ Conflict of Interest Questionnaire**	**1**
7.	**Vendor/Bidder Application and W-9 form**	**6**
8.	**Certification Regarding Debarment**	**1**
9.	**Draft Service Contract Agreement**	**8**

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626 or via email to sandra.montalvo@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

January 21, 2014
Date

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

January 21, 2014

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Bids -***"Rental and/or Purchase of Industrial Uniforms"***
Bid No: 2014-013-02-05-SMA

Dear Gentleman/Ladies:

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

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

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma

Enclosures

Bid No: 2014-013-02-05-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626-ext 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"Rental and/or Purchase of Industrial Uniforms"

BID OPENING DATE: February 05, 2014 @ 9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical location: 2802 S. Business Highway 281 - Administration Building
Postal/Mailing: 2812 S. Business Highway 281
Edinburg, Texas 78539

956 318-2626

1. Sealed bids will be received for ***"HIDALGO COUNTY –RENTAL and /or PURCHASE OF INDUSTRIAL UNIFORMS"*** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: ***"BID NO. 2014-013-02-05-SMA- HIDALGO COUNTY- "RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** and in County's Purchasing Department, physical address: 2802 S. Business Hwy 281, mailing address 2812 S. Business 281 New Administration Building,, Edinburg, Texas, **on or before 9:30 a.m.,WEDNESDAY February 05, 2014.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO *REQUEST FOR BIDS-2014-013-02-05-SMA-HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS".*

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - ***"HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** 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
2808 S. Bus. Hwy 281
Edinburg, Texas 78539
Attn: Elizabeth Cano
956-318-2511

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 AM	**February 05, 2014**
Award of Contract	_____, 2014
Commence Work or Deliver Products	_____, 2014

18. **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable):**

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.

- If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all

subcontractors and material men have been paid.

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.

- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ (Exhibit D) IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services

23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

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

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arises under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***

30. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

31. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"Rental and/or Purchase of Industrial Uniforms"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT "A"

SPECIFICATIONS/REQUIREMENTS

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

Bid No. 2014-013-02-05-SMA

Scope of Project:

Hidalgo County is hereby requesting bids to select a full service uniform program, purchasing, or value leasing for **"UNIFORMS" on an as needed basis.** The contract will cover all services, travel, labor, and materials necessary to provide Hidalgo County with the specified **"UNIFORMS"** service.

Specifications/Requirements:

1) The awarded company will be required to meet with each department utilizing uniform rental service or purchase to determine actual and any special needs.

2) For a full service uniform program, eleven (11) sets of "New" uniforms are required to be provided to each individual employee within their department. For a value leasing program, six (6) sets of "New" uniforms are required to be provided to each individual employee within their department. New Uniforms must be in comparable quality, fabric content style and color to existing uniforms. Including 100 % cotton short & long sleeve shirts. All available colors, sizes and plus sizes shall be provided to Hidalgo County **to meet the department's needs.**

3) Awarded bidder must provide coveralls at no additional cost to Hidalgo County.(Refer to Questionnaire, #5)

4) The successful bidder will be required to measure each individual employee within a fifteen (15) working day period after notification by Hidalgo County of contract award and must deliver the uniforms within twenty (20) days after measurement of all employees. **New uniforms are to be issued every year to each individual employee regardless the condition of the uniform.**

5) New hires within the contract year are to be measured within five (5) working day(s) and are to be provide new uniforms within ten (10) working day(s)after notification by Hidalgo County, unless the new hire occurs thirty (30) days prior to the yearly anniversary date of the contract. In that event, the new hire would receive the new uniforms no later than the anniversary date of contract.

6) Due to the differences in the number of the employees utilizing this service, the awarded firm will be required to supply a reasonable range of sizes to accommodate the needs of the employees.

7) Bidder(s) must provide professional cleaning & make regular deliveries (same day each and every week) for the full service uniform program. Bidder must also be able to pick up the soiled uniforms and deliver newly cleaned uniforms, however if cleaned uniforms appear to be overly soiled (visible oil & grease spots) uniforms shall be replaced with clean uniforms & delivered immediately at no additional cost to Hidalgo County. All uniforms will be washed and cleaned thoroughly to remove production chemicals in order to prevent potential causes of irritation or skin rash from affecting employees.

8) Bidder must submit forms for requests for comments, problems and repair needs will be sent to the employees at least on a six (6) month basis.

9) Bidder must provide County employees with the "Continuous Replacement System", for damaged, worn out, permanently soiled, or size change uniforms. No depreciation schedule will be used in replacing used uniforms. No additional charge will be placed on replacing uniforms or emblems.

10) Any of the garments which will need repairs (examples: missing buttons, tears in clothing, and damaged patches) must be repaired prior to acceptance of delivery of uniforms. **The bidder shall be available during the contract period to perform exchange services of worn out uniforms.**

11) Any uniform which cannot be repaired to a good condition when damaged must be replaced with items in comparable condition with those previously supplied at no cost to Hidalgo County. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.

12) If an employee has gained or lost weight and their uniforms no longer fit, the Service Representative shall measure the

employee and return the next week to replace the garment to the proper size at no additional cost.

13) Bidder(s) shall maintain inventory control for each employee so that the Hidalgo County knows at all times how many uniforms have been assigned. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employee has adequate work clothes. **Price(s) must be based on weekly rate; per employee.**

MONITORING OF CONTRACT:

1) The awarded vendor will be required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. Vendors shall submit forms to be used for this purpose with their bid. These forms will be used by each location, and are subject to County approval. The forms must show, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week. This form should also reflect an addition, deletions, transfers effective the next week. A copy of the check-in/check-out form shall be retained by both the driver and the County Department Head, upon delivery at each location.

2) Hidalgo County reserves the right to add or delete additional employees, or locations at any time during this contract. These additions or deletions shall be at **no extra charge**, except for the weekly uniform costs involved.

DELIVERIES:

Deliveries shall be made once per week to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

	DEPARTMENT	ADDRESS	CITY	CONTACTS	PHONE
1.	Hidalgo County Facilities Management Office	3100 S. Bus 281 P.O Box 1356	Edinburg, Tx 78539	Daniel Flores /Alma Ybarra	(956)287-7850
2.	Hidalgo County Precinct No. 1	1902 Joe Stephens Ave.	Weslaco, Tx 78596	Katia Garcia/David Rodriguez	(956)-968-8733
3.	Hidalgo County Precinct No. 2	301 E. State Street	Pharr, Tx 78577	Yolanda Cisneros/ Ricardo Cuellar	(956)-787-1891
4.	Hidalgo County Precinct No. 3	724 N. Breyfogle Rd. (Administration Office)	Mission, TX 78574	Norma Ceballos	(956)-585-4509
		8310 W. Mile 7 Rd. (Pct 3 –Motor pool)	Mission, Tx 78574	Louie Mendoza	(956)-585-4509
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd.	Penitas, Texas	Norma Ceballos	(956)-585-4509
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494	Mission, Tx 78574	Norma Ceballos	(956)-585-4509
5.	Hidalgo County Sheriff's Office	711 El Cibolo Road	Edinburg, Tx78539	Juan Tapia/Richard Ozuna	(956)383-8114
6.	Hidalgo County Health& Human Services	1304 S. 25th Street	Edinburg, Tx 78539	Josie Escalante	(956) 383-6221
7.	Hidalgo County Election Dept	101 S. 10th Avenue	Edinburg, Tx 78539	Melanie Esparza	(956) 318-2570

(Other Hidalgo County departments may require this service in the future) if so, additional information will be forwarded to awarded bidder. Garments are to be delivered on hangers.

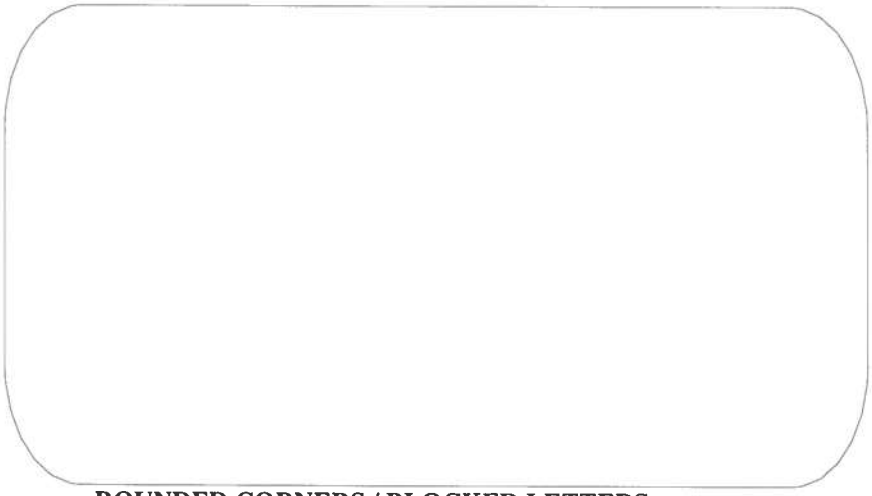
UNIFORM COSTS:

Costs shall be based on provision and laundering of eleven **uniform** sets (five day work week), and six uniform sets (value lease program). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.

On the bid form, vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

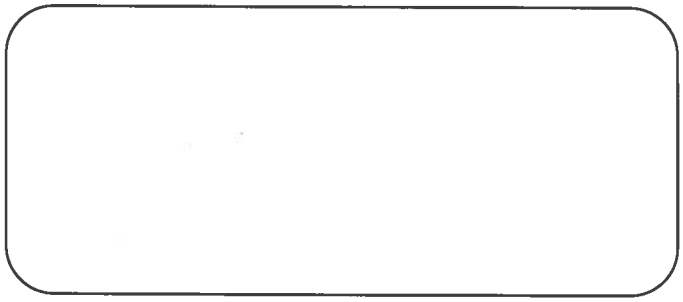
EMBLEMS:

Each uniform shall be provided with embroidered emblems, with County logo and employee name. The placement of the emblems on the front of the uniforms shall be:



Size of Patches:

ROUNDED CORNERS / BLOCKED LETTERS
HIDALGO COUNTY LOGO (LEFT CHEST SIDE)
4 ½" W X 2 ½" H, APPROXIMATELY



EMPLOYEE NAME TAG (RIGHT CHEST SIDE)
3 ½" W x 1 ½"H, APPROXIMATELY

1) **LOGO TO BE PROVIDED ON POLO SHIRTS (EMBROIDERED) APPROPRIATE SIZE & COLOR OF LOGO TO BE DETERMINED BY USER DEPARTMENT(S).**

2) The cost for these emblems shall be the vendor's responsibility. Hidalgo County desires to have its emblems sewn to the uniforms. **On the bid price page indicate how your firm applies emblems to uniforms.**

3) Vendors should be aware that various departments may choose different logo emblems. Vendor shall indicate on the price page, the cost, if any, for the vendor to provide and install these logo emblems. Hidalgo County will work with the awarded bidder to attain an approved design. Actual samples of the finished patches must be provided for approval.

OUTFITTING OF UNIFORMS:

1) Initial outfitting of uniforms shall be new. As additional personnel are hired, they shall be furnished with new uniforms.

2) Additional uniforms for "New Hire" employees shall be provided with eleven (11) or six (6) sets of "New" uniforms, depending on the program. Uniforms for new employees must be delivered within (10) working days after notification.

VENDOR REQUIREMENTS:

1) The vendor should maintain a permanent office within the Rio Grande Valley, operated by a full time staff.

2) If the awarded vendor is located out of the local calling area, it is required that the vendor have a toll free number.

3) Vendors shall issue separate invoices for each County Department that accesses this contract, based on individual purchase orders. The invoices shall show, at a minimum, the purchase order number, employee names and the number of uniforms cleaned and returned for each employee.

4) Vendors shall be required to rectify any problem that he is made aware of, within ten days of said notice.

REQUIRED SUBMITTALS:

The following items must be submitted, and must be acceptable, in order for your bid to be considered.

a) Vendor(s) are required to submit a brief history of their company. Vendor shall also submit the names, addresses, phone numbers, and contact person of at least three businesses that utilize their firm's services as a reference.

b) Vendor shall submit, under separate cover, samples, identical in style and fabric to items to be provided under this bid. Samples must be submitted at no charge to Hidalgo County. Each sample shall be clearly labeled with the vendor's name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Purchasing, after the evaluation has been completed.

c) Vendor(s) shall submit a color chart, showing uniform colors available. Each Department shall decide what colors, and styles (executive, industrial, short or long sleeve, etc) that they require, based on the samples submitted.

d) Vendor(s) shall submit the size ranges (male and female) that are available for all items.

e) Vendor(s) shall submit a sample check-in/check-out form.

f) Vendor(s) shall submit a procedure for employee to begin, discontinue, or transfer uniform services from one location to another.

g) Vendor(s) shall indicate their company criteria for determining when a uniform needs to be replaced. (See Attachment A)

UNIFORM RETURN:

At the termination of this contract all rental uniforms will be returned to the vendor within 20 days. Any shortages will be reimbursed by the County at the prices, as listed on the bid price form.

- ***Uniform lost or unreturned:***
  Policy for lost or unreturned uniforms must be stated on Attachment A.

- ***Uniform credits:***
  Credit for uniform service while employees are on sick leave, vacations and other leaves of absence and/or terminated /resigned employees must be stated on Attachment A.

- ***Complaints:***
  It is the responsibility of the successful bidder to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution.

BASIS OF AWARD:

The basis of award will be overall low bidder meeting all specifications and requirements for each option. Option 1 (Full Service Uniform Program), Option 2 (Value Lease), Option 3 (Purchase of Garments). It shall be at Hidalgo County's sole discretion to elect the most advantageous option. Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

TERM AND CONDITIONS:

1) Price(s) shall be fixed for a period of two (2) years with the County's option to renew one (1) additional year. **If awarded, bidder incurs any additional expenses during the term of the contract, those additional expenses shall not be charged to Hidalgo County throughout the duration of the contract.**

2) Hidalgo County reserves the right to continue this bid for an additional sixty (60) day Grace Period at the end of the contract term due to unforeseen delay in award of the next contract term.

3) The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by Hidalgo County within a thirty (30) day written notice prior to cancellation. The successful bidder must state therein the reasons for such cancellation. Hidalgo County reserves the right to award canceled contract to next lowest bidder as it deems to be in the best interest of the County.

4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.

5) All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

6) Hidalgo County reserves the right to reject any or all bids, to waive any or all formalities, or to accept the bid considered the best and most advantageous to the County, including compliance to the bid specifications.

7) Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

8) Insurance Requirements- certificates as per "Exhibit C" must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

9) Vendor must complete and file CIQ form (refer to EXHIBIT "D") to the Hidalgo County Clerk's Office-Recording Department, located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse. Vendor must return a filed copy including a copy of receipt with your bid response.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, **Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 So. Business 281 (New Administration Bldg), Edinburg, Texas 78539. Telephone inquiries will not be accepted.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN, Wednesday, January 29, 2014 BY 5:00 P.M. Responses to all applicants will be emailed by no later than, **5:00 p.m., FRIDAY, January 31, 2014 .**

ATTACHMENT A

1) UNIFORM REPLACEMENT POLICY:
2) UNIFORM CREDIT POLICY:
3) UNIFORM LOSS OR UNRETURNED POLICY:

QUESTIONNAIRE

1. Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?

2. Will your company be capable of depicting actual charges?

3. Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?

4. If contract is awarded to your company, the prices will be in effect for the length of the contract.

5. Please list any warranties and any other policies not described in Attachment A.

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides.

1) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

2) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

3) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL (men & women)** 100% cotton				
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 100% cotton				
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
7.	**SHIRTS- EXECUTIVE WESTERN STYLE (Men)** 65% Polyester 35% Cotton				
8.	**POLO SHIRTS (men & women)** 50% Polyester 50% Cotton				
9.	**SHORT SLEEVE SMOCK (women)** 65 % Polyester 35% Cotton				
10.	**TROUSERS-Industrial (men)** 65% Polyester 35% Cotton				
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton				
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton				
13.	**RIPSTOP PANTS-(MEN)**100% ripstop cotton pants military-grade heavyweight 10-oz				
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim				
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton				
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton				
17.	**COVERALLS-** 65% Polyester 35% Cotton				
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt				
19.	**ADDITIONAL FEES** (if any):				

ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

Bidder /Company's Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number/: _____

Cellular Number: _____

Fax Number: _____

Authorized Signature: _____

Email Address: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(Other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance 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.

Revised 03/11/11

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PER & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP GG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIM DE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILIT**				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 BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL ***30*** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met, see attached copy of insurance certificate.

_____ _____.
Authorized Representative Date

NOTICE TO BIDDER:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____.
2. Bond (if applicable) _____
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds (if applicable), certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

THIS FORM MUST ACCOMPANY BID PACKET

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or email: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address : **Fax No. ( )**
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ **Individual** _____ **Partnership** _____ **Corporation** _____**Non-Profit** _____ **LLC** _____ **Sole Proprietor** _____ **Other, Specify** **State Identification No.**_____ **(Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ **Date:**_____ **Other:**
Type of Business (check one): _____ **Manufacturer** _____ **Wholesaler** _____ **Retailer** _____ **Broker** ☐ **Distributor** ☐ **Service Organization** ☐ **Other, Specify**
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:** **Disadvantaged Business (At Least 51% Ownership)** ☐ ess than 125,000 annual gross receipt ☐ ss than 250,000 annual gross receipt ☐ ss than 499,000 annual gross receipt ☐ ore than 500,000 annual gross receipt ☐ Black American ☐ Hispanic American ☐ Asian Pacific American ☐ Native American ☐ Women ☐ Other
Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No **Indicate Certification No.(s):**_____ **or are Certificate(s) attached?:** ☐ Yes ☐ No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** ☐ Yes ☐ No
To Be Completed by the County: Rec'd by (Purchasing):_____ **Date Rec'd by (Purchasing):** **Date Forwarded Information to Auditor's Office:**_____**Entry Date:** _____ **Vendor No.:**

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

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

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

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

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ---------- ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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
___ ___ ___ - ___ ___ - ___ ___ ___ ___

or

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. person (including a U.S. resident alien).

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

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.socialsecurity.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT “B”

VENDOR’S BID PRICE & TABULATION

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

OPENED 02/05/14 9:33am Witnessed

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL** (men & women) 65% Polyester 35% Cotton	3.90	2.50	15.00	16.00
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL** (men & women) 100% cotton	5.04	3.00	18.43	20.00
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL** (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	9.00	5.66	31.95	35.00
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL** (men & women) 65% Polyester 35% Cotton	3.75	2.25	12.25	16.00
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL** (men & women) 100% cotton	4.85	2.90	17.82	20.00
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL** (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	9.00	5.44	31.95	35.00
7.	**SHIRTS- EXECUTIVE WESTERN STYLE** (Men) 65% Polyester 35% Cotton	4.88	3.50	19.43	20.00
8.	**POLO SHIRTS** (men & women) 50% Polyester 50% Cotton	4.88	3.50	17.95	20.00
9.	**SHORT SLEEVE SMOCK** (women) 65 % Polyester 35% Cotton	4.88	3.50	17.00	20.00
10.	**TROUSERS-Industrial** (men) 65% Polyester 35% Cotton	3.99	2.50	16.00	18.00
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton	5.00	2.90	18.00	18.00
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	5.50	3.50	22.95	30.00
13.	**RIPSTOP PANTS-(MEN)**100% ripstop cotton pants military-grade heavyweight 10-oz	No Bid	No Bid	No Bid	No Bid
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	4.90	2.95	17.35	18.00
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton	5.20	3.08	17.45	18.00
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton	5.20	3.08	17.45	18.00
17.	**COVERALLS-** 65% Polyester 35% Cotton	7.92	3.35	29.00	30.00
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt	3.00	3.00	3.00	N/A
19.	**ADDITIONAL FEES** (if any):	per shirt	per shirt	per shirt	

W.N.

HIDALGO COUNTY PURCHASING DEPARTMENT
TABULATION SHEET

DESCRIPTION OF BID: Hidalgo County -***RENTAL and /or PURCHASE of INDUSTRIAL UNIFORMS***
BID NO: 2014-013-02-05-SMA

BID OPENING DATE: February 05, 2014 @ 9:30 A.M | BUYER: Sandra Montalvo

PARTICIPATING VENDORS

	Item Description	UNIFIRST HOLDING, INC. McAllen, TX				MODEL LAUNDRY, LLC LOS INDIOS, TX				G & K SERVICE SAN ANTONIO, TX			
		option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment
		Full Service Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment	
1.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.26	$1.71	$13.00	$11.00	$3.90	$2.50	$15.00	$16.00	$2.15	$1.15	$19.95	$19.95
2.	SHIRTS-LONG SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.25	$3.00	$15.00	$13.00	$5.04	$3.00	$18.43	$20.00	$2.80	$1.50	$20.95	$20.95
3.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.68	$3.78	$22.00	$18.00	$9.00	$5.66	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
4.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.15	$1.65	$11.00	$9.00	$3.75	$2.25	$12.25	16.00	$2.15	$1.15	$19.95	$19.95
5.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.10	$2.94	$13.00	$11.00	$4.85	$2.90	$17.82	$20.00	$2.80	$1.50	$20.95	$20.95
6.	SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.50	$3.41	$19.00	$16.00	$9.00	$5.44	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
7.	SHIRTS- EXECUTIVE WESTERN STYLE (Men) 65% Polyester 35% Cotton	$3.92	$2.07	$15.00	$13.00	$4.88	$3.50	$19.43	$20.00	$3.60	$2.05	$23.95	$23.95
8.	POLO SHIRTS (men & women) 50% Polyester 50% Cotton	$3.88	$2.06	$15.00	$13.00	$4.88	$3.50	$17.95	$20.00	$3.60	$2.05	$23.95	$23.95
9.	SHORT SLEEVE SMOCK (women) 65 % Polyester 35% Cotton	$3.52	$2.38	$16.00	$13.50	$4.88	$3.50	$17.00	$20.00	$2.65	$1.47	$20.95	$20.95
10.	TROUSERS-Industrial (men) 65% Polyester 35% Cotton	$3.08	$1.68	$16.50	$13.90	$3.99	$2.50	$16.00	$18.00	$2.15	$1.15	$19.95	$19.95
11.	TROUSERS-INDUSTRIAL (WOMEN) 65% Polyester 35% Cotton	$3.96	$2.16	$18.00	$15.00	$5.00	$2.90	$18.00	$18.00	$2.15	$1.15	$19.95	$19.95
12.	EXECUTIVE PANTS (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	$3.41	$1.86	$17.00	$15.00	$5.50	$3.50	$22.95	$30.00	$3.50	$2.10	$23.95	$23.95
13.	RIPSTOP PANTS-(MEN)100% ripstop cotton pants military-grade heavyweight 10-oz	NO BID	NO BID	NO BID	N/A	NO BID	NO BID	NO BID	NO BID	Dickies Cargo $4.25	Dickies Cargo $2.75	Dickies Cargo $29.00	Dickies Cargo $29.00
14.	DENIM BLUE JEANS-100% Cotton-(MEN) (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	$4.40	$2.40	$18.00	$15.00	$4.90	$2.95	$17.35	$18.00	$4.25	$2.75	$29.00	$29.00
15.	SHORTS- Pleated Uniform (Men) 65% Polyester/35% Cotton	$2.64	$1.68	$12.50	$10.00	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
16.	SHORTS- Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
17.	COVERALLS- 65% Polyester 35% Cotton	----	-----	$19.00	$16.00	$7.92	$3.35	$29.00	$30.00	$4.25	$2.75	$29.00	$29.00
18.	PATCHES AND/OR LOGOs-- one time charge for Shirt	$57.75	$31.50	$5.25 /pc	N/A	$3.00	$3.00	$3.00	N/A	NO CHARGE			
19.	*ADDITIONAL FEES (if any):*					per shirt	per shirt	per shirt	-----	----------			
	SHIRTS---3XL-5XL upcharge per pcs	20%	20%	25%	N/A								
	PANTS -Size 44'plus/ Size 20" plus upcharge per pcs.	20%	20%	25%	N/A								

EXIBIT- A QUESTIONAIRE	UNIFIRST HOLDING, INC. McAllen, TX (vendors response)	MODEL LAUDRY, LLC LOS INDIOS, TX (vendors response)	G & K SERVICE SAN ANTONIO, TX (vendors response)
1) Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?	no termination fee or charge for employee no linger employee no longer employed with county	NO	loss/damage only applies if garments are not returned or damaged when an employee leaves the program
2) Will your company be capable of depicting actual charges?	there are no definite numbers of employees for rental, value lease or purchase that will allow my company to depict and actual charges for any given program	YES	YES
3) Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?	Loaners are available of Grade 2 (semi used garments) for up to but not exceeding 20 business days, when there is a delay of specified uniform at no charge to be reviewed on case by case method of rental uniforms service only this does not apply to purchased uniforms	NO	we can add coveralls to the rentals or lease program, but not for free
4) If contract is awarded to your company, the prices will be in effect for the length of the contract.	there will be a 2% price increase per anum for life of contract	YES	
5) Please list any warranties and any other policies not described in Attachment A.	Manufactures warranties extended to all programs for defective or faulty merchandise no other warranties or guarantees apply	------	covered under G&K SERVICES “CUSTOMER PROMISE”

EXHIBIT “C”

INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/14/2014

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	Bob Sales Insurance Agcy P. O. Box 3355 1313 E Alton Gloor, Ste E Brownsville TX 78523
CONTACT NAME:	Sylvia Alaniz
PHONE (A/C, No, Ext):	(956) 542-5331
FAX (A/C, No):	(956) 546-9105
E-MAIL ADDRESS:	salaniz@bobsalesinsurance.com
INSURER(S) AFFORDING COVERAGE	**NAIC #**
INSURER A :	Hartford
INSURER B :	State Auto Ins. Co.
INSURER C :	Technology Insurance Company
INSURER D :	
INSURER E :	
INSURER F :	
INSURED	Model Laundry LLC P.O. Box 178 Los Indios TX 78567-0178

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			65SBATC4024	01/29/2014	01/29/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BAP2299409	07/20/2013	07/20/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N: Y N / A		TWC3390269	01/29/2014	01/29/2015	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

Hidalgo County named as additional insured on Auto Policy

The GL policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

CERTIFICATE HOLDER

Hidalgo County
Attn: Letty Saenz
1615 South Closner, Ste J
Edinburg TX 78539-

Fax: (956)318-2629

CANCELLATION AI SSPNIJ

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-14-013b-04-08

THIS CONTRACT is made and entered into this **8th** day of **April, 2014** by and between the **County of Hidalgo, Texas** ("County") and **G & K SERVICES, INC.** (“Company").

WHEREAS, Company responded to notices for Request for Sealed Bids (RFB) for: **Rental** and/or **Purchase of Industrial Uniforms (on an as needed basis)** for **Hidalgo County** (the "Services"); and

WHEREAS, Company submitted a sealed quote to provide services in accordance with Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFSQ"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the sealed quote to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit “A” Request for Sealed Bids (RFB) Procurement Packet within **Hidalgo County** following a request for Services by designee(s) of **Hidalgo Countywide**

Departments. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **two (2) years**, commencing on **APRIL 30, 2014** and expiring on **APRIL 29, 2016** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with

the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:	County of Hidalgo Attn: County Judge 302 West University Drive Edinburg, Texas 78539
If to Company:	G & K SERVICES, INC. Attn: Mark Lewis, General Manager 410 Probandt San Antonio, Texas

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed

as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only**. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement**. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

19. Company represents and warrants to County that the person signing this agreement on behalf of Company has the authority to bind the Company to the terms and provisions of this contract.

WITNESS our hands in duplicate originals this ____day of _____, 2014.

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

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

By: _____
Arturo Guajardo, Jr., County Clerk

COMPANY: G & K SERVCIES, INC.

By:_____
Printed Name: Mark Lewis
Title: General Manager

EXHIBIT “A”

REQUEST FOR SEALED BIDS (RFB) PROCUREMENT PACKET

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

REQUEST FOR BIDS (RFB)

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

RFB NO: 2014-013-02-05-SMA

Table of Contents

Item	Description	No. of Pages
1.	**Request for Bid Letter**	**1**
2.	**Request for Bid, Legal Notice**	**8**
3.	**Exhibit "A" Specifications/Requirements**	**8**
4.	**Exhibit "B" Bid Page**	**2**
5.	**Exhibit "C"- Insurance Requirements**	**4**
6.	**Exhibit "D"- CIQ Conflict of Interest Questionnaire**	**1**
7.	**Vendor/Bidder Application and W-9 form**	**6**
8.	**Certification Regarding Debarment**	**1**
9.	**Draft Service Contract Agreement**	**8**

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626 or via email to sandra.montalvo@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

January 21, 2014
Date

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

January 21, 2014

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Bids -***"Rental and/or Purchase of Industrial Uniforms"***
Bid No: 2014-013-02-05-SMA

Dear Gentleman/Ladies:

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

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

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

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma

Enclosures

Bid No: 2014-013-02-05-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626-ext 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"Rental and/or Purchase of Industrial Uniforms"

BID OPENING DATE: February 05, 2014 @ 9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical location: 2802 S. Business Highway 281 - Administration Building
Postal/Mailing: 2812 S. Business Highway 281
Edinburg, Texas 78539

956 318-2626

1. Sealed bids will be received for ***"HIDALGO COUNTY –RENTAL and /or PURCHASE OF INDUSTRIAL UNIFORMS"*** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: ***"BID NO. 2014-013-02-05-SMA- HIDALGO COUNTY- "RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** and in County's Purchasing Department, physical address: 2802 S. Business Hwy 281, mailing address 2812 S. Business 281 New Administration Building,, Edinburg, Texas, **on or before 9:30 a.m.,WEDNESDAY February 05, 2014.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO *REQUEST FOR BIDS-2014-013-02-05-SMA-HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS".*

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - ***"HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS"*** 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
2808 S. Bus. Hwy 281
Edinburg, Texas 78539
Attn: Elizabeth Cano
956-318-2511

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 AM	**February 05, 2014**
Award of Contract	_____, 2014
Commence Work or Deliver Products	_____, 2014

18. **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable):**

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.

- If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all

subcontractors and material men have been paid.

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.

- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse
COMPLETION AND SUBMISSION OF FORM CIQ (Exhibit D) IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Bids, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services

23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

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

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arises under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***

30. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

31. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"Rental and/or Purchase of Industrial Uniforms"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT "A"

SPECIFICATIONS/REQUIREMENTS

Hidalgo County

"Rental and/or Purchase of Industrial Uniforms"

Bid No. 2014-013-02-05-SMA

Scope of Project:

Hidalgo County is hereby requesting bids to select a full service uniform program, purchasing, or value leasing for **"UNIFORMS" on an as needed basis.** The contract will cover all services, travel, labor, and materials necessary to provide Hidalgo County with the specified **"UNIFORMS"** service.

Specifications/Requirements:

1) The awarded company will be required to meet with each department utilizing uniform rental service or purchase to determine actual and any special needs.

2) For a full service uniform program, eleven (11) sets of "New" uniforms are required to be provided to each individual employee within their department. For a value leasing program, six (6) sets of "New" uniforms are required to be provided to each individual employee within their department. New Uniforms must be in comparable quality, fabric content style and color to existing uniforms. Including 100 % cotton short & long sleeve shirts. All available colors, sizes and plus sizes shall be provided to Hidalgo County **to meet the department's needs.**

3) Awarded bidder must provide coveralls at no additional cost to Hidalgo County.(Refer to Questionnaire, #5)

4) The successful bidder will be required to measure each individual employee within a fifteen (15) working day period after notification by Hidalgo County of contract award and must deliver the uniforms within twenty (20) days after measurement of all employees. **New uniforms are to be issued every year to each individual employee regardless the condition of the uniform.**

5) New hires within the contract year are to be measured within five (5) working day(s) and are to be provide new uniforms within ten (10) working day(s)after notification by Hidalgo County, unless the new hire occurs thirty (30) days prior to the yearly anniversary date of the contract. In that event, the new hire would receive the new uniforms no later than the anniversary date of contract.

6) Due to the differences in the number of the employees utilizing this service, the awarded firm will be required to supply a reasonable range of sizes to accommodate the needs of the employees.

7) Bidder(s) must provide professional cleaning & make regular deliveries (same day each and every week) for the full service uniform program. Bidder must also be able to pick up the soiled uniforms and deliver newly cleaned uniforms, however if cleaned uniforms appear to be overly soiled (visible oil & grease spots) uniforms shall be replaced with clean uniforms & delivered immediately at no additional cost to Hidalgo County. All uniforms will be washed and cleaned thoroughly to remove production chemicals in order to prevent potential causes of irritation or skin rash from affecting employees.

8) Bidder must submit forms for requests for comments, problems and repair needs will be sent to the employees at least on a six (6) month basis.

9) Bidder must provide County employees with the "Continuous Replacement System", for damaged, worn out, permanently soiled, or size change uniforms. No depreciation schedule will be used in replacing used uniforms. No additional charge will be placed on replacing uniforms or emblems.

10) Any of the garments which will need repairs (examples: missing buttons, tears in clothing, and damaged patches) must be repaired prior to acceptance of delivery of uniforms. **The bidder shall be available during the contract period to perform exchange services of worn out uniforms.**

11) Any uniform which cannot be repaired to a good condition when damaged must be replaced with items in comparable condition with those previously supplied at no cost to Hidalgo County. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.

12) If an employee has gained or lost weight and their uniforms no longer fit, the Service Representative shall measure the

employee and return the next week to replace the garment to the proper size at no additional cost.

13) Bidder(s) shall maintain inventory control for each employee so that the Hidalgo County knows at all times how many uniforms have been assigned. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employee has adequate work clothes. **Price(s) must be based on weekly rate; per employee.**

MONITORING OF CONTRACT:

1) The awarded vendor will be required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. Vendors shall submit forms to be used for this purpose with their bid. These forms will be used by each location, and are subject to County approval. The forms must show, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week. This form should also reflect an addition, deletions, transfers effective the next week. A copy of the check-in/check-out form shall be retained by both the driver and the County Department Head, upon delivery at each location.

2) Hidalgo County reserves the right to add or delete additional employees, or locations at any time during this contract. These additions or deletions shall be at **no extra charge**, except for the weekly uniform costs involved.

DELIVERIES:

Deliveries shall be made once per week to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

	DEPARTMENT	ADDRESS	CITY	CONTACTS	PHONE
1.	Hidalgo County Facilities Management Office	3100 S. Bus 281 P.O Box 1356	Edinburg, Tx 78539	Daniel Flores /Alma Ybarra	(956)287-7850
2.	Hidalgo County Precinct No. 1	1902 Joe Stephens Ave.	Weslaco, Tx 78596	Katia Garcia/David Rodriguez	(956)-968-8733
3.	Hidalgo County Precinct No. 2	301 E. State Street	Pharr, Tx 78577	Yolanda Cisneros/ Ricardo Cuellar	(956)-787-1891
4.	Hidalgo County Precinct No. 3	724 N. Breyfogle Rd. (Administration Office)	Mission, TX 78574	Norma Ceballos	(956)-585-4509
		8310 W. Mile 7 Rd. (Pct 3 –Motor pool)	Mission, Tx 78574	Louie Mendoza	(956)-585-4509
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd.	Penitas, Texas	Norma Ceballos	(956)-585-4509
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494	Mission, Tx 78574	Norma Ceballos	(956)-585-4509
5.	Hidalgo County Sheriff's Office	711 El Cibolo Road	Edinburg, Tx78539	Juan Tapia/Richard Ozuna	(956)383-8114
6.	Hidalgo County Health& Human Services	1304 S. 25th Street	Edinburg, Tx 78539	Josie Escalante	(956) 383-6221
7.	Hidalgo County Election Dept	101 S. 10th Avenue	Edinburg, Tx 78539	Melanie Esparza	(956) 318-2570

(Other Hidalgo County departments may require this service in the future) if so, additional information will be forwarded to awarded bidder. Garments are to be delivered on hangers.

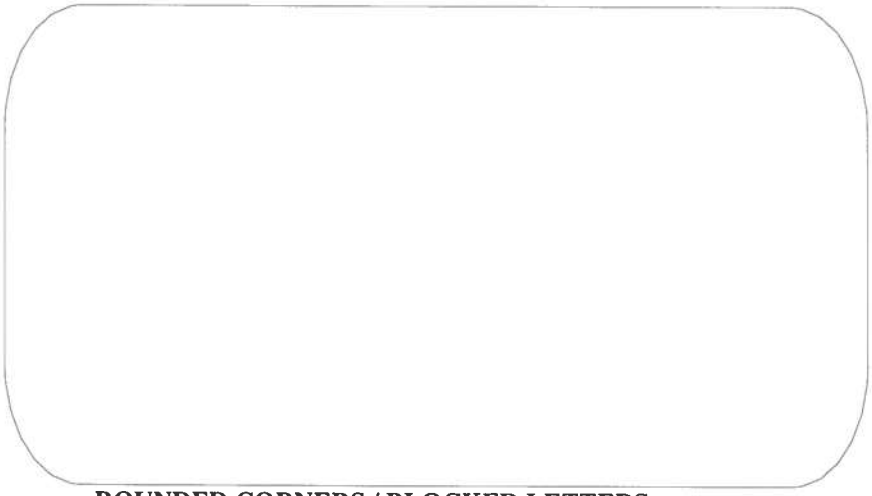
UNIFORM COSTS:

Costs shall be based on provision and laundering of eleven **uniform** sets (five day work week), and six uniform sets (value lease program). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.

On the bid form, vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

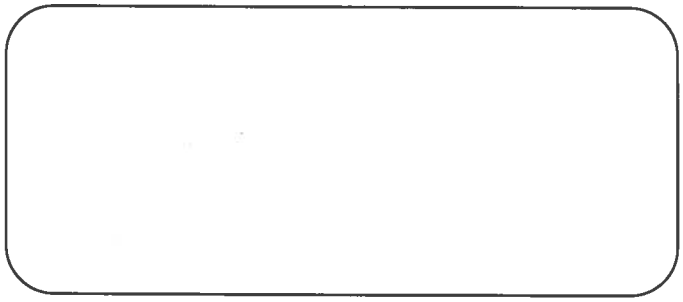
EMBLEMS:

Each uniform shall be provided with embroidered emblems, with County logo and employee name. The placement of the emblems on the front of the uniforms shall be:



Size of Patches:

ROUNDED CORNERS / BLOCKED LETTERS
HIDALGO COUNTY LOGO (LEFT CHEST SIDE)
4 ½" W X 2 ½" H, APPROXIMATELY



EMPLOYEE NAME TAG (RIGHT CHEST SIDE)
3 ½" W x 1 ½"H, APPROXIMATELY

1) **LOGO TO BE PROVIDED ON POLO SHIRTS (EMBROIDERED) APPROPRIATE SIZE & COLOR OF LOGO TO BE DETERMINED BY USER DEPARTMENT(S).**

2) The cost for these emblems shall be the vendor's responsibility. Hidalgo County desires to have its emblems sewn to the uniforms. **On the bid price page indicate how your firm applies emblems to uniforms.**

3) Vendors should be aware that various departments may choose different logo emblems. Vendor shall indicate on the price page, the cost, if any, for the vendor to provide and install these logo emblems. Hidalgo County will work with the awarded bidder to attain an approved design. Actual samples of the finished patches must be provided for approval.

OUTFITTING OF UNIFORMS:

1) Initial outfitting of uniforms shall be new. As additional personnel are hired, they shall be furnished with new uniforms.

2) Additional uniforms for "New Hire" employees shall be provided with eleven (11) or six (6) sets of "New" uniforms, depending on the program. Uniforms for new employees must be delivered within (10) working days after notification.

VENDOR REQUIREMENTS:

1) The vendor should maintain a permanent office within the Rio Grande Valley, operated by a full time staff.

2) If the awarded vendor is located out of the local calling area, it is required that the vendor have a toll free number.

3) Vendors shall issue separate invoices for each County Department that accesses this contract, based on individual purchase orders. The invoices shall show, at a minimum, the purchase order number, employee names and the number of uniforms cleaned and returned for each employee.

4) Vendors shall be required to rectify any problem that he is made aware of, within ten days of said notice.

REQUIRED SUBMITTALS:

The following items must be submitted, and must be acceptable, in order for your bid to be considered.

a) Vendor(s) are required to submit a brief history of their company. Vendor shall also submit the names, addresses, phone numbers, and contact person of at least three businesses that utilize their firm's services as a reference.

b) Vendor shall submit, under separate cover, samples, identical in style and fabric to items to be provided under this bid. Samples must be submitted at no charge to Hidalgo County. Each sample shall be clearly labeled with the vendor's name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Purchasing, after the evaluation has been completed.

c) Vendor(s) shall submit a color chart, showing uniform colors available. Each Department shall decide what colors, and styles (executive, industrial, short or long sleeve, etc) that they require, based on the samples submitted.

d) Vendor(s) shall submit the size ranges (male and female) that are available for all items.

e) Vendor(s) shall submit a sample check-in/check-out form.

f) Vendor(s) shall submit a procedure for employee to begin, discontinue, or transfer uniform services from one location to another.

g) Vendor(s) shall indicate their company criteria for determining when a uniform needs to be replaced. (See Attachment A)

UNIFORM RETURN:

At the termination of this contract all rental uniforms will be returned to the vendor within 20 days. Any shortages will be reimbursed by the County at the prices, as listed on the bid price form.

- ***Uniform lost or unreturned:***
  Policy for lost or unreturned uniforms must be stated on Attachment A.

- ***Uniform credits:***
  Credit for uniform service while employees are on sick leave, vacations and other leaves of absence and/or terminated /resigned employees must be stated on Attachment A.

- ***Complaints:***
  It is the responsibility of the successful bidder to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution.

BASIS OF AWARD:

The basis of award will be overall low bidder meeting all specifications and requirements for each option. Option 1 (Full Service Uniform Program), Option 2 (Value Lease), Option 3 (Purchase of Garments). It shall be at Hidalgo County's sole discretion to elect the most advantageous option. Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

TERM AND CONDITIONS:

1) Price(s) shall be fixed for a period of two (2) years with the County's option to renew one (1) additional year. **If awarded, bidder incurs any additional expenses during the term of the contract, those additional expenses shall not be charged to Hidalgo County throughout the duration of the contract.**

2) Hidalgo County reserves the right to continue this bid for an additional sixty (60) day Grace Period at the end of the contract term due to unforeseen delay in award of the next contract term.

3) The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by Hidalgo County within a thirty (30) day written notice prior to cancellation. The successful bidder must state therein the reasons for such cancellation. Hidalgo County reserves the right to award canceled contract to next lowest bidder as it deems to be in the best interest of the County.

4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.

5) All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

6) Hidalgo County reserves the right to reject any or all bids, to waive any or all formalities, or to accept the bid considered the best and most advantageous to the County, including compliance to the bid specifications.

7) Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

8) Insurance Requirements- certificates as per "Exhibit C" must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

9) Vendor must complete and file CIQ form (refer to EXHIBIT "D") to the Hidalgo County Clerk's Office-Recording Department, located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse. Vendor must return a filed copy including a copy of receipt with your bid response.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, **Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 So. Business 281 (New Administration Bldg), Edinburg, Texas 78539. Telephone inquiries will not be accepted.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN, Wednesday, January 29, 2014 BY 5:00 P.M. Responses to all applicants will be emailed by no later than, **5:00 p.m., FRIDAY, January 31, 2014 .**

ATTACHMENT A

1) UNIFORM REPLACEMENT POLICY:
2) UNIFORM CREDIT POLICY:
3) UNIFORM LOSS OR UNRETURNED POLICY:

QUESTIONNAIRE

1. Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?

2. Will your company be capable of depicting actual charges?

3. Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?

4. If contract is awarded to your company, the prices will be in effect for the length of the contract.

5. Please list any warranties and any other policies not described in Attachment A.

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides.

1) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

2) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

3) Government/Company Name:_____

Address:_____

Contact Person and Title:_____

Phone:_____ email address:_____

Contract Period:_____ Scope of Work:_____

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL (men & women)** 100% cotton				
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton				
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 100% cotton				
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton				
7.	**SHIRTS- EXECUTIVE WESTERN STYLE (Men)** 65% Polyester 35% Cotton				
8.	**POLO SHIRTS (men & women)** 50% Polyester 50% Cotton				
9.	**SHORT SLEEVE SMOCK (women)** 65 % Polyester 35% Cotton				
10.	**TROUSERS-Industrial (men)** 65% Polyester 35% Cotton				
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton				
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton				
13.	**RIPSTOP PANTS-(MEN)**100% ripstop cotton pants military-grade heavyweight 10-oz				
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim				
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton				
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton				
17.	**COVERALLS-** 65% Polyester 35% Cotton				
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt				
19.	**ADDITIONAL FEES** (if any):				

ACKNOWLEDGMENT FORM

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

Bidder /Company's Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number/: _____

Cellular Number: _____

Fax Number: _____

Authorized Signature: _____

Email Address: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(Other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance 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.

Revised 03/11/11

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PER & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP GG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIM DE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILIT**				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 BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL ***30*** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

☐ will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;

☐ will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met, see attached copy of insurance certificate.

_____ _____.
Authorized Representative Date

NOTICE TO BIDDER:
A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____.
2. Bond (if applicable) _____
3. Certificates: _____.
4. Permits: _____.
5. Other: _____.

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds (if applicable), certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process.

_____ _____.
Authorized Signature Date

_____.
Company

_____.
Address

_____.
City, State, Zip

THIS FORM MUST ACCOMPANY BID PACKET

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE — FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or email: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**
dba Name:
Legal Name:
Mailing Address : **Fax No. ( )**
Physical Address:
City, State, Zip **Tax I.D. No.**
Remit to Address : **City, State, Zip**
E-Mail Address:
Representative(s) Name(s) & Title(s)
Type of Organization (check one): _____ **Individual** _____ **Partnership** _____ **Corporation** _____**Non-Profit** _____ **LLC** _____ **Sole Proprietor** _____ **Other, Specify** **State Identification No.**_____ **(Please attached completed W-9 form with this application)** **Federal Identification No. or (if individual) SS No.**
State of Incorporation: _____ **Date:**_____ **Other:**
Type of Business (check one): _____ **Manufacturer** _____ **Wholesaler** _____ **Retailer** _____ **Broker** ☐ **Distributor** ☐ **Service Organization** ☐ **Other, Specify**
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Small and/or Disadvantaged Business Information (check application criteria) **Small Business:** **Disadvantaged Business (At Least 51% Ownership)** ☐ ess than 125,000 annual gross receipt ☐ ss than 250,000 annual gross receipt ☐ ss than 499,000 annual gross receipt ☐ ore than 500,000 annual gross receipt ☐ Black American ☐ Hispanic American ☐ Asian Pacific American ☐ Native American ☐ Women ☐ Other
Have you been certified as a HUB or an MBE/WBE source?: ☐ Yes ☐ No **Indicate Certification No.(s):**_____ **or are Certificate(s) attached?:** ☐ Yes ☐ No
What type of product(s) is/are solicited by your company?: **Would you like to be provided with specifications for procurements of such products?:** ☐ Yes ☐ No
To Be Completed by the County: Rec'd by (Purchasing):_____ **Date Rec'd by (Purchasing):** **Date Forwarded Information to Auditor's Office:**_____**Entry Date:** _____ **Vendor No.:**

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

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

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

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

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

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

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

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

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

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ---------- ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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
___ ___ ___ - ___ ___ - ___ ___ ___ ___

or

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. person (including a U.S. resident alien).

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

Sign Here **Signature of U.S. person ▶** **Date ▶**

Purpose of Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt recipients 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.socialsecurity.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or single-owner LLC	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship or single-owner LLC	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT “B”

VENDOR’S BID PRICE & TABULATION

EXHIBIT "B"

BID PAGE

'Hidalgo County

"RENTAL and/or PURCHASE of INDUSTRIAL UNIFORMS"

Bid No. 2014-013-02-05-SMA

OPENED 2/05/14 9:33am Witnessed

NIGP COMMODITY CODE INFORMATION:
936-18-Clothing Maintenance & Repair
983-86- Uniforms Rental & Lease
200-Clothing

	Item Description	OPTION 1 *Full Service* Weekly rate rental per employee	OPTION 2 *Value Lease* Weekly rate per employee	OPTION 3 Purchase of Garment	Price For Lost Garment
1.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton Pg.7	2.15	1.15	19.95	19.95
2.	**SHIRTS-LONG SLEEVE INDUSTRIAL (men & women)** 100% cotton Pg.8	2.80	1.50	20.95	20.95
3.	**SHIRTS- LONG SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton 17.46	3.25	1.78	24.85	24.85
4.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 65% Polyester 35% Cotton Pg.7	2.15	1.15	19.95	19.95
5.	**SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women)** 100% cotton Pg.8	2.80	1.50	20.95	20.95
6.	**SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women)** Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton P. 46	3.25	1.78	24.85	24.85
7.	**SHIRTS- EXECUTIVE WESTERN STYLE (Men)** 65% Polyester 35% Cotton P 21 or Pg 22	3.60	2.05	23.95	23.95
8.	**POLO SHIRTS (men & women)** 50% Polyester 50% Cotton Pg 24 - 27	3.60	2.05	23.95	23.95
9.	**SHORT SLEEVE SMOCK (women)** 65 % Polyester 35% Cotton Pg 33	2.65	1.47	20.95	20.95
10.	**TROUSERS-Industrial (men)** 65% Polyester 35% Cotton	2.15	1.15	19.95	19.95
11.	**TROUSERS-INDUSTRIAL (WOMEN)** 65% Polyester 35% Cotton	2.15	1.15	19.95	19.95
12.	**EXECUTIVE PANTS** (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	3.50	2.10	23.95	23.95
13.	~~**RIPSTOP**~~ **PANTS-(MEN)** 100% ripstop cotton pants military-grade heavyweight 10-oz Pg 11	4.25	2.75	29.00	29.00
14.	**DENIM BLUE JEANS-**100% Cotton- **(MEN)** (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim Pg 12	4.25	2.75	29.00	29.00
15.	**SHORTS-** Pleated Uniform (Men) 65% Polyester/35% Cotton Pg 13	3.50	2.10	23.95	23.95
16.	**SHORTS-** Pleated Uniform (Women) 65% Polyester/35% Cotton Pg 13	3.50	2.10	23.95	23.95
17.	**COVERALLS-** 65% Polyester 35% Cotton Pg 14	4.25	2.75	29.00	29.00
18.	**PATCHES AND/OR LOGOs**-- one time charge for Shirt	NO Charge			
19.	**ADDITIONAL FEES** (if any):				

DICKIES Cargo

HIDALGO COUNTY PURCHASING DEPARTMENT
TABULATION SHEET

DESCRIPTION OF BID: Hidalgo County -***RENTAL and /or PURCHASE of INDUSTRIAL UNIFORMS***
BID NO: 2014-013-02-05-SMA

BID OPENING DATE: February 05, 2014 @ 9:30 A.M | BUYER: Sandra Montalvo

PARTICIPATING VENDORS

	Item Description	UNIFIRST HOLDING, INC. McAllen, TX				MODEL LAUNDRY, LLC LOS INDIOS, TX				G & K SERVICE SAN ANTONIO, TX			
		option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment	option 1	option 2	option 3	Price For Lost Garment
		Full Service Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment		*Full Service* Weekly rate rental per employee	*Value Lease* Weekly rate per employee	Purchase of Garment	
1.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.26	$1.71	$13.00	$11.00	$3.90	$2.50	$15.00	$16.00	$2.15	$1.15	$19.95	$19.95
2.	SHIRTS-LONG SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.25	$3.00	$15.00	$13.00	$5.04	$3.00	$18.43	$20.00	$2.80	$1.50	$20.95	$20.95
3.	SHIRTS- LONG SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.68	$3.78	$22.00	$18.00	$9.00	$5.66	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
4.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 65% Polyester 35% Cotton	$3.15	$1.65	$11.00	$9.00	$3.75	$2.25	$12.25	16.00	$2.15	$1.15	$19.95	$19.95
5.	SHIRTS-SHORT SLEEVE INDUSTRIAL (men & women) 100% cotton	$4.10	$2.94	$13.00	$11.00	$4.85	$2.90	$17.82	$20.00	$2.80	$1.50	$20.95	$20.95
6.	SHIRTS- SHORT SLEEVE INDUSTRIAL (men & women) Reflective & Fluorescent Green Stripes on the sleeves, Front pockets & back of the Shirt 65% Polyester 35% Cotton	$6.50	$3.41	$19.00	$16.00	$9.00	$5.44	$31.95	$35.00	$3.25	$1.78	$24.85	$24.85
7.	SHIRTS- EXECUTIVE WESTERN STYLE (Men) 65% Polyester 35% Cotton	$3.92	$2.07	$15.00	$13.00	$4.88	$3.50	$19.43	$20.00	$3.60	$2.05	$23.95	$23.95
8.	POLO SHIRTS (men & women) 50% Polyester 50% Cotton	$3.88	$2.06	$15.00	$13.00	$4.88	$3.50	$17.95	$20.00	$3.60	$2.05	$23.95	$23.95
9.	SHORT SLEEVE SMOCK (women) 65 % Polyester 35% Cotton	$3.52	$2.38	$16.00	$13.50	$4.88	$3.50	$17.00	$20.00	$2.65	$1.47	$20.95	$20.95
10.	TROUSERS-Industrial (men) 65% Polyester 35% Cotton	$3.08	$1.68	$16.50	$13.90	$3.99	$2.50	$16.00	$18.00	$2.15	$1.15	$19.95	$19.95
11.	TROUSERS-INDUSTRIAL (WOMEN) 65% Polyester 35% Cotton	$3.96	$2.16	$18.00	$15.00	$5.00	$2.90	$18.00	$18.00	$2.15	$1.15	$19.95	$19.95
12.	EXECUTIVE PANTS (Men) *must be available for Supervisory positions as requested by dept. 65% Polyester 35% Cotton	$3.41	$1.86	$17.00	$15.00	$5.50	$3.50	$22.95	$30.00	$3.50	$2.10	$23.95	$23.95
13.	RIPSTOP PANTS-(MEN)100% ripstop cotton pants military-grade heavyweight 10-oz	NO BID	NO BID	NO BID	N/A	NO BID	NO BID	NO BID	NO BID	Dickies Cargo $4.25	Dickies Cargo $2.75	Dickies Cargo $29.00	Dickies Cargo $29.00
14.	DENIM BLUE JEANS-100% Cotton-(MEN) (Boot Cut, Flare & Straight Leg)14 3/4 Oz. Denim	$4.40	$2.40	$18.00	$15.00	$4.90	$2.95	$17.35	$18.00	$4.25	$2.75	$29.00	$29.00
15.	SHORTS- Pleated Uniform (Men) 65% Polyester/35% Cotton	$2.64	$1.68	$12.50	$10.00	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
16.	SHORTS- Pleated Uniform (Women) 65% Polyester/35% Cotton	N/A	N/A	N/A	N/A	$5.20	$3.08	$17.45	$18.00	$3.50	$2.10	$23.95	$23.95
17.	COVERALLS- 65% Polyester 35% Cotton	----	-----	$19.00	$16.00	$7.92	$3.35	$29.00	$30.00	$4.25	$2.75	$29.00	$29.00
18.	PATCHES AND/OR LOGOs-- one time charge for Shirt	$57.75	$31.50	$5.25 /pc	N/A	$3.00	$3.00	$3.00	N/A	NO CHARGE			
19.	*ADDITIONAL FEES (if any):*					per shirt	per shirt	per shirt	-----	----------			
	SHIRTS---3XL-5XL upcharge per pcs	20%	20%	25%	N/A								
	PANTS -Size 44'plus/ Size 20" plus upcharge per pcs.	20%	20%	25%	N/A								

EXIBIT- A QUESTIONAIRE	**UNIFIRST HOLDING, INC. McAllen, TX (vendors response)**	**MODEL LAUDRY, LLC LOS INDIOS, TX (vendors response)**	**G & K SERVICE SAN ANTONIO, TX (vendors response)**
1) Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?	no termination fee or charge for employee no linger employee no longer employed with county	NO	loss/damage only applies if garments are not returned or damaged when an employee leaves the program
2) Will your company be capable of depicting actual charges?	there are no definite numbers of employees for rental, value lease or purchase that will allow my company to depict and actual charges for any given program	YES	YES
3) Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?	Loaners are available of Grade 2 (semi used garments) for up to but not exceeding 20 business days, when there is a delay of specified uniform at no charge to be reviewed on case by case method of rental uniforms service only this does not apply to purchased uniforms	NO	we can add coveralls to the rentals or lease program, but not for free
4) If contract is awarded to your company, the prices will be in effect for the length of the contract.	there will be a 2% price increase per anum for life of contract	YES	
5) Please list any warranties and any other policies not described in Attachment A.	Manufactures warranties extended to all programs for defective or faulty merchandise no other warranties or guarantees apply	------	covered under G&K SERVICES “CUSTOMER PROMISE”

EXHIBIT “C”

INSURANCE REQUIREMENTS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/11/2014
DPC# 165 D7

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

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

PRODUCER	CONTACT NAME: Melody Kronbach or Dawn DeBuhr	
Hays Companies IDS Center, Suite 700 80 South 8th Street Minneapolis, MN 55402	PHONE (A/C. No. Ext: 612-333-3323)	PHONE (A/C. No. Ext: 612-333-3323)
	E-MAIL ADDRESS: g&kcerts@hayscompanies.com	
	PRODUCER CUSTOMER ID #: G&K---1	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	ZURICH AMERICAN INSURANCE COMPANY	16535
INSURER B:	AMERICAN ZURICH INSURANCE COMPANY	40142
INSURER C:	GREAT AMERICAN E&S INSURANCE COMPANY	37532
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

G & K Services, Inc. & Its Subsidiaries
5995 Opus Parkway
Minnetonka, MN 55343

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 INSU	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC			GLO585230301	12/01/2013	12/01/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG 	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 15,000,000 $ 2,000,000 $
A	**AUTOMOBILE LIABILITY** X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X **PHYSICAL DAMAGE – SELF-INSURED**			BAP585230401	12/01/2013	12/01/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODLIY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 3,000,000 $ $ $ $ $
	UMBRELLA LIAB [ ] **EXCESS LIAB** [ ] CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $ $
B A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC585230101 - DEDUCTIBLE WC585230201 - RETRO	12/01/2013	12/01/2014	X WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE E.L. DISEASE – POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Texas Employers Excess Indemnity Ins.			ECA3719729	12/01/2013	12/01/2014	Per Person Per Occurrence	$ 5,000,000 $ 25,000,000

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

Evidence of Insurance.

CERTIFICATE HOLDER

Hidalgo County
2812 S. Bus Hwy. 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Zimbra **leticia.saenz@co.hidalgo.tx.us**

RE: Review & Approve Contract#s C-14-013-04-08 (Unifirst), C-14-013a-04-08 (Model Laundry) & C-14-013b-04-08 (G&K)

From : Steve Crain <scrain@atlashall.com> Thu, Apr 03, 2014 04:55 PM

Subject : RE: Review & Approve Contract#s C-14-013-04-08 (Unifirst), C-14-013a-04-08 (Model Laundry) & C-14-013b-04-08 (G&K) 1 attachment

To : 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

Good to go!

From: Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]
Sent: Thursday, April 03, 2014 4:15 PM
To: Steve Crain; Marynel Trevino
Subject: Re: Review & Approve Contract#s C-14-013-04-08 (Unifirst), C-14-013a-04-08 (Model Laundry) & C-14-013b-04-08 (G&K)

Good afternoon, Mr. Crain-

Revised agreements with capital C in the words Company under sec #19.

Please advise.

Thanks.

Leticia H. Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department
2812 South Business Highway 281
Edinburg, Texas 78539
P*(956) 318-2626* ***F****(956) 318-2629*
Email: leticia.saenz@co.hidalgo.tx.us

...DON'T WORRY...BE HAPPY...

From: "Steve Crain" <scrain@atlashall.com>
To: "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>
Sent: Thursday, April 3, 2014 3:55:53 PM
Subject: RE: Review & Approve Contract#s C-14-013-04-08 (Unifirst), C-14-013a-04-08 (Model

Good morning, Mr. Crain-

Please review and approve as to form contracts (attached hereto) scheduled for multiple award as **(set forth below)** for the purposes of **"Rental and/or Purchase of Industrial Uniforms"** for the **Hidalgo County**:

1) **Contract# C-14-013-04-08-Unifirst Holding Co**
2) **Contract# C-14-013a-04-08-Model Laundry, LLC**
3) **Contract# C-14-013b-04-08-G&K Services**

**Note: will be placed on the next CC for final approval.

Please advise.

Thanks.

Leticia H. Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department
2812 South Business Highway 281
Edinburg, Texas 78539
***P**(956) 318-2626 **F**(956) 318-2629*
Email: leticia.saenz@co.hidalgo.tx.us

...DON'T WORRY...BE HAPPY...

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG

BID OPENING DATE: February 05, 2014 | **BID OPENING TIME: 9:30 A.M.**

DEPARTMENT/BID DESCRIPTION: HIDALGO COUNTY-*Rental and/or Purchase of Industrial Uniforms*

BID NO.: 2014-013-02-05-SMA | **Buyer: Sandra Montalvo**

	NAME OF VENDOR COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF	DATE	MAILING ADDRESS, PHONE No & E-MAIL ADDRESS
1.	UNIFIRST UNIFORMS Attn: Erasmo Fred Zuniga	EMR	Sandra Montalvo	01/21/14	515 E. Beech Avenue McAllen, Texas 78505 956/686-0218 686-0538 fax erasmo_zuniga@unifirst.com
2.	G & K Services Attn: Augustin Perez	EMR	Sandra Montalvo	01/21/14	425 James Richard Closner La Feria, Tx 78559 956-235-3528 cell 800-324-0402 toll fee 956-797-4090 fax augustin.perez@gkservices.com
3.	Model Laundry Attn: William Putegnat	BLM/EM	Sandra Montalvo	01/21/14	P.O. Box 178 Los Indios, TX 78567 P:956.399.4340 F:956.399.4344 wputegnat@msn.com
4.	FEURY IMAGE GROUP Susan Lanziero	EMR	Sandra Montalvo	01/24/14	145 Boston Post West Haven, Ct 06516 P: 203.624.8931 F: 203.624.2548 sgademan@feuryimagegroup.com
5.					
6.					
7.					

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL REQUEST (EMR)

AI-43816 **Purchasing Department 21. A. 5.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Martha L. Salazar, CPPB **Submitted By:** Juan Alvarado, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation by Purchasing Department for acceptance, adoption, and approval of Hidalgo County Fixed Asset Policy & Procedures Manual for use by all applicable Elected Offices, Departments, Programs & Agencies.

BACKGROUND

The First Edition of the Hidalgo County (Purchasing Department) Fixed Asset Policy & Procedures Manual has been prepared in cooperation & compliance issue requests by Hidalgo County Auditor's Office incorporating the Independent Auditor's Reports listing specific Observations and Recommendations.

This manual will serve as a guide to County Departments during the acquisition, use, safeguarding, reporting, and final disposition of county owned property under their stewardship.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

Not applicable to the action requested.

Attachments

Hid Co FA Policy & Proc Manual

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/03/2014 10:36 AM
Budget & Management	Debbie Tamez	04/03/2014 01:19 PM
Obdett Calzada	Obdett Calzada	04/03/2014 03:16 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Juan Alvarado Started On: 03/27/2014 10:12 AM

Final Approval Date: 04/04/2014

HIDALGO COUNTY, TEXAS

PURCHASING DEPARTMENT

FIXED ASSET DIVISION

FIXED ASSET
POLICY & PROCEDURES MANUAL
2014



Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

First Edition
2014



COUNTY JUDGE'S OFFICE

The Honorable Ramon Garcia
Hidalgo County Judge

COUNTY COMMISSIONERS'

The Honorable A.C. Cuellar
County Commissioner Precinct No 1

The Honorable Hector "Tito" Palacios
County Commissioner Precinct No 2

The Honorable Joe M. Flores
County Commissioner Precinct No 3

The Honorable Joseph Palacios
County Commissioner Precinct No 4

EXECUTIVE OFFICE

Valde Guerra
Commissioners' Court Executive Officer

Sergio Cruz
Hidalgo County Budget Officer

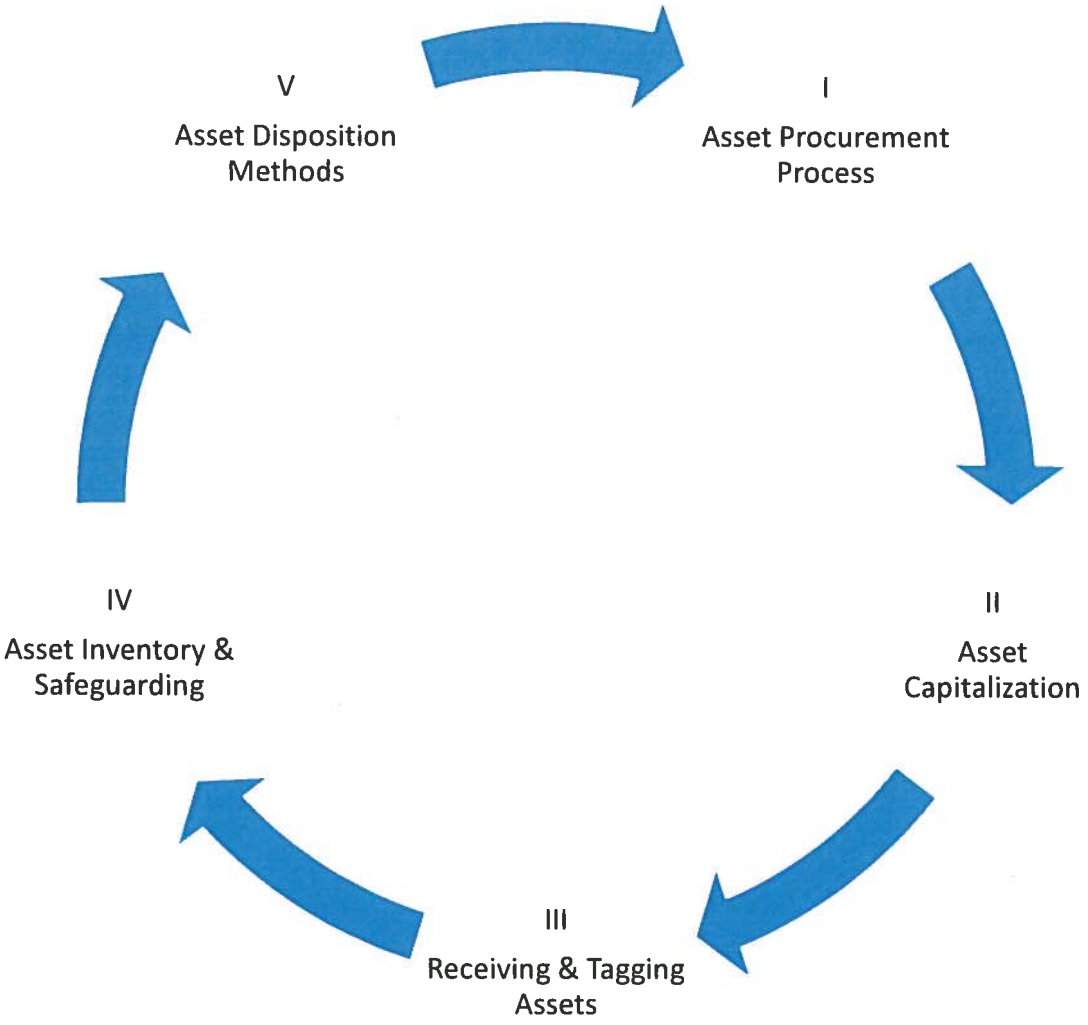
PURCHASING DEPARTMENT

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

Agueda "Aggie" Garcia
Fixed Asset Manager

Juan M. Alvarado
Assistant Fixed Asset Manager

Fixed Asset Cycle



Hidalgo County, Texas
Fixed Asset Policy and Procedures Manual

TABLE OF CONTENTS

Chapter	Description	Page
	INTRODUCTION	
	Fixed Asset Management	01
1	Fixed Asset Policy	02
2	Responsibility of the County Purchasing Agent	03
3	Responsibility of County Officials	04
4	Designated Representative	05
5	Definition of Fixed Assets	06
6	Fixed Asset Classification	07-13
	FIXED ASSET PROCUREMENT PROCESS	
7	Ordering Fixed Assets	14
	FIXED ASSET CAPITALIZATON	
8	Capitalization of Fixed Assets	15
	FIXED ASSET RECEIVING & TAGGING	
9	Receiving and Tagging of Assets	16
10	County Vehicles Registration	17-18
	FIXED ASSET INVENTORY & SAFEGUARDING	
11	Fixed Asset Inventory	19
	Fixed Asset Internal Controls	20
12	Transfers	21
13	Surplus Property	22
	FIXED ASSET DISPOSITION METHODS	
14	Fixed Asset Disposition Methods Outline	23
	Auctions, Competitive Bidding	24
	Trade-Ins, Donations, Returns	25
	Discarded, Salvage, Missing Assets	26
	Stolen, Scrap Metal, Destruction	27
	Abandoned & Unclaimed, Cannibalization, Real Estate Prop Disp.	28
	INDEX	
	Conclusion	29
	Bibliography	30
	List of Fixed Asset Forms	31
	Forms	32-47
	Fixed Asset Contact Information	48

Hidalgo County, Texas
Purchasing Department
Fixed Asset Division

2014 Fixed Asset Policy and Procedures Manuel

1st Edition

Hidalgo County Commissioners' Court Approval

April, 2014.

INTRODUCTION

FIXED ASSET MANAGEMENT

The Purchasing Department Fixed Asset Division has the responsibility of maintaining an asset management system that records transactions pertaining to the acquisition, improvements, and final disposition of fixed assets. These records are summarized and submitted to the County Auditor's Office for inclusion in the County's Financial Statements on March as well as an inventory of all property on hand by July of every year.

Two major purposes for creating a fixed asset management system are: 1) to ensure accountability for assets purchased with local and other resources; and 2) to provide an accurate value of the assets for both the internal and the Hidalgo County's Annual Report.

Hidalgo County currently maintains a Capital Asset Management System that consists of two parts: accounting and property management.

The County of Hidalgo accounts, record, and reports the ownership of Capital-Assets in compliance with reporting requirements established by GASB Statement 34, the Generally Accepted Accounting Principles (GAAP), and the Texas Local Government Code (LGC).

Annual verification of machinery and equipment by county departments and the Fixed Asset Division ensures accountability, reduces the risk of theft, and loss of assets.

The 2014-Fixed Asset Policy and Procedures Manual has been prepared to be used by Hidalgo County Personnel as a reference to:

1. Initiate the procurement process.
2. Recognize and capitalize assets.
3. Follow the protocol for receiving and tagging assets.
4. Follow procedures for the inventory and safeguarding of assets.
5. To identify the accepted disposition methods of obsolete, broken, and no longer needed assets.

Included in the procedures manual are asset category definitions, legal references, and the necessary forms and guidelines to account for all assets assigned to each individual County Department.

Accountability is not only our inherent duty as county employees it is also mandated by law.

Please review this manual and follow the procedures carefully. In so doing, the management of resources and tax dollars is more effective and we remain accountable to the citizens of this community.

FIXED ASSET POLICY

The Comprehensive Policies and Procedures for Capital Assets Management and Accounting are as follows:

Expenditures for all items that fit in the definitions of capital asset, or capital projects, will be capitalized and will initially be recorded at cost, except donated assets that will be recorded at fair market value.

The County Auditor's Accounting Division has the responsibility to reconcile the general ledger to the Fixed Asset Division's Subsidiary Ledgers and prepare the depreciation report for inclusion in the County's Annual Financial Report under the provision of GASB Statement No. 34.

The Purchasing Department Fixed Asset Division has the responsibility to:

1. Maintain the Capital Asset inventory and official property records for all land, buildings, improvements, infrastructure, equipment and vehicles (including leased properties).
2. Establish criteria to capture capital assets that fall within the established thresholds.
3. Prepare comprehensive policies and procedures for accounting for capital assets and publish in a capital assets manual.
4. Establish criteria to capture information for non-capitalized but "controllable" equipment, consistent with the definition of capitalization thresholds as used in financial accounting. Weapons shall continue to be controlled countywide to comply with county code.
5. Ensure that all capital assets that meet the established thresholds are currently recorded in the County's Capital Asset System.
6. Perform periodic physical inventories to keep track of county owned property including minor and "Controllable" assets.

Facilities Management shall track all buildings that they maintain which include minor buildings in County Owned Parks and submit a list including occupancy information to the Fixed Asset Division and the Safety Division on a quarterly basis.

The Budget & Management Safety Division shall reconcile on an annual basis all insurance information to maintain proper insurance of all county owned property.

Hidalgo County Departments shall comply with all the guidelines as indicated in chapters 1 through 14 of this manual.

RESPONSIBILITY OF THE COUNTY PURCHASING AGENT

LOCAL GOVERNMENT CODE:

The Texas Local Government Code (LGC), Chapter 262 designates the Purchasing Agent as responsible for several duties related to the acquisition and management of assets and indicates that:

All purchases of supplies, materials or equipment must be made through the Purchasing Agent **(See Texas Local Government Code – Chapter 262.011).**

On July 1 of each year, the County Purchasing Agent shall file with the County Auditor and each of the members of the board that appoints the County Purchasing Agent an inventory of all the property on hand and belonging to the county and each subdivision, officer, and employee of the county. The County Auditor shall carefully examine the inventory and make an accounting for all property purchased or previously inventoried and not in the inventory **(See LGC Section 262.011 (i)).**

PROCUREMENT STEPS:

1. Each department will include in their budget request for the next year the furniture and equipment deemed necessary for operation of their department. If approved for purchase by the Commissioners' Court, the County Auditor's office will determine the appropriate general ledger account in which the budgeted asset amount will be included for the purchase of the fixed assets.

2. The Purchasing Agent shall make all purchases of furniture and equipment. Specifications for the purchases will be developed in conjunction with the department. All purchases shall be made in accordance with purchasing laws of the State of Texas and procedures adopted by the Commissioners' Court.

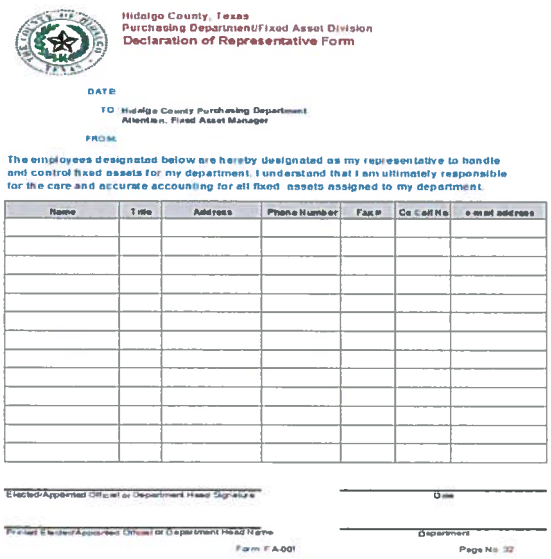
3. All purchases costing in excess of $50,000 must be made through the formal procurement process where a request is made by the Purchasing Agent to the Commissioners' Court to make the purchase. The bid request is advertised according to State Law. All sealed procurement bids are accepted by the Purchasing Agent who will tabulate the bids and make recommendations to the Commissioners' Court, who will award the bid to the lowest and/or best bidder **(See Texas Local Government Code Section 262-011 through 262.035).**

NOTE

The IT Department must review and approve requests for data processing equipment for compatibility with county systems.

RESPONSIBILITY OF COUNTY OFFICIALS

Elected and appointed officials and department heads are responsible for the care and custody of fixed assets assigned to their departments. To assist the official in complying with this responsibility, each official or department head shall designate one or more employees within their department to coordinate receipt and tagging of new assets, verify inventories, and maintain control of fixed assets.



Hidalgo County, Texas
Purchasing Department/Fixed Asset Division
Declaration of Representative Form

DATE

TO Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

FROM

The employees designated below are hereby designated as my representative to handle and control fixed assets for my department. I understand that I am ultimately responsible for the care and accurate accounting for all fixed assets assigned to my department.

Name	Title	Address	Phone Number	Fax #	Cell No.	e-mail address

Elected/Appointed Official or Department Head Signature _____ Date _____

Printed Elected/Appointed Official or Department Head Name _____ Department _____

Form FA-001 Page No. 32

The official or department head shall designate the representative(s) annually by October 15 of each year, but shall update and file the designation if a change occurs through termination or re-assignment of the designated individual(s). This is done by completing and submitting the **Declaration of Representative Form FA.001** *(Ref: Page 32).*

Although the official or department head designates the representative(s) to assist with compliance requirements, the official or department head still remains responsible for an accurate accounting of all fixed assets assigned to his or her department. This responsibility cannot be delegated.

Acceptance of the 2014 Hidalgo County Fixed Asset Policy & Procedures Manual can be acknowledged by a Department Official by signing, dating, and submitting the Fixed Asset **Policy and Procedures Manual acknowledgment form FA-004** to the Hidalgo County Purchasing Department/Fixed Asset Division upon receipt of this manual. *(Ref: Page No. 35).*

DESIGNATED REPRESENTATIVE

It is suggested that the staff member at the County's Departmental level who has responsibility for financial matters should assume the role of Fixed Asset Administrator, and become the Department's designated representative. As part of the administrative duties and responsibilities, the designated representative should from time to time conduct fixed asset reviews as follows:

1. Determine fixed assets needs, this is done at the departmental level.
2. Establish the use and location of the fixed assets within the organization structure.
3. Submit requisition, quotes, and other needed documentation to the Purchasing Department, to initiate the procurement process of items needed.
4. Receive, inspect, tag, store, and distribute the assets to the intended recipients.
5. Ensure that vehicles and equipment are properly insured and safeguarded, once the equipment is received and accepted by the department.
6. Safeguard warranty information. Warranty documentation is often delivered with the item when it is received at the user department. The user department is responsible for maintaining appropriate warranty documentation in their department files.
7. Document instances when assets need repairs or when items are returned to be replaced with a new one under warranty (Notify the fixed asset division whenever a replacement occurs, for proper retagging and serial number updates).
8. Fill out a transfer form to transfer items to surplus or to another county department that may have a need of the unneeded asset, and contact the Purchasing Department Fixed Asset Division for assistance.
9. Request disposition of damaged, obsolete, or unneeded fixed assets.
10. Review the Fixed Asset Property Report received from the Fixed Asset Division and compare to their permanent file, note any discrepancies and return the report for proper corrections.

DEFINITION OF FIXED ASSETS

The term **Fixed Assets** (Capital Assets) is used to describe assets that have initial lives extending beyond a single reporting period.

Capital assets include all items purchased, constructed, or donated, and may be either intangible (e.g., easements, water rights, mineral rights), or tangible (e.g., land, buildings, building improvements, vehicles, machinery and equipment and – infrastructure).

In Hidalgo County, **Capital Equipment** is defined as intangible and tangible nonexpendable personal property with an acquisition cost of more than $1,000 and a useful life of more than one year.

Reportable Capital Equipment subject to depreciation includes all items tangible and intangible with a historical cost of $5,000 and above.

Minor Controllable Assets refers to any asset having a value or cost of between $300 and $999.99. These items are recorded on the county fixed asset inventory system for monitoring and reporting purposes.

Controlled assets are items that need to be secured and tracked due to liability issues, insurance, licensing, original funding information or other factors that do not meet the definition of fixed assets and are not capitalized because they are below the $1,000 capitalization threshold. For departmental budgeting purposes, there is no difference between a "Capital Asset" and a "Controllable Asset". The only difference is in the procedure for recording the asset in the county's financial statements.

Examples of the types of items that are tracked as **"Minor-Controllable Assets"** are: Personal computers, printers, televisions, DVR's, mobile and two way radios, weapons, cameras, it includes office furniture such as desks, chairs, small shredders, bookcases, credenzas, etc.

Expendable supplies refer to items with an acquisition cost of less than $300. Types of items that are considered expendable supplies include: forms, pens, pencils, wastebaskets, staplers, stamps, pocket calculators, tires, batteries, spare parts, paint, bulbs, lamps, lumber, nails, tapes, diskettes, ribbons, cables, uniforms, shoes, boots, hats, badges, hammers, wrenches, saws, small tools, etc.

The County of Hidalgo Purchasing Department Fixed Asset Division does not monitor expendable supplies. Inventory of supplies remain the responsibility of the county departments using them.

FIXED ASSET CLASSIFICATION

There are five (5) major classifications of County Fixed Assets. The classifications are based on the *"Hidalgo County Expenditure Object Codes Guideline" 04-01-2009 Revision.*

All fixed assets of the county will fall within one of the 5 classifications as follows:

Capital Asset Classification

1. Land & Land Improvements
2. Buildings & Buildings Improvements
3. Other Structures
4. Infrastructure
5. Machinery and Equipment

FIXED ASSET CLASSIFICATION

1. Land and Land Improvements

Land Definition: Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life (indefinite). Land can be acquired as fee simple or land rights may be purchased without the transfer of title. The latter may include regular easements, road right-of-way, conservation easements, development rights, etc.



Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land and land improvements are inexhaustible assets and do not depreciate over time.

All acquisitions of land and land improvements will be capitalized as follows:

1. Purchase price or fair market value at time of gift
2. Commissions
3. Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
4. Land excavation, fill, grading, drainage
5. Demolition of existing buildings and improvements (less salvage)
6. Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
7. Interest on mortgage accrued at date of purchase
8. Other costs incurred in acquiring the land
9. Water wells (includes initial cost for drilling, the pump and its casing)
10. Right-of-way.

Right of Way falls under the definition of land if a fee simple title of ownership is issued to the County. **Right of Way Easements** on the other hand is considered a contractual right and falls under the definition of intangible assets.

FIXED ASSET CLASSIFICATION

2. Buildings | Object Code: 720 |

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Generally, Buildings can be capitalized using the purchased buildings and constructed buildings criteria as follows:



Purchased Buildings

1. Original purchase price
2. Expenses for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired.
3. Environmental compliance (i.e., asbestos abatement)
4. Professional fees (legal, architect, inspections, title searches, etc.)
5. Payment of unpaid or accrued taxes on the building to date of purchase
6. Cancellation or buyout of existing leases
7. Other costs required to place or render the asset into operation



Constructed Buildings

1. Completed project costs
2. Interest accrued during construction
3. Cost of excavation or grading or filling of land for a specific building
4. Expenses incurred for the preparation of plans, specifications, blueprints, etc.
5. Cost of building permits
6. Professional fees (architect, engineer, management fees for design and supervision, legal)
7. Costs of temporary buildings used during construction
8. Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream.
9. Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building.
10. Additions to buildings (expansions, extensions, or enlargements)

County Buildings will be placed on the fixed asset inventory at actual cost of the building. If the building is donated or received in trade, it will be recorded at fair market value (or appraisal value as indicated in the Hidalgo County Appraisal District properties system).

FIXED ASSET CLASSIFICATION

3. Building Improvements |Object Code 452|

This class includes building improvements such as subsequent additions of a new wing or extension, and also structural renovations and improvements that materially extend the useful life or increase the value of a building. A building improvement should be capitalized and recorded as an addition of value to the existing building if the expenditure increases the life or value of the building by 25 percent of the original life period cost.

Examples of Expenditures to be capitalized as Improvements to Buildings are:

1. Conversion of attics, basements, etc., to usable office, clinic, research or classroom space.
2. Structures attached to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
3. Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents.
4. Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet (wooden floor).
5. Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing.
6. Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinet.
7. Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
8. Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
9. Installation or upgrade of plumbing and electrical wiring
10. Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)

Replacing items of a maintenance nature such as carpeting, flooring, water heaters, restroom fixtures, etc., will NOT be recorded as fixed assets.

FIXED ASSET CLASSIFICATION

4. Improvements other than buildings |Object Code 739|

Assets (other than general use buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose.

This refers to the capital asset class that includes depreciable improvements to land other than those related to site preparation or conversion to a public road.



Examples of Expenditures to be classified as Improvements other than Buildings are as follows: Fencing and Gates, Parking Lots, Driveways, Parking Barriers, Outside Sprinkler Systems, Recreation Areas, Parks, Golf Courses, Paths and Trails, Septic Systems, Stadiums, Swimming Pools, Tennis courts, Basketball Courts, Fountains, Plazas, Pavilions and Restrooms, Retaining Walls, Exterior Lighting/Lighting Poles, Exterior Paving and Surfacing, Landscaping, Services and Utilities, Monuments, Flag Poles, Concrete Benches, Recreational Equipment, and Radio or TV Transmission Towers.

Generally, these structures are not movable, and are permanently installed on concrete, or retained by cables on the ground.

This also includes "infrastructure" – type assets owned by enterprise funds (e.g. airport runways, retaining walls, etc.)

FIXED ASSET CLASSIFICATION

5. Infrastructure |Object Codes: 731, 732, and 733|

This Class represents those major costs associated with the development of new roads, reconstruction of existing roads and bridges, and drainage structures within the county. These costs include construction and pavement, and curb and gutter for county roads. The recording of infrastructure within fixed assets is a requirement as prescribed by GASB 34.

Infrastructure Classification and Sub-System

Infrastructure will consist of three classes: Roadways, Bridges and culverts, and four sub-systems: Paved, hard surfaced, gravel, and earth.

Infrastructure Additions and Improvements

Additions and improvements are those capital outlays that increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. An extension or betterment is recorded as an addition of value to the infrastructure if the improvement or addition of value is at the capitalization threshold or increases the life or value of the asset by 25 percent of the original cost or life period.

Infrastructure paid for jointly by the County and other governmental entities should be capitalized by the entity responsible for future maintenance.

FIXED ASSET CLASSIFICATION

5. Machinery and Equipment |Object Codes: 741, 742, 743, 745, 747, and 748|

These assets include all movable personal property such as Motor vehicles, Heavy equipment, office furniture and equipment, and computer equipment. The costs associated with the acquisition of Personal Items are to be capitalized and depreciated as follows:

1. Original contract or invoice price
2. Freight charges
3. Handling and storage charges
4. In-transit insurance charges
5. Installation charges
6. Charges for testing and preparation for use
7. Costs of reconditioning used items when purchased
8. Parts and Labor associated with the construction of equipment

ORDERING FIXED ASSETS

The acquisition of fixed assets starts with the requisition process until the items are received by the user department.

The authorized administrative assistant for the department will submit a requisition form to the Purchasing Department to begin the purchasing process.

Fixed Assets must be purchased using the requisition and Purchase Order (PO) process. The PO Administration captures the data submitted in the requisition. The information included in the description in the commodity section of the PO is the information seen as the description of the Fixed Asset Property Report. It is important to use a description that will easily identify the asset.

Specifications are to be written in accordance with state purchasing laws so that there is no unwarranted favoritism toward specific vendors.

It is critical that the description information entered for items being ordered during the requisition process is complete, detailed, and specific enough to be transferred to the fixed asset system.

Descriptions should be written with the following information sequence: If it is a vehicle, enter first the year, followed by brand name, model, and specify whether it is a car, van, pick-up, etc. All other equipment items must have the brand name first such as Dell, HP, etc., followed by model and finally indicating whether it is a computer, printer, table, chair, etc. Abbreviations should be commonly used and easily recognizable.

Assets held in trust. Capital assets held by the county on behalf of a non-county entity and under the temporary control of the county are called assets in trust. This includes assets owned by the federal government that have been loaned to the county or assets purchased with federal or state grant funds in which the asset remains the property of the granting agency.

Example of Assets Held in Trust: Items purchased by the Community Supervision and Corrections Department (CSCD) are included in the Criminal Justice Assistance Division inventory and therefore are included in the inventory for Hidalgo County and need to be tagged. These items are tracked in Hidalgo County's Alio Inventory System as assets held in trust and Purchasing should be notified when these assets are retired. CSCD numbering system starts with the prefix AA and do not have bar code reading capabilities.

CAPITALIZATION OF FIXED ASSETS

The Purchasing Department Fixed Asset Division has the responsibility of ensuring that all acquisition of property purchased or acquired through non conventional means, is properly capitalized including and not limited to purchased items, Court Awarded Property, Donations, and other additional costs.

Capitalize refers to report capital outlays as capital assets in the statement of net assets or balance sheet.

Purchased items such as machinery and equipment with a unit cost of $1,000 and above are capitalized and included in the Hidalgo County's Inventory System. This capitalization threshold was approved by Hidalgo County Commissioners' Court on May 11, 2004.

Court Awarded Property is included in the County's Inventory System if the items are to be used for law enforcement purposes. HIDTA, DA's, Sheriff's Department, and the County Constable Departments are required to submit to the Fixed Asset Division (within 10 working days after receipt), a certified copy of the final judgment along with a copy of the property insurance notification for items to be included in the inventory.



Capital Asset Donations will be reported at their estimated fair market value at the time of acquisition by Hidalgo County. The user department has the responsibility to complete and submit to the Hidalgo County Purchasing Department, Fixed Asset Division the **Inventory Notification Form FA.007** *(Ref: Page 38),* and obtain County Commissioners' Court approval to formally accept the items in accordance with **LGC § 81.032.**



Proration of additional costs such as transportation, assembling, installation, and other miscellaneous costs are part of the acquisition also known as ancillary costs. A proration table **Form FA.008** may be used to allocate these additional costs on a percent basis to the items being acquired. *(Ref: Page No. 39)*

Capitalization of add-on costs refers to upgrades to existing equipment that is adding a function or part that did not exist before. Examples of add-ons are a new module, or electronic card to perform enhanced functions such as graphics and sound. In this case, the asset number, and the serial number must be provided to the Purchase Order administrators to be noted in the P.O. as an upgrade to an existing item. Add-ons are added to the historical cost of the asset.

RECEIVING & TAGGING FIXED ASSETS

A county asset number (tag) is issued by the Fixed Asset Division at the time a Purchase Order is authorized and it is delivered to the department that requested the equipment along with a confirmation form.

Once an ordered item is received at the Department location, it should be identified by serial number and description and cross referenced with the asset number information.

Tagging should be done by a designated employee at the department receiving and using the equipment, with assistance from the Purchasing Department Fixed Asset Division.

When practical, tag numbers are to be placed adjacent to the equipment manufacturer's I.D. plate.



Otherwise, tags should be placed on a visible and accessible location such as the upper left or right hand corner of the item.

If there is not sufficient space or the surface is not smooth or appropriate, the tag number may be placed away from heavy exposure, wear areas, or at a place which does not detract from the equipment's appearance and may be easily located during inventory.

In some cases, engraving or marking the item with a marking tool may be applicable.

Items which are considered non-taggable are: Software, dome cameras, network cards, computer parts, weapons, vehicles or equipment used in undercover operations. The tags for this particular kind of equipment must be kept in a folder for review during audits or physical inventories. Documentation such as invoices and pictures should also be included indicating where the items are currently located.

After the tagging process is completed, the designated employee should sign and return the confirmation **form FA.003** *(Ref: Page 34).*

COUNTY VEHICLES REGISTRATION

All County vehicles are subject to the process of registration, insurance, fuel card and emblems requirements during the acquisition, use, and disposition as follows:

Registration The four basic forms delivered with each vehicle at the time of acquisition and required as part of the registration process are:

- **130-U** "Application for Texas Certificate of Title" (*Ref: Page No. 40*)
- **VTR-62-A** "Application for Standard Texas Exempt License Plates" (*Ref: Page No. 42*)
- "**Odometer Disclosure Statement**", (*Ref: Page No. 44*) and
- The **Manufacturer's "Certificate of Origin for a Vehicle**." (*Ref: Page No. 45*)



Regular Exempt License Plates are issued to the user department, once the registration process is complete. A copy of the Registration Receipt should be forwarded to the Fixed Asset Division in order for License Plate information to be included in the County's Inventory System. (*Ref: Page No. 47*)

Insurance All County vehicles are required to have full coverage or minimum liability insurance at the moment of receiving the vehicle. A vehicle insurance notification must be submitted to the Safety Division Insurance Section within 24 hours of the vehicle being received by a County Department.

Fuel Cards A fuel credit card request, vehicle description, and license plate number must be submitted to Fuel Card Specialist for issuance of a Fuel Credit Card.



Emblems Requirement Vehicles applying for Texas Exempt License Plates "must have printed on each side of the vehicle the name of the agency in letters that are at least two inches high or in an emblem that is at least 100 square inches in size, and of a color sufficiently different from the body of the vehicle to be clearly legible from a distance of 100 feet." **(Refer to: Transportation Code § 502.2015).**

Texas Certificate of Title A new "Texas Certificate of Title" should be received by the user County department within 10 working days. This title should be delivered to the Fixed Asset Division, and copies should be kept in the user county department files. *(Ref: Page No. 46)*

COUNTY VEHICLES REGISTRATION

Exempt License Plates Disposal When a vehicle displaying an exempt license plate is sold, junked, or salvaged, the license plates and receipt must now be surrendered to the Tex DOT local regional office for disposal and record update.





Machinery type vehicles Unconventional type machinery owned by exempt agencies must be registered with exempt plates if they are used upon highways and streets of Texas. (One plate issued). Unconventional machinery – such as back hoe's, welding units, graders, etc., will be registered and titled. **Use form 62-A.** ***(Ref: Page No. 62)***



Farm type machinery such as Ford or John Deere tractors can be registered and titled by using Form 62-A and evidence of ownership.



When tractors are not used on roadways, then an (SMV) Slow Moving Vehicle Sign should be used.

FIXED ASSET INVENTORY

By statute, the Purchasing Agent is required to present an inventory listing of all Hidalgo County fixed assets to the County Auditor by July 1 of each year in compliance with LGC 262.011. (i) To meet the statutory requirements, a physical inventory is conducted once each year of all capital and controllable assets.

Annual Inventory at Department Level

On an annual basis the Fixed Asset Division will send (by June 30th) a Fixed Asset Property Report for the previous year end to the department's administrator or representative for review and confirmation.

Each County Department will receive a computer printout of all equipment assigned to their department. Upon receipt of the report, the Department Head shall assign a member of their staff to take the inventory. After careful review if an item is missing, it is the responsibility of the department head to report the missing item and the circumstances involved. If no discrepancies are noted, the administrator shall return the **Physical Inventory Confirmation Form FA.005** to the attention of the fixed asset division attesting the accuracy of the report. *(Ref: Page No. 36)*

Physical Inventory Conducted by Fixed Asset Division

Under the direction of the Purchasing Agent, the Fixed Asset Manager shall monitor, review and report inventories performed by the County departments. A physical count of Hidalgo County's inventory is done annually in coordination with the Department's representative. Complete physical inventories are certified and maintained by the Hidalgo County Purchasing Department-Fixed Asset Division. An inventory certification of properly accounted for items is provided to the Elected official or department head at the end of the inventory after fixed asset staff conducts a physical verification based on 100 % or random inspection of the inventory.

Fixed Asset Audit by County Auditor

Periodically the County Auditor will audit fixed asset records held in the Purchasing Department and audit actual equipment held by various departments in the county to determine the accuracy of inventory records.

Unscheduled Inventories

If there is a change in elected official or department head during a fiscal year, the Purchasing Agent will be notified of the change with sufficient time for an inventory to be performed of the fixed assets of the department. Upon completion of the final inventory, any discrepancies shall be reported to the Commissioners' Court for appropriate action.

INTERNAL CONTROL OF MACHINERY & EQUIPMENT

To maintain accountability at all times of the machinery and equipment assigned to County Departments, each department assigned representative should maintain a log book to record the location of the equipment within the Department.

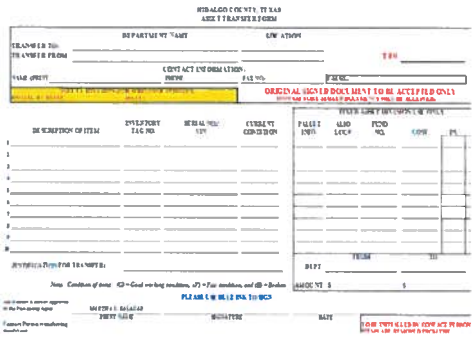
An initial inventory should be conducted to determine the current location of each item listed in the annual inventory report received from the Fixed Asset Division.

During the inventory, it will be determined by the Department's assigned representative the room number, Department Division, Building Name, Floor, and employee name responsible of using and safeguarding the equipment.

Since this is an internal control, each individual Department should develop their own log system that will include the condition, and the repairs history of the items.

TRANSFERS

The Purchasing Agent has control over the transfer of equipment from one department to another, with the approval of the Commissioners' Court. (See Section 262.011 (i) – Local Government Code of Texas).



A department does not have the authority to transfer equipment from one department to another, destroy, throw away, or discard equipment. A request to make a transfer or dispose of equipment shall be submitted to the Purchasing Department and with proper approval may then be transferred. After approval by the Purchasing Agent, the transfer of assets will take place, at which time both departments will sign the form. Otherwise, the department head is responsible for all equipment assigned to his/her department.

County assets are acquired to be used for county purposes only. When equipment is taken off county premises for reasons other than transfers or final disposition, then a formal request and formal approval from the department head or designee must be obtained. This includes situations when assets are taken off-site for repairs. The temporary removal must be documented and a log should be maintained to indicate who accepted responsibility for the item being removed.

A fixed asset transfer occurs when a department agrees to give an asset to another department or a department transfers a fixed asset to a new location within the department.

A fixed asset transfer form has to be completed and the original delivered to the Fixed Asset Division for processing. The form must have all applicable signatures of the officials receiving and transferring out the assets, the date, description, serial number and permanent tag number of the items being transferred. ***(Ref: Form FA.002-Page No. 33)***

Off site use of equipment: All fixed assets should remain at the physical location assigned to them within the department's premises (as shown on the Fixed Asset Property Report). Assets may only be removed from the department when authorized by the department head.

SURPLUS PROPERTY

The Fixed Asset Division in the county is under the general control of the Purchasing Agent who is assigned the authority by the Commissioners' Court to move surplus assets from one department to another and re-assign fixed assets as the need may arise.

The Purchasing Department Fixed Asset Division is responsible for warehousing all surplus, excess, or salvage items. Items no longer useful to the departments are stored by Purchasing at the warehouse for reuse by other departments or until sold. User departments can sometimes leverage scarce budget funds by requesting a transfer of surplus assets located in the warehouse rather than purchasing new assets. Items such as office furniture and equipment are available in the warehouse.

No property is to be accepted by Purchasing Office staff without proper completion of the transfer information and appropriate signatures of the Hidalgo County Asset Transfer **Form FA.002.** The form should be sent to the Purchasing Agent before the transfer is made.

Once the transfer form for surplus is completed, the next step is to transport the asset to the warehouse or designated location. Departments that can transport the asset directly need to contact the Fixed Asset Division to ensure that the surplus specialist is available to receive the asset at the warehouse. The user department shall not drop off assets without the surplus specialist being available to receive them.

Departments play a key role in ensuring that all fixed assets that are disposed of or sent to surplus are properly reflected in the County's annual financial statements.

The surplus form is used for fixed and non-fixed assets. If the item is a fixed asset, include the permanent tag number. The form is to be completed by the administrator (designated representative) and signed by the Department Head.

FIXED ASSET DISPOSITIONS

Disposition Methods Outline

Salvage and surplus property owned by the county may be disposed under the provisions of The Texas Local Government Code – (Chapter 263- Sections 263.151 through 263.158).

A fixed asset disposal occurs when a department has a fixed asset that is no longer considered to be in working condition, is obsolete, scrapped or dismantled. If a department no longer needs an asset and the asset is not being transferred to another department, the asset can be sent to surplus for disposition at public auction.

In addition to periodic dispositions during public auctions, capital assets may be written off in instances where they have been destroyed, stolen, lost, obsolete, or are damaged beyond repair. A list of such items must be presented to County Commissioners' Court for approval to be removed from the County's Inventory. Final disposition of no longer useful equipment and county owned real state property can be identified in one of 14 disposition methods as outlined below.

- 1. Auctions
- 2. Competitive bids
- 3. Trade-ins
- 4. Donations
- 5. Returns
- 6. Discarded/Waste Property
- 7. Salvage
- 8. Missing Assets
- 9. Stolen Assets
- 10. Scrap Metal
- 11. Disposition by Destruction
- 12. Disposition of Abandoned and Unclaimed Property
- 13. Cannibalization
- 14. Disposition of County Owned Real State Property

FIXED ASSETS DISPOSITION

Auctions, Competitive Bids

The Purchasing Agent will periodically request that the Commissioners' Court declare property "surplus" or "salvage" for disposition at public auction or by Competitive Bids.

Auctions

Once Commissioners' Court approval is received, the Purchasing Office shall coordinate the placement of the advertisement. **LGC § 263.153 (a)** specifies that: " The commissioners' court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the county; and (b) The notice must be published on or after the 30th day but before the 10th day before the date of the sale."

The Fixed Asset Division supervises the auction to ensure that it meets statutory requirements and may reject offers in accordance with **LGC 263.154** which states: "The commissioners' court or its designated representative conducting the sale may reject any offer to purchase surplus or salvage property if the court or representative finds the rejection to be in the best interest of the county."

Once the auction is complete, the Purchasing Department-Fixed Asset Division keeps a record of each item or surplus or salvage or property sold and the sale price of each item as dictated by **LGC 263.155.** Auction proceeds are collected as required by **LGC § 263.156** and deposited by the Treasurer in the County's General Fund or the appropriate Special Revenue Accounts established by the Purchasing Department and the County Auditor's Office Accounting Division for sales of equipment.

Surplus Procedures Prior to Auction

Before the sale of surplus equipment at public auction, all Hidalgo County identifying information shall be removed. It includes and is not limited to remove all county asset tag #'s, County Emblems, Light Bars, Radios, and exempt license plates. Any electronic or digital media shall be erased of any information and it must be rendered inoperable and useless prior to disposal.

Competitive Bids

The process for competitive bids is similar to that of auctions. The Purchasing Agent shall compile a list of items to be declared as "surplus" or "salvage" and request Commissioners' Court approval of the items for disposal. Once approval is received, the purchasing department places the advertisement. The Purchasing Agent supervises the competitive bidding process and again, may reject offers, if it is in the best interest of the County. Competitive bids are received as identified in the advertisement, opened, read and the best bid accepted.

FIXED ASSETS DISPOSITION

Trade-Ins, Donations, Returns

Trade-Ins

Commissioners' Court of a county may: "Offer the property as a trade-in for new property of the same general type if the Commissioners' Court considers that action to be in the best interest of the county. (See Texas LGC § 263.152 (a) (2))

If the trade-in option is used, then a request for trade-in must be presented to county commissioners' court for approval. Trade-In allowance documentation must be provided by the vendor and included as part of the agenda package. Trade-In allowance information must be included in the P.O. by the Purchase Order Administrators.

A trade-in can be defined as exchanging an existing asset as part of an agreement to acquire a new asset.

Trade-In value, if any should be included in an asset's cost. Example: Purchase cost + trade-in value of old asset = total cost of asset.

After obtaining a trade-in allowance from a vendor, the department submitting a requisition should ensure that the County asset #, description and trade-in allowance of the old item are entered as a caption and clearly printed in the Purchase Order under the description of the new item being acquired.

Donations

The Commissioners' Court: "May dispose of the property by donating it to a civic or charitable organization located in the county if the Commissioners' Court determines that trying to sell the property would result in no bids received or the bid price is less than the county's bidding related expenses; the donation serves a public purpose; or the organization provides the county with adequate consideration related to transportation or disposal expenses related to the property." (See Texas LGC Ch. 263.152 (a) (4)).

Returns

If it is determined that the equipment is defective and needs to be returned, a credit memorandum or refund check must be sent to the County Auditor's Office for acceptance and to deposit the refund in the original budget account. A copy of the documentation must be forwarded to the attention of the Fixed Asset Division so that the asset records in the County's Alio Inventory System can be updated to reflect the return of the asset. The asset number, serial number, and description of the item must be included otherwise the item will remain in the department's inventory.

FIXED ASSETS DISPOSITION

3. Discarded, Salvage, Missing Assets

Discarded

Discarded waste means property which is incapable of performing its intended function, and has no value for any other purpose. These materials are of no value to the county other than through recycling or disposal. **(See Texas LGC § 263.152 (a) (3))**

Salvage

"Salvage property – means personal property, other than items routinely discarded as waste that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended" **(See Texas LGC § 263.151.1).**

Missing Assets

The user department shall contact the Fixed Asset Division when an item is identified as "missing" and the department cannot prove that theft occurred. Assets identified as "missing" shall not be immediately removed from the inventory listing, but shall be retained until a thorough search can be made to determine that the asset is not located elsewhere in the county. The user department is required to make a thorough and adequate search for the missing item and document steps taken to locate the asset.

After the initial physical inventory certification is provided to a County Department, Items not located during subsequent inventories will be subject to a timeframe before allowing any removal of assets from inventory.

To allow sufficient time to find unlocated equipment, "missing" assets will be retained on the inventory list for a minimum of three years. For each inventory period during the "three year" period, the department is required to again make a thorough and adequate search for the missing item.

After three successive inventories in which a missing item is not located, the responsible Elected/Appointed Official or Executive Manager shall provide a memo to the Purchasing Agent and the Commissioners' Court outlining the circumstances surrounding the missing item. The Elected/Appointed Official or Executive Manager shall also jointly present to the Commissioners' Court voting session in which the Purchasing Agent makes a request of the Commissioners' Court to remove the item from inventory.

FIXED ASSET DISPOSITION

Stolen Assets, Scrap Metal, Disposition by Destruction

Stolen Assets

The elected/appointed official or department head shall report stolen items from their department immediately to the Hidalgo County Sheriff's Office, the County's Safety Division, and shall complete an incident report. The user department shall send a copy of the incident report to the Fixed Asset Manager. A replacement should not be requested until after 90 days to allow for item recovery. An official or department head shall request an agenda item to report loss, request replacement if necessary, and seek approval to remove the item from office's fixed asset listing. Recovered items are similarly reported to Commissioners' Court. The user department shall notify the Fixed Asset Division if the item has/has not been recovered so that the inventory records may be adjusted. **Use Asset Disposition Form FA.006.**

Scrap Metal

Accumulation of metal objects that were part of old building structures, metal parts from a/c units, or parts of trashed items, may be disposed by using the services of the County's contracted scrap metal company. The request for disposition should be presented to County Commissioners' Court for approval.

All scrap metal items that have been declared surplus for disposition, should be transferred to Facilities Management for proper disposal.

Facilities Management personnel will separate the units as:

1. Metal
2. Copper
3. Aluminum

Facilities Management may sell the scrap metal in the open market or to the county's contracted scrap metal company.

All proceeds from the sale of scrap metal will be deposited in the county's General Fund.

Disposition by Destruction

Items that may constitute a liability to the county, such as weapons, bullet proof vests, law enforcement uniforms, emergency light bars, badges, computer hard drives, and items that are so worn, obsolete, broken, and no longer useful for their intended use, shall be presented to County Commissioners' Court to be destroyed. (Please indicate County asset number, description, serial number, and reason for destruction).

FIXED ASSET DISPOSITION

5). Abandoned and Unclaimed Property, Cannibalization, Real Estate Properties Disposition.

Abandoned and Unclaimed Property

Abandoned and Unclaimed property seized by a peace officer is temporarily held and disposed of at auction with the proceeds deposited in the County Treasury as outlined in **article 18.17 of the Code of Criminal Procedure**.

Cannibalization

In general, assets should not be cannibalized for parts unless it is in the best interest of Hidalgo County to do so because a need exists for the cannibalized parts or will exist within the near future. All parts which have a common use shall be considered recoverable and candidates for cannibalization. Examples of such items include: motors, chains, gears, and subassemblies commonly sold as reconditioned or rebuilt parts.

After all useful parts of the cannibalized asset have been used the asset must then be transferred to Surplus for disposal. The user department shall indicate in the "remarks" column of the Hidalgo County Asset Transfer Form whether or not an item has been cannibalized and the component(s) that have been removed. This assists the Fixed Asset Manager in appropriately noting the condition of an asset when it is sold at auction or in determining whether or not it can be removed from the department's inventory.

Real Estate Properties Disposition

Real property owned by the County shall be disposed of in accordance with the **Texas LGC Chapters 253.001, 253.008, 272.001, 263.001, 263.007, or 263.008** as applicable.

A request to place the property for sale should be presented to County Commissioners' Court for review and approval. After the review, County Commissioners' Court may make a final determination on the proposed sale.

CONCLUSION

While no set of procedures or policies can address all circumstances, this manual is prepared to answer most of the questions about the county fixed assets. It is not the purpose of this manual to cause hardship to any person, but to provide for a better understanding of the importance of fixed asset responsibilities and controls.

Any issue not specifically addressed by this manual should be directed to the Purchasing Agent prior to any action being taken by the department.

All furniture, equipment and machinery must be used for county business only.

The law is very specific concerning the use of the public property. The purpose of this manual is to make everyone aware of these laws and to help prevent misuse of county-owned property.

The protection of property is outlined in Section 31.11 (a) of the Penal Code of Texas

By establishing standards for property control, the job of controlling and managing county property will be made easier for all concerned.

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2. Harrison County - Fixed Asset Policy and Procedure Manual – September-3, 2004.
3. Hidalgo County – Capital Asset Guide – January-01-2002
4. Texas Local Government Code (LGC)
5. Texas Department of Motor Vehicles-Web Site - www.txdmv.gov
6. GASB Statement # 34 – June 1999.
7. Hidalgo County Expenditure Object Codes and Description Guidelines – 04-01-2009.
8. Hidalgo County Purchasing Department-Policies and Procedures-(CC-06-26-12-Revision).
9. (GFOA) Governmental Finance Officers Association
10. The CPA Journal – www.nysscpa.org/cpajournal/2008/408/essentials/p40

LIST OF FIXED ASSET FORMS

Copies of these forms are available in electronic format, and can be delivered via e-mail or in a CD by calling the Purchasing Department Fixed Asset Division at (956) 318-2626.

FORM No	DESCRIPTION
FA.001	Declaration of Representative Form
FA.002	Transfer Form
FA.003	Tagging Confirmation Form
FA.004	FA Procedures Manual Acknowledgement Form
FA.005	Physical Inventory Confirmation
FA.006	Asset Disposition Form
FA.007	Inventory Notification Form
FA.008	Proration Form

DMV-VEHICLES REGISTRATION FORMS
(Available in electronic format at (www.TXDMV.gov)

130-U	"Application for Texas Certificate of Title"
VTR-62-A	"Application for Standard Texas Exempt Lic Plates"
BFA-65-3	"Odometer Disclosure Statement"

Documents received from dealership and Tex-DOT.

**********	"Manufacturer's Certificate of Origin for a Vehicle"
30-C	"Texas Certificate of Title"
VTR-500	Vehicle "Registration Receipt"

Hidalgo County, Texas
Purchasing Department/Fixed Asset Division
Declaration of Representative Form

DATE:

TO: **Hidalgo County Purchasing Department**
Attention: Fixed Asset Manager

FROM:

The employees designated below are hereby designated as my representative to handle and control fixed assets for my department. I understand that I am ultimately responsible for the care and accurate accounting for all fixed assets assigned to my department.

Name	Title	Address	Phone Number	Fax #	Co Cell No	e-mail address

Elected/Appointed Official or Department Head Signature

Date

Printed Elected/Appointed Official or Department Head Name

Department

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:		
TRANSFER FROM:		

TF# _____

CONTACT INFORMATION:

NAME (PRINT _____ PHONE. _____ FAX NO.: _____ E-MAIL:

SAFETY DIVISION (FOR SURPLUS OF VEHICLES):
INITIAL BY STAFF: DATE:

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

FIXED ASSET DIVISION USE ONLY

PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC

FROM TO

DEPT. _____ _____

AMOUNT $ $

JUSTIFICATION FOR TRANSFER: _____

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

PLEASE USE BLUE INK TO SIGN

	PRINT NAME	SIGNATURE	DATE
The transfer is hereby approved by the Purchasing Agent	*MARTHA L. SALAZAR*		
Contact Person transferring item(s) out			
Person receiving Item(s)			
Reviewed & Processed by FA Division			

TO BE INITIALLED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.

DATE INITIAL

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

HIDALGO COUNTY, TEXAS

MACHINERY AND EQUIPMENT TAGGING CONFIRMATION

Please return at your earliest convenience.

Department Name:

Tags Delivery - Attention:	
Date:	
Confirmation Returned to:	Fixed Asset Div.
Date:	

***Note: For items such as handguns, bullet-proof vests, and software, the tags should be kept on file until the equipment is disposed of.

							TAGGING CONFIRMATION	
Asset No	P.O. No.	P.O. Date	Requisition No.	Asset Description	Unit Cost	Serial Number	Tagging Completed By	Tagging Date

Acknowledgement Form

Date:

To: Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

I certify that I have obtained, read and understood the contents of the Hidalgo County Fixed Asset Policy and Procedures Manual as revised April 2014.

_____ _____

Designated Representative Signature Date

_____ _____

Elected/Appointed Official Date
Or Department Head Signature

Physical Inventory Confirmation

Hidalgo County Purchasing Department
Physical Inventory Confirmation Form

Date:_____

To: Hidalgo County Purchasing Department
Attention: Fixed Asset Manager

From: _____

Attach: Completed Inventory List

I have reviewed the attached fixed assets inventory for my department and, except as noted on the inventory list and referenced below, hereby acknowledge all listed property to be accounted for and in proper working order.

_____ _____
Elected/Appointed Official or Department Head Signature Date

Comments:

HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT
FIXED ASSET DIVISION

This form requires Co. Comm. Court approval

ASSET DISPOSITION FORM

DEPARTMENT DISPOSING ASSET(s)	DEPT. NO.	**PURPOSE OF FORM**	**DISPOSITION TYPE:**	
		This form is to be used when disposing of an asset by a method other than a transfer to Surplus or to another County Department.	☐ Trade-in ☐ Landfill	
DATE OF REQUEST:	**LOCATION:**	After approval by County Commissioner's Court, Please submit form to Fixed Asset Division.	☐ Destruction ☐ Scrap Other: _____ Metal	*Purchasing Dept. office use only*

Item	Asset Number	Asset Description	Serial Number	Original Cost	Disposal Date	FUND
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Explanation:

_____

_____

Elected Official/Department Head Signature: _____

Date: _____

Please submit a copy of the Commisionar's Court Approved Minutes with form.

HIDALGO COUNTY INVENTORY NOTIFICATION FORM

I. ASSIGNMENT

County Department Name	Department No.	Physical Address	Phone/Extension

I am hereby requesting that the items listed below be included in the Hidalgo County Fixed Assets System. I understand that a County property number (asset number) will be issued based on this request. I furthermore, accept responsibility for the equipment, and in the event the property is stolen, lost or damaged I am responsible of notifying the Purchasing Department/Fixed Asset Division and the County Risk Management Department.

Signature Employee Using Equipment _____ Date _____

II. DESCRIPTION

ASSET TAG No.	ITEM DESCRIPTION	SERIAL /VIN No.	ACQUISITION METHOD			P.O. No. IF NEW	ESTIMATED COST/ FMV	REMARKS
			DONTN	CRT-AWD	MINOR EQ			

III. RELEASE OF RESPONSIBILITY

I certify that the equipment listed above, and assigned to _____ has been accounted for.

Signature - Employee _____ Date _____ Signature - Supervisor _____ Date _____

This notification can be used to request inclusion in the County's Inventory System of any items that are considered controllable assets that had an acquisiton cost of less than $1,000 or that were acquired as a donation, Court Awarded Forfeiture, or with an interlocal agreement.

HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT/FIXED ASSET DIVISION
PRORATION SYSTEM

DPT NAME:
Loc:

Enter Values From Quote	
Total Quote =	-
Deliv & Inst Cost =	1.00

Prepared by:
Date: 3/27/2014
Ref - Quote No:
Estimate No:
Vendor

Qty	Asset No	Capital Equipment Description	Obj Code	Unit Cost	Total Cost	Instal Cost %	Deliv&Inst Prorated	Acq Cost Sub-Total	Credit-Inv (-)	Invoice Total
	Capital Equip >=1,000 [Obj Code 741-748]			$	$	100	1.00	(1.00)	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-	Minor Eq: $300 to 999.99 [Obj Code 661-668]			***	***					
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-	Supplies: <=$299.99 [Obj Codes 601-619]			***	***					
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-				-	-	-	-	-	-	-
-	**TOTAL**				-	-	-	-	-	-

Summary	Object Code	Unit Cost	Total Cost	Instal Cost %	Installation Costs	Sub-Total	Credit Invoice	Total
Capital Equipment	0	-	-	-	-	-	-	-
Minor/Misc Eq.	0	-	-	-	-	-	-	-
Supplies	0	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-

Sample

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

→ SHADED AREAS ARE TO BE COMPLETED BY THE SELLER ←

→ TYPE OR PRINT NEATLY IN INK ←

TAX OFFICE USE ONLY

Tax Collector _____ County _____

Date _____ Transaction Number _____

1. Vehicle Identification Number	2. Year	3. Make	4. Body Style

5. Model	6. Odometer Reading	7. Empty Weight	8. Carrying Capacity (lbs.)	9. Tonnage

This space for VTR Use Only

10. Trailer Type ☐ Semi ☐ Aut	11. Plate No.	12. Vehicle Unit No.

13. Applicant's/Additional Applicant's Social Security Numbers (See * below) or Federal Tax ID Number

14. Applicant's/Owner's Name(s)

Address

City, State, Zip Code _____ County Name

14a. Registrant's Name (Renewal Notice Recipient)

Address

City, State, Zip Code _____ County Name

☐ Statement of Fact for Non-Disclosure, VTR-171, Attached.

14b. Vehicle Physical Location

City, State, Zip Code

15. Previous Owner's Name

Address

City, State, Zip Code

15a. GDN – Dealer Use Only

THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN

16. 1st Lien Date

1st Lienholder Name

Address

City, State, Zip Code

16a. Additional Lien(s)? ☐ YES (If additional liens are to be recorded, attach Form VTR-267.)

17. FOR CORRECTED TITLE, CHECK REASON(S) ☐ Change in Vehicle Description ☐ Year ☐ Make ☐ Body Style ☐ VIN ☐ Other ☐ No Change in Ownership ☐ Add Lien ☐ Release Lien ☐ Odometer Brand ☐ Odometer Reading

18. ODOMETER DISCLOSURE – FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

I, _____ ** (Name of Seller/Agent), state that the odometer now reads _____ (no tenths).

THE MILEAGE SHOWN IS ☐ A – Actual Mileage ☐ N – Not Actual Mileage WARNING – ODOMETER DISCREPANCY ☐ X – Mileage Exceeds Mechanical Limits

** IF NO SELLER/AGENT, TITLE APPLICANT SHOULD CHECK ONE OF THE 3 BOXES ABOVE UNLESS NUMBER 6 INDICATES "EXEMPT."

MOTOR VEHICLE TAX STATEMENT

19. CHECK ONLY IF APPLICABLE

☐ I hold Motor Vehicle Dealer's (Rental) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, §152.046 [c]).

☐ I am a Dealer or Lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, §152.002 [c]).

20. DESCRIPTION OF VEHICLE TRADED IN (If any)	Year	Make	Vehicle Identification Number	20a. ADDITIONAL TRADE – IN? (Y/N)

21. SALES AND USE TAX COMPUTATION

☐

(a) Sales Price ($_____ rebate has been deducted) $ _____

(b) Less Trade - In Amount, Describe in Item 20 Above $ (_____)

(c) For Dealer/Lessor/Rental ONLY – Fair Market Value Deduction. Describe in Item 20 Above $ (_____)

(d) Taxable Amount (Item a, minus Item b, Item c.) $ _____

(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625) $ _____

(f) Late Tax Payment Penalty ☐ 5% or ☐ 10% $ _____

(g) Tax Paid to _____ (STATE) $ _____

(h) AMOUNT OF TAX AND PENALTY DUE (Item e plus Item f, minus Item g.) $ _____

☐ $30 New Resident Tax – (Previous State) _____

☐ $5 Even Trade Tax

☐ $10 Gift Tax

☐ $35 Rebuilt Salvage Fee

☐ 2.5% Emissions Fee (Diesel Vehicles 1998 and Older > 14,000 lbs) _____

☐ 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs) _____

☐ Exemption claimed under the Motor Vehicle Sales and Use Tax Law because _____

☐ $28 or $33 APPLICATION FEE FOR CERTIFICATE OF TITLE (Contact your County Tax Assessor-Collector for the correct fee.)

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

22. _____ Signature of SELLER, DONOR, OR TRADER _____ PRINTED NAME (Same as signature) _____ Date

23. _____ Signature of PURCHASER, DONEE, OR TRADER _____ PRINTED NAME (Same as signature) _____ Date

RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT (MARRIED PERSONS)

WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR.

NON-MARRIED PERSONS ARE REQUIRED TO EXECUTE A RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT FOR A MOTOR VEHICLE, FORM VTR-122.

_____ SIGNATURE _____ Date

_____ SIGNATURE _____ Date

WARNING: Transportation Code, §501.158, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to $10,000 may also be imposed.

* NOTE: Transportation Code, §501.0235, REQUIRES that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security number, Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number, must accompany this application. This information is requested for owner identification purposes.

Form-130-U (Rev. 4/2004)

GENERAL INSTRUCTIONS
APPLICATION FOR TEXAS CERTIFICATE OF TITLE

This form must be completed and submitted to your County Tax Assessor-Collector accompanied by any required application fee, supporting documents, registration fee if applicable, and any motor vehicle tax due. An application form may be reproduced or faxed; however, a completed form must contain original signatures to be accepted.

AVAILABLE HELP

- For assistance in completing this form contact your County Tax Assessor-Collector.
- For information about motor vehicle sales and use tax, or emission fees, contact the Texas Comptroller of Public Accounts, Tax Assistance Section, at 1-800-252-1382 toll free nationwide, or call 512/463-4600. (From a Telecommunication Device for the Deaf (TDD) ONLY CALL 1-800-248-4099, toll free nationwide or call 512/463-4621.)
- For title or registration information, contact your County Tax Assessor-Collector or the Texas Department of Transportation's Vehicle Titles and Registration Division at 512/465-7611. (From a Telecommunication Device for the Deaf (TDD) ONLY CALL 512/302-2110.)

NOTICE

With a few exceptions, you are entitled to be informed about the information TxDOT collects about you. Texas Government Code, §§552.021, 552.023, and 559.004 further entitle you to receive and review the information on request, and to request that the department correct any information about you that is deemed incorrect. Please contact the TxDOT Vehicle Titles and Registration Division, Customer Help Desk at 512/465-7611 for further details.

WARNING:

Any person who knowingly signs a false, joint statement is guilty of a felony of the third degree. (TEX. TAX CODE ANN., §152.101)

NOTICE

The sales and use tax must be paid to the County Tax Assessor-Collector within 20 county working days from the date of purchase or entry into Texas. The county will collect a $2.50 fee for transfer of current registration in addition to the title application fees. If not currently registered, registration fees will be due.

Diesel powered vehicles may be subject to the Texas Emissions Reduction Plan surcharge on the taxable amount.

If the tax or diesel emissions surcharge is paid from 1 to 30 calendar days late, a penalty of 5 percent of the tax will be charged; if more than 30 calendar days late, the penalty will be 10 percent of the tax. Minimum penalty is $1.00 (TEX. TAX CODE ANN., §152.066).

In addition to the late tax payment penalty, Transportation Code, §§520.031 and 520.032, provides for a delinquent transfer penalty of $10.00 for failure to apply for title within 20 county working days from date of title assignment. Submit this application, along with proper evidence of ownership, and a copy of valid proof of financial responsibility, such as a liability insurance card, policy, etc., as provided in Transportation Code, §502.153.

All new residents applying for Texas certificate of title and registration for a motor vehicle must file at the County Tax Assessor-Collector of the county in Texas where the applicant resides within 30 days of establishing residency. Texas law requires that all vehicles, previously registered and titled or registered in another state or country, be inspected for safety and the motor and serial number or vehicle identification number verified before such vehicles may be registered in Texas. These inspections must be made by State appointed Safety Inspection Stations who will then complete an out-of-state Vehicle Identification Certificate. This form must be submitted to the County Tax Assessor-Collector with your application for registration and certificate of title.

VTR-62-A
(Rev. 12/2006)
Dn1 #142252

Application for Standard Texas Exempt License Plates

Use this form to apply for standard Texas exempt license plates if your agency is not a volunteer fire department or emergency ambulance service. These agencies should submit different forms to obtain exempt license plates:

- Volunteer fire departments should submit form VTR-62-F
- Emergency ambulance services should submit form VTR-62-EMS

Complete two pages of this form. For questions regarding this form, contact your local County Tax Assessor-Collector's office.

Online form available at: www.txdot.gov. Mail completed form with any required attachments to your local County Tax Assessor-Collector's office.

***Note:* A Federal tax exemption status or the assignment of a Comptroller I.D. number *does not* qualify you for exempt plates.**

(Print or type only)

Exempt vehicle(s) will be operated or leased by the following exempt organization:

Contact First Name _____ Initial _____ Last Name _____

Name of Organization _____ Phone _____

Address _____

City _____ State ____ Zip Code _____ County _____

Statute Number _____ (not required for federal government, state, cities, counties, or school districts)
(To be shown for political subdivisions created under Art. 16, §59 of the Texas Constitution.)

Please check the item that applies:

☐ **Changing** from regular issue exempt license plates to standard Texas exempt license plates.

☐ **Replacing** standard exempt license plates. Enter the license plate number being replaced in the table on the next page. Note: If the plates being replaced were lost, stolen or mutilated, submit this form directly to your local County Tax Assessor-Collector's office. When your new plates arrive, immediately surrender any remaining plates (with the exempt license receipt) to your local VTR Regional Office.

STANDARD TEXAS EXEMPT LICENSE PLATES

Exempt agencies are required to file their paperwork through the County Tax Assessor-Collector's office in the county where the exempt agency is located.

NOTICE With a few exceptions, you are entitled to be informed about the information TxDOT collects about you. Texas Government Code, §§552.021, §52.023, and §59.004 further entitle you to receive and review the information on request, and to request the department correct any information about you that is deemed incorrect. Please contact the TxDOT Vehicle Titles and Registration Division at 512/465-7611 for further details.

TxDOT Form VTR-62-A - Page 1 of 2

(Repeat identifying information from page 1)

Contact First Name _____ Initial _____ Last Name _____

City _____ State _____ Zip Code _____ County _____

	Year Model	Make of Vehicle (Mfg and Model)*	Body Style**	Vehicle Identification Number	Required for Trailer or Semitrailer***		Previous License Plate Number	For County Use Only Date Issued: _____
					Empty weight	Gross weight****		
0.	2001	Honda Accord	4-door sedan	VINxxxxxxx	N/A	N/A	None	Example Entry
0.	2000	Lufton - S	Flatbed - ST	VINxxxxxxx	8,000	50,000	XXX-XXX	Example Entry
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Note: You may use this form for 10 vehicles or less.

* For trailers, indicate make as shopmade (S) or homemade (H).

** Provide body style for *commercial vehicles* (pickup, dump, garbage, box van, utility, flatbed, truck tractor) or *trailers* (utility, flatbed, stock, box, livestock, or stake). Indicate (T) for trailer or (ST) for semitrailer.

*** Trailers (T) and Semitrailers (ST) weighing in excess of 4,000 lbs. gross weight must be titled. (Please complete Form 130-U, Application for Texas Certificate of Title).

**** Gross weight is the *empty or shipping weight plus the heaviest load to be carried.*

I certify that I am authorized to sign this application and that the vehicle(s) described herein has the applying organization's identifying information displayed on both sides of the vehicle in compliance with the following specifications (see Transportation Code §502.2015):

- Letters are displayed at least two inches high or an emblem is at least 100 square inches in size, and
- The color of the display contrasts sufficiently with the vehicle's body to be legible from at least 100 feet.

Printed Name of Authorized Agent _____

Signature of Authorized Agent _____ Date _____

Sample

FORM BFA-65-3 - TO REORDER CALL: GREAT AMERICAN 1-800-231-0329

ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, BABY JACK II/CALDWELL COUNTRY MISC (TRANSFEROR'S NAME - PRINT) state that the odometer now reads 1 (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is **NOT** the actual mileage. WARNING — ODOMETER DISCREPANCY.

MAKE: CHEVROLET

MODEL: SIVERADO 2500 BODY TYPE:

VEHICLE IDENTIFICATION NUMBER: 1GCHK43K29F129823

YEAR: 2009

TRANSFEROR'S NAME: BABY JACK II/CALDWELL COUNTRY MISC (PRINTED NAME)

TRANSFEROR'S ADDRESS: PO BOX 27 (STREET)

(CITY) CALDWELL (STATE) TX (ZIP CODE) 77836

TRANSFEROR'S NAME X: [signature] (SIGNATURE)

DATE OF STATEMENT: 01/19/09

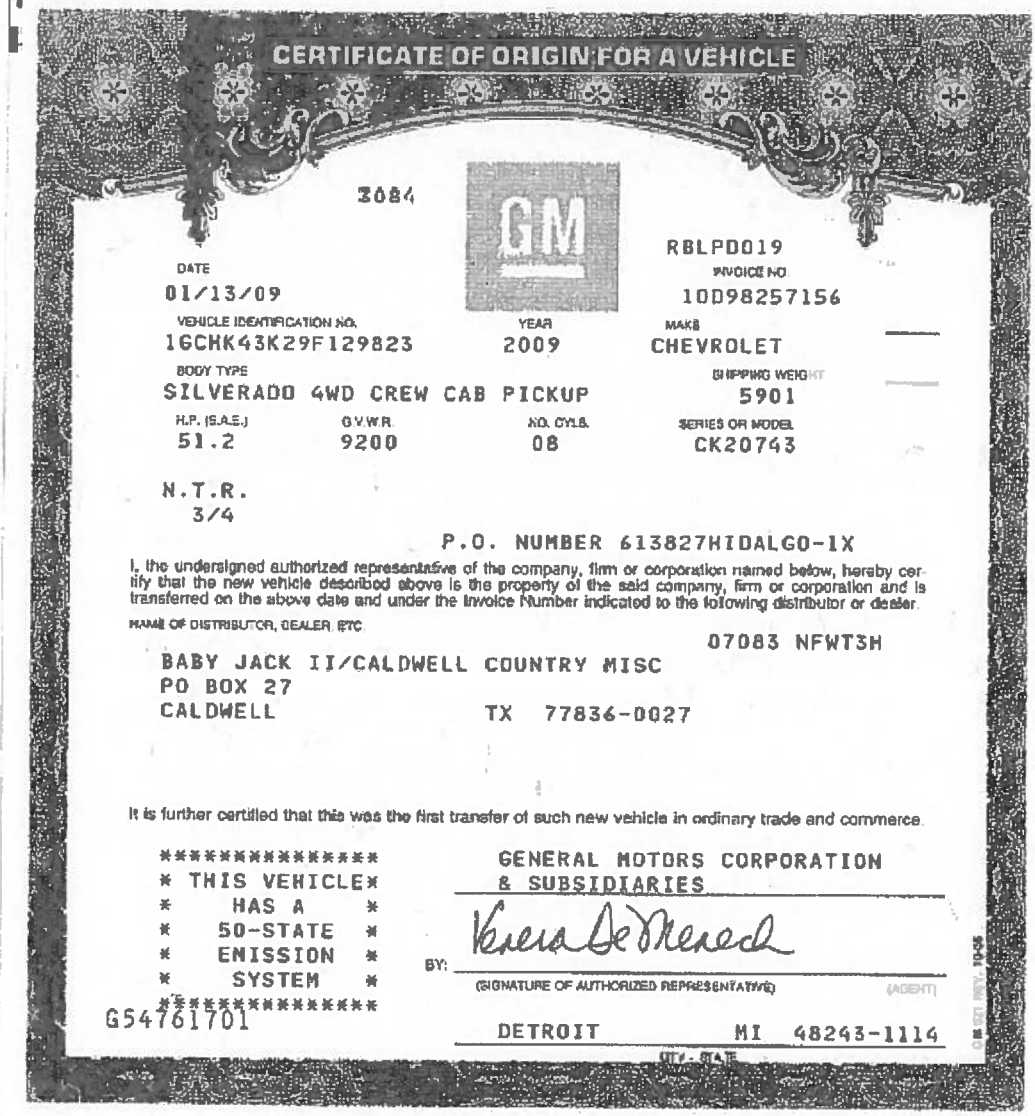
TRANSFEREE'S NAME: HIDALGO COUNTY

TRANSFEREE'S ADDRESS (STREET): 724 N BREYFOGLE

(CITY) MISSION (STATE) TX (ZIP CODE) 78574

TRANSFEREE'S NAME X: (SIGNATURE)

HIDALGO COUNTY (PRINTED NAME)



CERTIFICATE OF ORIGIN FOR A VEHICLE

3084

GM

RBLPD019
INVOICE NO.
10D98257156

DATE
01/13/09

VEHICLE IDENTIFICATION NO.
1GCHK43K29F129823

YEAR
2009

MAKE
CHEVROLET

BODY TYPE
SILVERADO 4WD CREW CAB PICKUP

SHIPPING WEIGHT
5901

H.P. (S.A.E.)
51.2

G.V.W.R.
9200

NO. CYLS.
08

SERIES OR MODEL
CK20743

N.T.R.
3/4

P.O. NUMBER 613827HIDALGO-1X

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

07083 NFWT3H

BABY JACK II/CALDWELL COUNTRY MISC
PO BOX 27
CALDWELL TX 77836-0027

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

****
* THIS VEHICLE*
* HAS A *
* 50-STATE *
* EMISSION *
* SYSTEM *
****

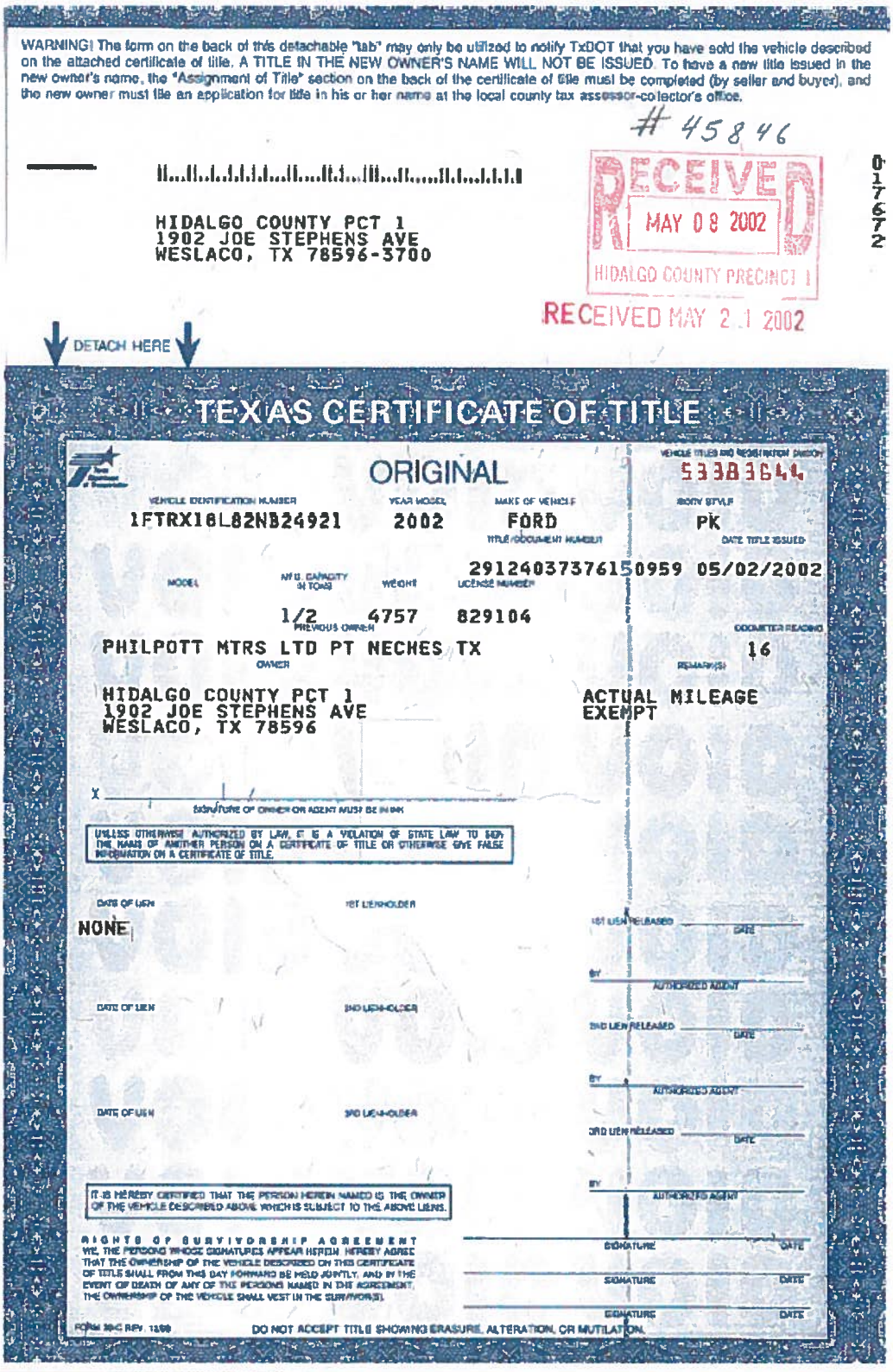
G54761701

GENERAL MOTORS CORPORATION
& SUBSIDIARIES

BY: Krista DeMeed
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

DETROIT MI 48243-1114
CITY - STATE

Sample



WARNING! The form on the back of this detachable "tab" may only be utilized to notify TxDOT that you have sold the vehicle described on the attached certificate of title. A TITLE IN THE NEW OWNER'S NAME WILL NOT BE ISSUED. To have a new title issued in the new owner's name, the "Assignment of Title" section on the back of the certificate of title must be completed (by seller and buyer), and the new owner must file an application for title in his or her name at the local county tax assessor-collector's office.

#45846

HIDALGO COUNTY PCT 1
1902 JOE STEPHENS AVE
WESLACO, TX 78596-3700

RECEIVED
MAY 08 2002
HIDALGO COUNTY PRECINCT 1

RECEIVED MAY 21 2002

017672

DETACH HERE

TEXAS CERTIFICATE OF TITLE

ORIGINAL

533B3644

VEHICLE IDENTIFICATION NUMBER	YEAR MODEL	MAKE OF VEHICLE	BODY STYLE
1FTRX18L82NB24921	2002	FORD	PK

TITLE/DOCUMENT NUMBER: 291240373761509 59 DATE TITLE ISSUED: 05/02/2002

MODEL	NET CAPACITY IN TONS	WEIGHT	LICENSE NUMBER
	1/2	4757	829104

PREVIOUS OWNER: PHILPOTT MTRS LTD PT NECHES TX

ODOMETER READING: 16

OWNER:
HIDALGO COUNTY PCT 1
1902 JOE STEPHENS AVE
WESLACO, TX 78596

REMARK(S):
ACTUAL MILEAGE
EXEMPT

X _____
SIGNATURE OF OWNER OR AGENT MUST BE IN INK

UNLESS OTHERWISE AUTHORIZED BY LAW, IT IS A VIOLATION OF STATE LAW TO SHOW THE NAME OF ANOTHER PERSON ON A CERTIFICATE OF TITLE OR OTHERWISE GIVE FALSE INFORMATION ON A CERTIFICATE OF TITLE.

DATE OF LIEN: NONE
1ST LIENHOLDER:
1ST LIEN RELEASED _____ DATE
BY _____ AUTHORIZED AGENT

DATE OF LIEN:
2ND LIENHOLDER:
2ND LIEN RELEASED _____ DATE
BY _____ AUTHORIZED AGENT

DATE OF LIEN:
3RD LIENHOLDER:
3RD LIEN RELEASED _____ DATE
BY _____ AUTHORIZED AGENT

IT IS HEREBY CERTIFIED THAT THE PERSON HEREIN NAMED IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE WHICH IS SUBJECT TO THE ABOVE LIENS.

RIGHTS OF SURVIVORSHIP AGREEMENT
WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS CERTIFICATE OF TITLE SHALL, FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF ANY OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR(S).

SIGNATURE _____ DATE
SIGNATURE _____ DATE
SIGNATURE _____ DATE

FORM 30-C REV. 12/99

DO NOT ACCEPT TITLE SHOWING ERASURE, ALTERATION, OR MUTILATION.

Texas Department of Transportation

EXCHANGE REGISTRATION RECEIPT



COUNTY: HIDALGO

PLATE NO: 1062030
DOCUMENT NO: 29100038369134356

TAC NAME: ARMANDO BARRERA JR.
DATE: 01/16/2009
TIME: 10:23AM
EMPLOYEE ID: LAMART

EFFECTIVE DATE: 01/16/2009
EXPIRATION DATE: /
TRANSACTION ID: 10830939827102328

OWNER NAME AND ADDRESS
HIDALGO COUNTY
100 E CANO
EDINBURG, TX 78539

REGISTRATION CLASS: EXEMPT-NOT FOR TITLE ONLY
PLATE TYPE: EXEMPT DOUBLE PLT
ORGANIZATION:
STICKER TYPE:

PREVIOUS PLATE NO: 43TMW1 PREVIOUS EXP MO/YR: 2/2010
VEHICLE CLASSIFICATION: TRK<=1
VEHICLE IDENTIFICATION NO: 1FTRX12W95FA33559
YR/MAKE: 2005/FORD MODEL: BODY STYLE: PK UNIT NO:
EMPTY WT: 5100 CARRYING CAPACITY: 1000 GROSS WT: 6100 TONNAGE: 0.50
BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LENGTH: 0

INVENTORY ITEM(S)	YR	FEES ASSESSED		
EXEMPT DOUBLE PLT		EXEMPT REGISTRATION	$	0.00
		TOTAL	$	0.00

VEHICLE RECORD NOTATIONS
RELEASE OF PERSONAL INFO RESTRICTED
ACTUAL MILEAGE
EXEMPT

METHOD OF PAYMENT AND PAYMENT AMOUNT:

TOTAL AMOUNT PAID $ 0.00

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

ORIGINAL
VTR-500-RTS (REV. 7/2004) DMT167490

Hidalgo County, Texas
Fixed Asset Policy and Procedures Manual

Contact Information

Hidalgo County, Texas
Purchasing Department
Fixed Asset Division

2812 S. Highway 281
Edinburg, TX 78539
Tel. (956) 318-2626
Fax: (956) 318-2629

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent
Martha.Salazar@co.hidalgo.tx.us

Agueda "Aggie" Garcia
Fixed Asset Manager
Agueda.Garcia@co.hidalgo.tx.us

Juan M. Alvarado
Assistant Fixed Asset Manager
Juan.Alvarado@co.hidalgo.tx.us

Gabriel Navarro
Inventory Specialist V
Gabriel.Navarro@co.hidalgo.tx.us

Omar Salinas
Inventory Specialist IV
Omar.Salinas@co.hidalgo.tx.us

Dagoberto Rios
Inventory Specialist III
Dagobert.Rios@co.hidalgo.tx.us

Edel Garza
Inventory Specialist III
Edel.Garza@co.hidalgo.tx.us

Rogelio Garcia
Surplus Specialist II
Rogelio.Garcia@co.hidalgo.tx.us

Daniel Rios
Inventory Specialist III
Daniel.Rios@co.hidalgo.tx.us

AI-43913 **Purchasing Department 21. A. 6.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Martha L. Salazar, HC-PA **Submitted By:** Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Acceptance and approval of an Amendment No. 2 to the AIA A101-2007 Standard Form of Agreement with D. Wilson Construction Company, for the "Remodel of Existing Old Administration Building (1st and 2nd Floor)," to remove the allowance schedules and re-direct to Betterment Allowance;

b. Requesting approval of clarifications to the following Construction Change Directives:

1. Change Directive No. 1 (approved CC 11/26/13) to be funded by allowance;
2. Change Directive No. 2 (CC 3/11/14-NOT APPROVED) thus null and void;
3. Change Directive No. 3 (CC 3/18/14) to be funded by either the allowances or Betterment Allowance;

c. Requesting approval of Change Order No. 1 (increase) in connection: "Repairs and Renovations-1st and 2nd Floor to the Former Administration Building," in the amount of $124,541.00 to awarded general contractor, D. Wilson Construction, Inc., and as recommended by project architect, Alcocer Garcia Associates with concurrence by construction manager, Prodigy, including authority for County Judge to execute document;

d. Approval of Request for Payment-Application No. 5 in the amount of $491,913.80 from D. Wilson Construction Co. awarded contractor for the, "Repairs and Renovations-1st and 2nd Floors to the Former Administration Building", and as certified for payment by project architect, Alcocer Garcia Associates, Inc. and reviewed & initialed by construction manager, Prodigy C-12-029-10-23.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1336-419-40-220-043-0-452

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

BUDGETARY IMPACT:

PO 698457

A PO increase will be attached by no later than Monday 4/7/14.

Attachments

Change Order No. 1

Payment App No. 5

Approval of Payment App-Prodigy

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/04/2014 04:20 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Rocio Villarreal Started On: 04/02/2014

Final Approval Date: 04/04/2014

AIA® Document G701™ – 2001

Change Order

PROJECT: *(Name and address)* 1&2 Flr Remodel Old Admin Bldg Edinburg, Hidalgo County, TX	**CHANGE ORDER NUMBER:** One (01) **DATE:** April 4, 2014 **ARCHITECT'S PROJECT NUMBER:**	OWNER ☒ ARCHITECT ☒ CONTRACTOR ☒ FIELD ☐ OTHER ☐
TO CONTRACTOR: *(Name and address)* D. Wilson Construction Company P.O. Box 3455 McAllen, TX 78502-3455	**CONTRACT DATE:** October 23, 2012 **CONTRACT FOR:** General Construction	

The Contract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

REFER TO ATTACHMENTS:

1. CHANGES 1,2,3,4,5,& 6, REQUESTED BY OWNER..... COST: $124,541.00

2. WORK ITEMS 'A' THROUGH 'J' COST..... $110,573.00

3. REDUCE PROJECT ALLOWANCES..... $110,573.00

The original Contract Sum was	$	3,375,220.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	3,375,220.00
The Contract Sum will be increased by this Change Order in the amount of	$	124,541.00
The new Contract Sum, including this Change Order, will be	$	3,499,761.00

The Contract Time will be increased by ---------- (-----) days.

The date of Substantial Completion as of the date of this Change Order, therefore, is ON OR BEFORE 12/31/2014

(NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
Alcocer Garcia Associates, Inc. **ARCHITECT** *(Firm name)*	D. Wilson Construction Company **CONTRACTOR** *(Firm name)*	County of Hidalgo **OWNER** *(Firm name)*
1333 E. Jasmine McAllen, Texas 78501 **ADDRESS**	P.O. Box 3455 McAllen, Texas 78502-3455 **ADDRESS**	2802 S Business Highway 281 Edinburg, Texas 78539 **ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
George A Garcia, Architect *(Typed name)*	Bill Wilson, Owner *(Typed name)*	Ramon Garcia, County Judge *(Typed name)*
DATE	**DATE**	**DATE**

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HIDALGO COUNTY OLD ADMINISTRATION BUILDING REMODEL – 1ST & 2ND FLOORS

APRIL 4, 2014

Provide labor, material, and equipment for the following work items:

CHANGE ORDER ITEMS:

1. Revisions to Floor Plans titled Changes 1, 2, 3, & 4.	$ 71,055.00
2. Floor Plan Revisions Titled Changes 5 and 6	$ 53,486.00
TOTAL:	$ 124,541.00

CONTRACT AMOUNT:

ORIGINAL CONTRACT SUM:	$ 3,314,000.00
INCREASE BY AMENDMENT #1 (10.7.2013)	$ 61,220.00
NEW CONTRACT AMOUNT WITH AMENDMENT #1	$ 3,375,220.00
INCREASE BY CHANGE ORDER #1 (PENDING)	$ 124,541.00
NEW CONTRACT AMOUNT:	$ 3,499,761.00

PROJECT ALLOWANCES (NO CHANGE TO CONTRACT AMOUNT):

Betterment Allowance:	$ 14,000.00
Signage Allowance	$ 6,000.00
Door Hardware Allowance:	$ 70,000.00
HVAC Allowance:	$ 1,000.00
Plumbing Allowance:	$ 2,000.00
Electrical Allowance:	$ 8,000.00
Structural Steel Allowance (4 Tons)	$ 14,000.00
TOTAL:	***$ 115,000.00***

WORK ITEMS:

A. Replace thermal insulation above all ceilings at 2nd Floor, South Tower	$ 2,350.00
B. Replace existing HVAC system isolation valves	$ 7,381.00
C. Obtain and install door hardware	$ 75,015.00
D. Remove and dispose existing sub-floor concrete to allow for below slab Sewer line installations	$ 3,600.00
E. Additional steel reinforcing at second floor addition	$ 4,725.00
F. Additional demolition and concrete floor patching	$ 2,870.00
G. New concrete footings at new structural steel columns	$ 3,600.00
H. Revised electrical panels	$ 727.00
I. Re-work electrical service to fire suppressions system	$ 6,730.00
J. Aluminum Door Frames in lieu of Hollow Metal Door Frames	$ 3,575.00
`TOTAL:	$ 110,573.00

ALLOWANCE REDUCTIONS

The following Allowance Reduction amounts will be applied through issuance of Change Order #1:

Work Item A:	Reduce Betterment Allowance by:	$	2,350.00
Work Item B:	Reduce Betterment Allowance by:	$	7,381.00
Work Item C:	Reduce Hardware Allowance by:	$	70,000.00
	Reduce Betterment Allowance by:	$	4,269.00
	Reduce Signage Allowance by:	$	746.00
Work Item D:	Reduce Signage Allowance by:	$	3,600.00
Work Item E:	Reduce Structural Allowance by:	$	4,725.00
Work Item F:	Reduce Structural Allowance by:	$	2,870.00
Work Item G:	Reduce Structural Allowance by:	$	3,600.00
Work Item H:	Reduce Electrical Allowance by:	$	727.00
Work Item I:	Reduce Electrical Allowance by:	$	6,730.00
Work Item J:	Reduce Signage Allowance by:	$	1,654.00
	Reduce Plumbing Allowance by:	$	1,921.00
	TOTAL	$	110,573.00

PROJECT ALLOWANCE BALANCE AFTER REDUCTIONS:

Betterment Allowance:	$	00.00
Signage Allowance	$	00.00
Door Hardware Allowance:	$	00.00
HVAC Allowance:	$	1,000.00
Plumbing Allowance:	$	79.00
Electrical Allowance:	$	543.00
Structural Steel Allowance (4 Tons)	$	2,805.00
TOTAL:	$	4,427.00

APPLICATION AND CERTIFICATE FOR PAYMENT

Wilson Project # 12-561

TO OWNER: Hidalgo County Purchasing Dept
2812 S. Business Hwy 281
Edinburg TX 78539

PROJECT: Remodel Administration Building (1st & 2nd Floors) at 100 E. Cano St., Edinburg, TX

APPLICATION NO.: Five
PERIOD TO: 3/31/2014
Contract No: 12-029-10-23
Purchase Order: 698457
CONTRACT DATE: 10/23/2012

FROM CONTRACTOR: D. Wilson Construction Company
P.O. Box 3455
McAllen, TX 78502-3455

VIA: Alcocer Garcia Associates, Inc
George Garcia
1333 East Jasmine Avenue
McAllen, TX78501

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM		$ 3,375,220.00
2. Net Change by Change Orders		124,541.00
3. CONTRACT SUM TO DATE (Line 1 + 2)		3,499,761.00
4. TOTAL COMPLETED & STORED TO DATE		1,261,316.00
(Column G on)		
5. RETAINAGE:		
a. 5% of Completed Work	$ 62,073.85	
(Columns D + E on Continuation Sheet)		
b. 5% of Stored Material	991.95	
(Column F on Continuation Sheet)		
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet)		63,065.80
6. TOTAL EARNED LESS RETAINAGE		1,198,250.20
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		706,336.40
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE		**$ 491,913.80**
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	$ 2,301,510.80	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ —	$ —
Total approved this Month	124,541.00	—
TOTALS	**124,541.00**	**—**
NET CHANGES by Change Order		**$ 124,541.00**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: D. Wilson Construction Company

By: _____ Date: April 4, 2014

State of Texas, County of Hidalgo
Subscribed and sworn to before me this 4th day of April, 2014

Notary Public Norma Irene Espinoza _____
My Commission expires 06/08/15

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ _____

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
01-010	General Conditions	167,854.00	58,550.00	15,600	—	74,150.00	44%	93,704.00	3,707.50
01-011	Overhead & profit, for increase	2,844.00	199.00	2,645	—	2,844.00	100%	—	142.20
01-012	Mobilization	10,000.00	10,000.00	—	—	10,000.00	100%	—	500.00
01-405	Building Permit	8,930.00	8,930.00	—	—	8,930.00	100%	—	446.50
91-870	Bond	37,600.00	37,600.00	—	—	37,600.00	100%	—	1,880.00
91-870	Bond and insurance for increase	1,493.00	1,493.00	—	—	1,493.00	100%	—	74.65
91-871	Builder's Risk Policy	5,300.00	5,300.00	—	—	5,300.00	100%	—	265.00
91-874	Liability insurance	22,000.00	22,000.00	—	—	22,000.00	100%	—	1,100.00
	Demolition								
02-051	Extra Dumpster for Demolition	19,400.00	19,400.00	—	—	19,400.00	100%	—	970.00
02-052	Interior Temp Air Ventilation for Skytrack	3,500.00	3,500.00	—	—	3,500.00	100%	—	175.00
02-053	Remove Vaults, labor	7,780.00	7,780.00	—	—	7,780.00	100%	—	389.00
02-054	Remove Vaults, material	11,000.00	11,000.00	—	—	11,000.00	100%	—	550.00
02-055	Remove Vaults, disposal	2,220.00	2,220.00	—	—	2,220.00	100%	—	111.00
02-056	Cost increase, Vaults, Demolition	21,500.00	21,500.00	—	—	21,500.00	100%	—	1,075.00
02-057	Remove Wood Ramp	532.00	532.00	—	—	532.00	100%	—	26.60
02-058	Remove Fire Extinguishers	388.00	388.00	—	—	388.00	100%	—	19.40
02-059	Remove Entry Mats	452.00	452.00	—	—	452.00	100%	—	22.60
02-057	Remove Existing Escalator	7,550.00	7,550.00	—	—	7,550.00	100%	—	377.50
02-058	Relocate exist Elevator Equipment	6,000.00	—	—	—	—		6,000.00	
02-059	Remove Existing Lift Station	1,200.00	—	—	—	—		1,200.00	
02-061	Misc. Demolition	12,000.00	12,000.00	—	—	12,000.00	100%	—	600.00
02-062	Remove/Patch Asphalt and Curbs at Gen Pad	2,500.00	—	—	—	—		2,500.00	
02-063	Remove/Patch Asphalt under Canopy Footings	2,000.00	—	—	—	—		2,000.00	
02-064	Temp. Barricades, Chute, Dust Partitions	7,000.00	7,000.00	—	—	7,000.00	100%	—	350.00
02-065	Sawcut Asphalt Paving for Conduit to Generato	1,720.00	—	—	—	—		1,720.00	
02-066	Repair Asphalt Paving	1,700.00	—	—	—	—		1,700.00	
02-830	Chain Link Fence at Generator Pad	700.00	—	—	—	—		700.00	

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
	Concrete work								
03-070	Metal Deck Slab, Concrete	2,759.00	—	—	—	—		2,759.00	
03-072	Generator Pad, Concrete	3,139.00	—	3,139	—	3,139.00	100%	—	156.95
03-073	MEP Pads	2,575.00	—	—	—	—		2,575.00	
03-075	Bollards at Generator Pad	1,600.00	—	1,600	—	1,600.00	100%	—	80.00
03-076	Repair SOG after Vault Removals	6,175.00	—	—	—	—		6,175.00	
03-077	Metal Deck Slab, Labor	4,040.00	—	—	—	—		4,040.00	
03-078	Concrete Pan Fill, Labor	400.00	—	—	—	—		400.00	
03-079	Generator Pad, Labor	3,434.00	—	3,434	—	3,434.00	100%	—	171.70
03-080	Repair Plumbing Trenches	21,743.00	—	—	—	—		21,743.00	
03-081	Sawcut Concrete for Electrical	2,733.00	2,733.00	—	—	2,733.00	100%	—	136.65
03-082	Repair Concrete for Electrical	2,089.00	—	—	—	—		2,089.00	
03-110	Metal Deck Slab, Pump	1,325.00	—	—	—	—		1,325.00	
03-200	Metal Deck Slab, Rebar	6,206.00	—	6,206	—	6,206.00	100%	—	310.30
03-250	Metal Deck Slab, Accessories	400.00	—	400	—	400.00	100%	—	20.00
03-251	Generator Pad, Accessories	400.00	—	400	—	400.00	100%	—	20.00
03-530	Grout Column Bases	400.00	—	400	—	400.00	100%	—	20.00
	Masonry								
04-101	Masonry at Generator Pad, labor	2,470.00	—	—	—	—		2,470.00	
04-102	Masonry at Generator Pad, material	3,380.00	—	—	—	—		3,380.00	
	Steel								
	Structural Steel								
05-101	Main steel	39,271.00	39,271.00	—	—	39,271.00	100%	—	1,963.55
05-102	Metal deck	5,197.00	5,197.00	—	—	5,197.00	100%	—	259.85
05-103	Steel stairs / rails	14,119.00	14,119.00	—	—	14,119.00	100%	—	705.95
05-104	Steel erection	35,675.00	35,675.00	—	—	35,675.00	100%	—	1,783.75
05-505	Aluminum Handrails	6,851.00	—	3,768	—	3,768.00	55%	3,083.00	188.40

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
	Carpentry								
06-100	Rough Carpentry	5,100.00	—	—	—	—		5,100.00	
06-401	Millwork	62,377.00	—	—	—	—		62,377.00	
06-402	Cost increase, Millwork	24,123.00	—	—	—	—		24,123.00	
	Moisture Protection								
07-900	Joint Sealants	9,200.00	—	—	—	—		9,200.00	
07-900	Grout/Seal at Edge of exist Walls	1,440.00	—	—	—	—		1,440.00	
07-910	Fire Caulking	1,200.00	—	—	—	—		1,200.00	
	Doors and windows								
08-100	HM Doors and Frame	26,220.00	—	—	—	—		26,220.00	
08-200	Flush Wood Doors and Frames	48,450.00	—	—	—	—		48,450.00	
08-305	Access Panels	1,400.00	—	—	—	—		1,400.00	
08-800	Remove Glazing only at Glass Partitions	10,300.00	—	10,300	—	10,300.00	100%	—	515.00
08-800	Remove/Reinstall Glazing for Equipment Entry	13,500.00	—	—	—	—		13,500.00	
08-800	**Alum. Storefronts and Entrances**								
08-800	Demolition	10,500.00	8,400.00	2,100	—	10,500.00	100%	—	525.00
08-800	Metal	12,300.00	—	—	—	—		12,300.00	
08-800	Metal, labor	11,500.00	—	—	—	—		11,500.00	
08-800	Glass	8,342.00	—	—	—	—		8,342.00	
08-800	Glass labor	9,373.00	—	—	—	—		9,373.00	
	Finishes								
	Metal Studs, Drywall, Panels								
09-101	Submittals	2,500.00	2,500.00	—	—	2,500.00	100%	—	125.00
09-102	Demolition	45,037.00	45,037.00	—	—	45,037.00	100%	—	2,251.85
09-103	Metal Stud Materials	40,741.00	32,550.00	8,191	—	40,741.00	100%	—	2,037.05
09-104	Metal Stud Labor	37,037.00	23,100.00	4,678	—	27,778.00	75%	9,259.00	1,388.90
09-105	Drywall Materials	34,568.00	—	—	—	—		34,568.00	
09-106	Drywall Labor	34,568.00	—	—	—	—		34,568.00	
09-107	Insulation Materials	9,877.00	—	—	—	—		9,877.00	
09-108	Insulation Labor	6,173.00	—	—	—	—		6,173.00	

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
09-109	Cost increase, Drywall & SAC	3,180.00	—	—	—	—		3,180.00	
09-110	Hollow Metal Door Frame Installation	12,741.00	—	—	—	—		12,741.00	
09-111	Ceiling Grid Materials	35,741.00	—	—	—	—		35,741.00	
09-112	Ceiling Grid Labor	9,605.00	—	—	—	—		9,605.00	
09-113	Ceiling Tile Materials	39,741.00	—	—	—	—		39,741.00	
09-114	Ceiling Tile Labor	11,080.00	—	—	—	—		11,080.00	
09-115	Ceiling Insulation Materials	2,715.00	—	—	—	—		2,715.00	
09-116	Ceiling Insulation Labor	988.00	—	—	—	—		988.00	
09-117	Fasteners	3,704.00	—	—	—	—		3,704.00	
09-118	Wood Framing Materials	3,704.00	—	—	—	—		3,704.00	
09-119	Wood Framing Labor	3,430.00	—	—	—	—		3,430.00	
	Ceramic Tile								
09-301	Ceramic Tile, labor	202,000.00	52,520.00	—	—	52,520.00	26%	149,480.00	2,626.00
09-302	Ceramic Tile, material	90,000.00	—	—	—	—		90,000.00	
09-303	Cost increase, Tile and terrazzo	5,780.00	—	—	—	—		5,780.00	
09-601	Carpeting, labor	220.00	—	—	—	—		220.00	
09-602	Carpeting, material	500.00	—	—	—	—		500.00	
09-603	Resilient base, labor	3,000.00	—	—	—	—		3,000.00	
09-604	Resilient base, material	3,000.00	—	—	—	—		3,000.00	
09-900	**Painting & Vinyl Wall covering**								
09-900	Walls & ceilings, labor	41,400.00	—	—	—	—		41,400.00	
09-900	Walls & ceilings, material	9,600.00	—	—	—	—		9,600.00	
09-900	Exposed structural ceiling, labor	8,000.00	—	—	—	—		8,000.00	
09-900	Exposed structural ceiling, material	2,000.00	—	—	—	—		2,000.00	
09-900	Ash veneer plywood, labor	3,800.00	—	—	—	—		3,800.00	
09-900	Ash veneer plywood, material	1,000.00	—	—	—	—		1,000.00	
09-900	Doors & frames, labor	8,000.00	—	—	—	—		8,000.00	
09-900	Doors & frames, material	2,000.00	—	—	—	—		2,000.00	
09-900	Clean, refinish & paint existing, labor	15,120.00	—	—	—	—		15,120.00	
09-900	Clean, refinish & paint existing, material	3,780.00	—	—	—	—		3,780.00	

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
09-900	Vinyl wallcovering, labor	1,900.00	—	—	—	—		1,900.00	
09-900	Vinyl wallcovering, material	1,900.00	—	—	—	—		1,900.00	
	Specialties								
10-101	Markerboards, Material	1,597.00	—	—	—	—		1,597.00	
10-102	Markerboards, Labor	632.00	—	—	—	—		632.00	
10-505	Bench at #107	300.00	—	—	—	—		300.00	
10-520	Fire Extinguishers, Material	3,176.00	—	—	—	—		3,176.00	
10-521	Fire Extinguishers Labor	955.00	—	—	—	—		955.00	
10-530	Aluminum Walkway Covers, labor	7,890.00	—	7,890	—	7,890.00	100%	—	394.50
10-531	Aluminum Walkway Covers, material	6,456.00	—	6,456	—	6,456.00	100%	—	322.80
10-600	Toilet Partitions, Material	5,275.00	—	—	—	—		5,275.00	
10-601	Toilet Partitions, Labor	2,916.00	—	—	—	—		2,916.00	
10-800	Toilet Specialties, Material	4,115.00	—	—	—	—		4,115.00	
10-801	Toilet Specialties, Labor	1,190.00	—	—	—	—		1,190.00	
	MEP								
	Plumbing Contractor								
15-101	Permits, mobilization	8,000.00	8,000.00	—	—	8,000.00	100%	—	400.00
15-102	Demolition, labor	4,000.00	4,000.00	—	—	4,000.00	100%	—	200.00
15-103	Demolition, material	3,000.00	3,000.00	—	—	3,000.00	100%	—	150.00
15-104	Underground, labor	20,000.00	2,500.00	—	—	2,500.00	13%	17,500.00	125.00
15-105	Underground, material	17,000.00	3,400.00	—	—	3,400.00	20%	13,600.00	170.00
15-106	Above ground, labor	42,500.00	—	—	—	—		42,500.00	
15-107	Above ground, material	41,000.00	8,200.00	—	—	8,200.00	20%	32,800.00	410.00
15-108	Fixtures, labor	14,000.00	—	—	—	—		14,000.00	
15-109	Fixtures, material	42,000.00	—	—	—	—		42,000.00	
15-110	Insulation	8,000.00	—	—	—	—		8,000.00	
15-125	Sawcut and Remove Trenches for Plumbing	18,919.00	18,919.00	—	—	18,919.00	100%	—	945.95
15-300	Fire Sprinkler	53,000.00	—	—	—	—		53,000.00	
15-301	Cost increase, Fire Sprinkler	2,300.00	—	—	—	—		2,300.00	

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
	HVAC Contractor								
15-501	Indoor AHU	43,900.00	—	17,600	—	17,600.00	40%	26,300.00	880.00
15-502	Direct Digital Controls	137,400.00	5,894.00	9,000	—	14,894.00	11%	122,506.00	744.70
15-503	Air Flow Devices	23,300.00	7,425.00	15,875	—	23,300.00	100%	—	1,165.00
15-504	Ductwork	230,000.00	68,500.00	15,750	—	84,250.00	37%	145,750.00	4,212.50
15-505	Insulation	47,000.00	—	—	—	—		47,000.00	
15-506	Hydronic Piping	40,000.00	7,900.00	10,500	—	18,400.00	46%	21,600.00	920.00
15-507	Miscellaneous Items	18,000.00	3,625.00	1,700	—	5,325.00	30%	12,675.00	266.25
15-508	Labor	71,000.00	11,300.00	4,500	—	15,800.00	22%	55,200.00	790.00
15-509	Ancillary Items	5,000.00	1,200.00	—	—	1,200.00	24%	3,800.00	60.00
15-510	VAV Boxes	13,400.00	—	13,400	—	13,400.00	100%	—	670.00
15-991	Test & Balance	19,000.00	—	—	—	—		19,000.00	
	Electric Contractor								
16-100	Submittals	5,500.00	5,500.00	—	—	5,500.00	100%	—	275.00
16-101	Fixtures / lamps, material	103,734.00	—	—	932	932.00	1%	102,802.00	46.60
16-102	Fixtures / lamps, labor	9,256.00	—	—	—	—		9,256.00	
16-103	Panels / gear, material	63,537.00	—	—	18,907	18,907.00	30%	44,630.00	945.35
16-104	Panels / gear, labor	14,722.00	—	—	—	—		14,722.00	
16-105	Branch conduit / wire, material	87,415.00	25,378.00	16,386	—	41,764.00	48%	45,651.00	2,088.20
16-106	Branch conduit / wire, labor	84,702.00	11,390.00	13,658	—	25,048.00	30%	59,654.00	1,252.40
16-107	Feeder conduit / wire, material	82,017.00	—	31,526	—	31,526.00	38%	50,491.00	1,576.30
16-108	Feeder conduit / wire, labor	9,781.00	—	2,374	—	2,374.00	24%	7,407.00	118.70
16-109	Trim out, material	10,700.00	—	—	—	—		10,700.00	
16-110	Trim out, labor	7,389.00	—	—	—	—		7,389.00	
16-111	Generator	220,631.00	—	220,631	—	220,631.00	100%	—	11,031.55
16-112	Temporary	5,634.00	3,758.00	901	—	4,659.00	83%	975.00	232.95
16-113	Demolition	34,312.00	33,240.00	—	—	33,240.00	97%	1,072.00	1,662.00
16-114	Systems	33,170.00	663.00	10,283	—	10,946.00	33%	22,224.00	547.30
16-115	Rental	4,500.00	1,000.00	910	—	1,910.00	42%	2,590.00	95.50

Remodel Administration Bldg

Job # 12-561

Retainage: 5%

Application No.: Five

Application Date: 3/31/2014

Period From: 3/1/2014

To: 3/31/2014

Item No.	Description Of The Work	Scheduled Value	Work Completed Previous	Work Completed This Period	Stored Materials	Total Amount	Percent Complete	Balance To Finish	Retainage
	Allowances								
BF-001	Betterment Fund	14,000.00	—	14,000	—	14,000.00	100%	—	700.00
BF-002	Signage	6,000.00	—	6,000	—	6,000.00	100%	—	300.00
BF-003	Door Hardware	70,000.00	—	70,000	—	70,000.00	100%	—	3,500.00
BF-004	HVAC	1,000.00	—	—	—	—		1,000.00	
BF-005	Plumbing	2,000.00	—	1,921	—	1,921.00	96%	79.00	96.05
BF-006	Electrical	8,000.00	—	7,457	—	7,457.00	93%	543.00	372.85
BF-999	4 tons Structural Steel Allowance	14,000.00	—	11,195	—	11,195.00	80%	2,805.00	559.75
	Change Orders								
CO 01	Revisions to Floor Plans - Changes 1, 2, 3, & 4	71,055.00	—	45,988	—	45,988.00	65%	25,067.00	2,299.40
CO 01	Floor Plan Revisions Titled Changes 5 and 6	53,486.00	—	—	—	—		53,486.00	
CO 01	Replace thermal insulation above all ceilings at	2,350.00	—	—	—	—		2,350.00	
CO 01	Replace existing HVAC system isolation valves	7,381.00	—	—	—	—		7,381.00	
CO 01	Obtain and install door hardware	75,015.00	—	—	—	—		75,015.00	
CO 01	Remove and dispose existing sub-floor concre	3,600.00	—	—	—	—		3,600.00	
CO 01	Additional steel reinforcing at second floor addi	4,725.00	—	—	—	—		4,725.00	
CO 01	Additional demolition and concrete floor patchi	2,870.00	—	—	—	—		2,870.00	
CO 01	New concrete footings at new structural steel c	3,600.00	—	—	—	—		3,600.00	
CO 01	Revised electrical panels	727.00	—	—	—	—		727.00	
CO 01	Re-work electrical service to fire suppressions	6,730.00	—	—	—	—		6,730.00	
CO 01	Aluminum Door Frames in lieu of Hollow Metal Door Frames	3,575.00	—	—	—	—		3,575.00	
	Reduce allowance:								
CO 01	Reduce Betterment Allowance	(14,000.00)	—	(14,000)	—	(14,000.00)	100%	—	(700.00)
CO 01	Reduce Hardware allowance	(70,000.00)	—	(70,000)	—	(70,000.00)	100%	—	(3,500.00)
CO 01	Reduce Signage allowance	(6,000.00)	—	(6,000)	—	(6,000.00)	100%	—	(300.00)
CO 01	Reduce Structural Steel Allowance	(11,195.00)	—	(11,195)	—	(11,195.00)	100%	—	(559.75)
CO 01	Reduce HVAC Allowance by	—	—	—	—	—		—	
CO 01	Reduce Plumbing Allowance by	(1,921.00)	—	(1,921)	—	(1,921.00)	100%	—	(96.05)
CO 01	Reduce Electrical Allowance	(7,457.00)	—	(7,457)	—	(7,457.00)	100%	—	(372.85)
	Contract sum	3,499,761.00	733,288.00	508,189.00	19,839.00	1,261,316.00	36%	2,238,445.00	63,065.80

FW: Hidalgo County Old Administration Building: 1st & 2nd Floor Remodel: Change Order 1 (DRAFT)

From : jrodriguez <jrodriguez@prodigycompany.com> Fri, Apr 04, 2014 12:05 PM

Sender : jrodriguez <jrodriguez@prodigycompany.com> 3 attachments

Subject : FW: Hidalgo County Old Administration Building: 1st & 2nd Floor Remodel: Change Order 1 (DRAFT)

To : 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>

Cc : Tim Mickunas <TimM@DWilsonConstruction.com>, Estanislado Ramos <stan.ramos@co.hidalgo.tx.us>, apalacios@prodigycompany.com, Elvira Avila <eavila@prodigycompany.com>, billw@dwilsonconstruction.com, glinda pacheco <glinda.pacheco@co.hidalgo.tx.us>, edo@agadc.com, jessica ortega <jessica.ortega@co.hidalgo.tx.us>, martha salazar <martha.salazar@co.hidalgo.tx.us>

Rocio,

I have reviewed the Contractor's Application for Payment #5 and find it to be correct. Prodigy Construction Management approves this application for payment for Agenda and processing.

Thank you,

Jesus "Jesse" Rodriguez, Project Manager
PRODIGY CONSTRUCTION MANAGEMENT
1335 E. Jasmine Ave.
McAllen, Texas 78501
Ph. 956-800-1122, Fax. 956-664-1832

Prodigy
Construction Management LLC

www.prodigycompany.com

S.B.A. 8A Certified/TXDOT Certified/HUB Certified/DBE Certified/ESBE/HABE/MBE/SBE/HVAC Licensed

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From: Tim Mickunas [mailto:timm@dwilsonconstruction.com]
Sent: Friday, April 04, 2014 11:22 AM
To: 'Rocio Villarreal'
Cc: 'Alex Palacios'; 'Stan Ramos'; 'Bill Wilson'; 'Jesse Rodriguez'; 'Glinda Pacheco'; 'Jessica N. Ortega'; 'martha salazar'; 'Eduardo Alcocer'
Subject: RE: Hidalgo County Old Administration Building: 1st & 2nd Floor Remodel: Change Order 1 (DRAFT)

AI-43820 **Purchasing Department 21. B. 1.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Comm. A. C. Cuellar, Pct. #1 **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to purchase One (1) New 2015 Cat Model CT660 Brush Truck with standard equipment through Hidalgo County's membership/participation with National Joint Powers Alliance (NJPA) awarded Contract #060311-CAT in the amount of $123,616.26 through assigned requisition #254466.

BACKGROUND

Verification, validation and confirmation is in the process by the Precinct including the Purchasing Department.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 1303-431-00-121-041-0-742

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

BUDGETARY IMPACT:

Attachments

Supporting documentation

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/03/2014 10:37 AM
Budget & Management	Debbie Tamez	04/03/2014 12:19 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Vangie Garcia Started On: 03/27/2014 12:24 PM

Final Approval Date: 04/04/2014

HOLT® TRUCK CENTER

1320 South 25th Street
Edinburg, TX 78539
(956) 289-7600
Fax (956) 383-6819

March 20, 2014
Governmental Contract Initiative (GOV-11-NJPA) with the National Joint Powers Alliance Contract – 060311-CAT.

Hidalgo County PCT #1
Raul Lozano
1902 Joe Stephens, Suite 101
Weslaco, TX 78596

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

ONE (1) New 2015 Cat Model CT660 Brush Truck with standard equipment in addition to the additional specifications listed in the attached detailed truck proposal.

NJPA Pricing

BASE MODEL	PART#	LIST PRICE
CT660	Tractor	$134,811.38
OPTIONS		
Optional Truck Attachments		$ 9,011.66
Sub-Total		$143,823.04
*NJPA Member Discount 23%		($33,079.30)
Holt Competitive Allowance Discount 9.9%		($14,238.48)
Truck Price with Discounts Applied		$96,505.26
CUSTOMER NON-DISCOUNTABLE ITEMS		
Freight		$ 2,125.00
Emission Charge and Labels		$ 8,000.00
		$
OX Body 22' Trash Body		$ 16,986.00
Sale Price Per Truck		$123,616.26
TOTAL SALE PRICE FOR (1) TRUCK		$123,616.26

Mark Brunnemann
Sales Representative
Direct (956) 289-7636
Cell (956) 330-0630
Mark.Brunnemann@holtcat.com

HOLT CAT Truck Center
1320 South 25th Street
Edinburg, TX 78539
956-289-7600

Customer Proposal Letter

March 20, 2014

Thank you for the opportunity to earn your business.
We look forward to working with you on your future business needs.
Please accept the following proposal.

CUSTOMER: Hidalgo County PCT #1
ADDRESS: 1902 Joe Stephens, Suite 101
CITY, STATE, ZIP Weslaco, TX 78596

NJPA CONTRACT#
060311-CAT

CONTACT: Raul Lozano
PHONE: 956-968-8733
FAX:

VEHICLE BUYER'S ORDER

Make CAT Model CT660 Year 2015 Stock Number TBD

Vin # TBD

To be delivered on or about 14-16 Weeks Upon Receipt of PO

ADDITIONAL VEHICLE & ACCESSORIES DESCRIPTION: Cat CT660 with OX Body 22' Trash Body

Quantity	1	
Truck Price Per Unit	$106,630.26	$106,630.26
Trash Body 20'	$16,986.00	$16,986.00
12% F.E.T. (Factory & Dealer Paid)	N/A	N/A
Net Sales Price	$123,616.26	$123,616.26
Optional Extended Warranty(ies)		
6.25% State Sales Tax		
License, License Transfer, Registration Fee		
Documentary Fee		
1% Emissions Fee		
Administration Fee		
.0024170% Vehicle Inventory Tax		
Additional Taxes		
Out of State Vehicle Fee		
Total Sales Price	$123,616.26	$123,616.26

Trade Allowance *

*** See DISCLAIMER below**

Sales Representative _____ signature — Mark Brunnemann printed name

Purchaser _____ signature — _____ printed name

_____ title — _____ date

Quote good until 30 days

NOTES:	Truck to include a Ox Body 22' Trash Body

DISCLAIMER: Any order based on this Proposal subject to Customer executing Dealer's standard for Retail Purchase Order Incorporating above terms. Any documentary fees, state tax, title registration and license fees subject to adjustment and change. Actual F.E.T. to be paid by Dealer, subject to adjustment. Any F.E.T. variance will be responsibility of Dealer. Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If Quoted Vehicle(s) not currently in Dealers stock, Dealer reserves right to change Quotation Total to reflect any price increases from Manufacturer. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer is not obligated to retain any specific vehicles in stock or maintain any specific inventory level. Deale shall not be obligated to fulfill Proposal in event quoted vehicle(s) not in stock or available within requested delivery schedule at time Proposal accepted. Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s), where such inability or delay is due, in whole or in part, to any cause beyond the reasonable control of Dealer or is without the gross negligence or intended misconduct of Dealer. Above listed Trade Value based upon current appraisal of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or mileage of Trade Vehicle(s) between date of current appraisal and acceptance of this Proposal by Customer.

TRUCK BODIES & EQUIPMENT INTERNATIONAL, Inc.
Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Hardee

TBEI - Ox Bodies
719 Columbus Street East
PO Box 886
Fayette AL 35555
800-844-2519

Taken By: Robert Fowler

Quote Response Form

End User: UNKNOWN
Customer: 104731
MARK BRUNNEMMAN
HOLT TRUCK CENTERS
1320 SOUTH 25TH STREET
EDINBURG TX 78539

Phone: 210-648-1111
Fax: 956-383-6819

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
FA00050158	Net 30 Days	3/17/2014	4/16/2014	HOWARD, CHIP	USD

UM	Quantity	Item		Unit Price	Extended Price
EA	1.000	1714651	TRASH BODY 22' 5500DA INSTALL	14,256.00	14,256.00

Body Style: Trash Body
Installed: Yes
Body Length: 22
Frame Style: 2 X 8 RT W/1.5 X 3 RT X-MEM 12" CL
Side Type: Fixed
Side Height: 48"
Side Material: 10 Gauge - Solid
Side Pockets: None
Board Holder Height: None
Rear Height: 48"
Tailgate Type: Open at Center
Tailgate Operation: Manual
Tailgate Material: 10 Gauge
Floor Material: 3/16" Plate
Cab Guard: 10 Gauge, W/Window covered with X Metal - Standard
Cab Sheild: None-Standard
Cabshield Projection: 24"
Tarp Style: Manual W/Arms
Side Light Cutouts: Lower Front & Middle

STEEL CAB GUARD WITH WINDOW.

Cab Height Not Available
Window Center Not Available
Hydraulic Tank: W/HOIST
Rear Hinge: Standard - Removable Pin
Hoist: 5500 DA Crysteel Stingray
Paint: Black
Control Tower: 1248923 AS/CS MT
Pump: W/HOIST
PTO: 1265632-Manual Transmission, Double Gear
Side Boards: None
OD: 96" (95" X-MEM)
Mud Flaps: 1266937-36" Mud Flaps Anti Sail W/Gravel Guard W/Lighted Tag Bracket
Back Up Alarm: 1248915-Back-Up Alarm
Light Kit: LIGHT KIT TRASH 22LG GENERIC INSTALL
Bumper: ICC
Truck Model: CAT
Yardage: 1-1

TRUCK BODIES & EQUIPMENT INTERNATIONAL, Inc.
Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Hardee

TBEI - Ox Bodies
719 Columbus Street East
PO Box 886
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Quote Response Form

End User: UNKNOWN
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EDINBURG TX 78539

Phone: 210-648-1111
Fax: 956-383-6819

Taken By: Robert Fowler

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
FA00050158	Net 30 Days	3/17/2014	4/16/2014	HOWARD, CHIP	USD

UM	Quantity	Item		Unit Price	Extended Price
*					
EA	1.000	1714652	SEMI AUTO TARP KIT AL MESH 22FT R	870.00	870.00

Requested 01/14/14

Gross Sales:	15,126.00
Total Discounts:	0.00
Sale Amount:	15,126.00
Freight:	1,860.00
Sales Tax:	0.00
FET Charges:	0.00
Total Amount:	16,986.00

CT660S SBA 6x4

Sales Proposal For:

Hidalgo County PCT 1 - Brush Truck

Presented By:

HOLT TEXAS LTD.

Prepared For:
Hidalgo County PCT 1 - Brush Truck
,
Reference ID: Manual Transmis

Presented By:
HOLT TEXAS LTD.
Mark Brunnemann
3302 S W W WHITE RD
SAN ANTONIO TX 78222 - 4843
(210)648-8343

We are pleased to have the opportunity to offer the following proposal for the application you requested.

Model Profile
2015 CT660S SBA 6x4 (CF7AA)

APPLICATION:	Construction Dump
MISSION:	Requested GVWR: 54000. Calc. GVWR: 54600 Calc. Start / Grade Ability: 32.60% / 2.57% @ 55 MPH Calc. Geared Speed: 84.4 MPH
FUEL ECONOMY:	7.77 MPG @ 55 MPH
DIMENSION:	Wheelbase: 244.00, CA: 182.00, Axle to Frame: 65.00
ENGINE, DIESEL:	{CT 13} EPA 10, SCR, 390 HP @ 1700 RPM, 1450 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 390 Peak HP (Max)
TRANSMISSION, MANUAL:	{Fuller FRO-14210C} 10-Speed Manual, With Overdrive, With Air Shift
CLUTCH:	{Eaton Fuller Easy-Pedal Advantage} Manual Adjust, Two-Plate, Cast Angle Spring; Ceramic, 15.5" Diameter, 7-Spring Damper, Mechanical Pull-Type Control, 1700 lb-ft Torque Capacity
AXLE, FRONT NON-DRIVING:	{Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity
AXLE, REAR, TANDEM:	{Meritor MT-40-14X-4DFR-P} Single Reduction, 0.433"(11mm) Wall Housing Thickness, 40,000-lb Capacity, R Wheel Ends, With Lube Oil Pump Gear Ratio: 4.11
CAB:	Conventional
TIRE, FRONT:	(2) 12R22.5 HSC1 (CONTINENTAL) 482 rev/mile, load range H, 16 ply
TIRE, REAR:	(8) 11R22.5 HDR2 (CONTINENTAL) 491 rev/mile, load range G, 14 ply
SUSPENSION, REAR, TANDEM:	{Hendrickson RT-403} Walking Beam Type 54" Axle Spacing; 40,000-lb Capacity With Rubber Center Bushings
PAINT:	Cab schematic 100KT Location 1: 9219, Winter White (Std) Chassis schematic N/A

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
CF7AA00	Base Chassis, Model CT660S SBA 6x4 with 244.00 Wheelbase, 182.00 CA, and 65.00 Axle to Frame.	$134,811.38
1570	TOW HOOK, FRONT (2) Frame Mounted	$372.38
1652	CROSSMEMBER, REAR Relocated to End of Frame	$234.14
1CDH	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 12.250" x 3.380" x 0.375" (304.8mm x 85.6mm x 9.5mm); 543.0" (13793mm) Maximum OAL	$0.00
1LBC	BUMPER, FRONT Multi-piece Stainless Steel Includes : FOG LIGHT OPENING (2) and with Rectangular Hole for Step	$0.00
1WVT	WHEELBASE RANGE 230" (585cm) Through and Including 285" (725cm)	$1,090.23
2ASM	AXLE, FRONT NON-DRIVING {Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity	$1,099.08
3ACP	SUSPENSION, FRONT, SPRING Multileaf, Shackle Type; 16,000-lb Capacity; Less Shock Absorbers Includes : SPRING PINS Threaded	$16.34
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications Includes : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : DUST SHIELDS, FRONT BRAKE : DUST SHIELDS, REAR BRAKE : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : INVERSION VALVE Bendix SR-1 and Double Check Valve : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE Bendix On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SLACK ADJUSTERS, FRONT Automatic : SLACK ADJUSTERS, REAR Automatic : SWITCH, AUXILIARY Interrupter for Cab Clearance/Marker Lights (Blinks Lights with Headlight Switch in "ON" Position); Instrument Panel Mounted Notes : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.	$0.00
4732	DRAIN VALVE {Berg} Manual; With Pull Chain, for Air Tank Includes : DRAIN VALVE Mounted in Wet Tank	$0.00
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)	$0.00
4EBS	AIR DRYER {Bendix AD-9} With Heater Includes : AIR DRYER LOCATION Inside Left Rail, Back of Cab	$0.00
4ESX	BRAKE CHAMBERS, FRONT AXLE {Haldex} 20 SqIn	$0.00

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
4EVL	BRAKE CHAMBERS, REAR AXLE {Haldex GC3030LHDHO} 30/30 Spring Brake	$0.00
4JCJ	BRAKES, FRONT, AIR CAM S-Cam; 16.5" x 5.0"; Includes 20 Sq. In. Long Stroke Brake Chambers	$0.00
4NDB	BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake	$0.00
4SPM	AIR COMPRESSOR {Bendix BA-921 Head Unload} 15.9 CFM Capacity, Single Cylinder	$0.00
5710	STEERING COLUMN Tilting and Telescoping	$0.00
5PTB	STEERING GEAR (2) {Sheppard M-100/M-80} Dual Power	$1,047.23
5WBH	STEERING WHEEL {Caterpillar} 2-Spoke, 18" Diam., Dark Neutral, Leather Wrapped	$0.00
7BJU	EXHAUST SYSTEM Switchback Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab; Includes Single Vertical Tail Pipe & Guard, Right Side, Cab Mounted	$0.00
7WBA	TAIL PIPE (1) Turnback Type, Bright, for Single Exhaust	$84.21
7WBS	MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	$119.15
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment Includes : BATTERY BOX Aluminum : CIGAR LIGHTER Includes Ash Cup, Center Console Mounted : FUSES, ELECTRICAL SAE Blade-Type : HAZARD SWITCH Integral with Turn Signal Switch : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : HEADLIGHTS (2) Composite with Halogen Projector Beam : HORN, AIR Single, Chrome : HORN, ELECTRIC Single : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : READING LIGHT, CAB (2) with Individual Switches; One Above Each Door : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL FLASHER : TURN SIGNAL SWITCH Manual Cancelling with Lane Change Feature : TURN SIGNALS, FRONT Includes Integral Reflectors and Side Marker Lights; Fender Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature, Steering Column Mounted : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered	$0.00
8653	HORN, AIR Single, Located Under Cab	$0.00
8718	POWER SOURCE Cigar Type Receptacle without Plug and Cord	$0.00
8GGN	ALTERNATOR {Bosch LH160} Brush Type, 12 Volt 160 Amp. Capacity, Pad Mount	$0.00
8MMJ	BATTERY SYSTEM {Caterpillar} (3) 12 Volt 2130CCA Total	$0.00
8RMD	RADIO AM/FM/WB/Clock/3MM Auxiliary Input, with Multiple Speakers	$329.67
8RMG	ANTENNA BASE (2) Single Function, (1) for CB and (1) for Entertainment Radio, Without Splitter, Separate Lead-Ins, With CB Antenna Mounted on Left Mirror and AM/FM Antenna Mounted on Right Mirror	$0.00
8VUK	BATTERY BOX Aluminum With Plastic Cover, 18" Wide, 2, 3, or 4 Battery Capacity, Mounted Right Side Back of Cab	$0.00

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
8WCK	POWER SOURCE, TERMINAL TYPE 2-Post	$0.00
8WEZ	TURN SIGNAL SWITCH Self-Canceling	$0.00
8WNH	RUNNING LIGHT (2) Daytime	$0.00
8WXG	STARTING MOTOR {Mitsubishi Electric Automotive America 105P} 12-Volt, with Soft-Start	$0.00
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses	$88.69
9ASE	FRONT END Tilting Composite	$0.00
	Includes : GRILLE SURROUND Brushed Stainless Steel	
9HAN	INSULATION, UNDER HOOD for Sound Abatement	$143.62
9HBN	INSULATION, SPLASH PANELS for Sound Abatement	$65.36
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	$0.00
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	$0.00
11MGZ	CLUTCH {Eaton Fuller Easy-Pedal Advantage} Manual Adjust, Two-Plate, Cast Angle Spring; Ceramic, 15.5" Diameter, 7-Spring Damper, Mechanical Pull-Type Control, 1700 lb-ft Torque Capacity	$0.00
	Includes : CLUTCH RELEASE BEARING Greasable	
12KXN	ENGINE, DIESEL {CT 13} EPA 10, SCR, 390 HP @ 1700 RPM, 1450 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 390 Peak HP (Max)	$200.67
12THT	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed With Residual Torque Device for Disengaged Fan Speed	$0.00
12UBH	RADIATOR Aluminum; Welded, Front to Back Down Flow System, 1564 Sqln, 1572 Sqln Dual CAC, 1293 Sqln 3 Core LTR	$0.00
12UNJ	FEDERAL EMISSIONS EPA, OBD and GHG Certified for Calendar Year 2014; CT13 Engines	$8,000.00
12VBT	AIR CLEANER Single Element, Heavy Duty	$0.00
12WBR	FAN OVERRIDE Manual; With Electric Switch on Instrument Panel, (Fan On With Switch On)	$28.06
12WCX	HOSE CLAMPS, RADIATOR HOSES {Gates} Shrink Band Type	$0.00
12WEG	COLD STARTING EQUIPMENT Automatic; With Engine ECM Control	$0.00
12WTA	FAN DRIVE SPECIAL EFFECTS Fan Cooling Ring with Fan Shroud Effects, Engine Mounted	$0.00
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Idle Regulations	$0.00
13GHL	TRANSMISSION, MANUAL {Fuller FRO-14210C} 10-Speed Manual, With Overdrive, With Air Shift	$544.67
	Includes : CLUTCH BRAKE Torque Limiting : FILL PLUG, MAGNETIC	

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
13WAP	TRANSMISSION LUBE PUMP for International, Fuller, Meritor or Spicer Transmissions; USE ONLY WHEN PUMP IS NOT INCLUDED STANDARD IN TRANSMISSION	$278.64
13WGJ	OIL COOLER,MANUAL TRANSMISSION Water to Oil Type Included in Radiator End Tank (REQUIRES TRANSMISSION LUBE PUMP)	$211.88
13WLB	TRANSMISSION OIL {EmGard 50W} Synthetic; 22 thru 33.99 Pints	$101.23
13WVD	PTO CONTROL, DASH MOUNTED For Customer Provided PTO; Includes Control Valve, Piping and Wiring, Wired for PTO	$53.75
14862	PDL WARNING BUZZER Power Divider Lock	$26.88
14GVU	AXLE, REAR, TANDEM {Meritor MT-40-14X-4DFR-P} Single Reduction, 0.433"(11mm) Wall Housing Thickness, 40,000-lb Capacity, R Wheel Ends, With Lube Oil Pump . Gear Ratio: 4.11 Includes : POWER DIVIDER LOCK Air Operated, Cab Control with Indicator Light in Cluster : REAR AXLE DRAIN PLUG (2) Magnetic, For Tandem Rear Axle	$0.00
14UHD	SUSPENSION, REAR, TANDEM {Hendrickson RT-403} Walking Beam Type 54" Axle Spacing; 40,000-lb Capacity With Rubber Center Bushings Includes : CROSSMEMBER, SUSPENSION 5-Piece Notes : The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.	($311.54)
14WAL	SUSPENSION/REAR-AXLE IDENTITY for Meritor Tandem Rear Axles With Bar-Pin Beam Attachment Type Suspensions	$171.10
14WLD	AXLE, REAR, LUBE {EmGard 75W-90} Synthetic Oil; 50 thru 64.99 Pints	$153.94
15DYP	DEF TANK 9.5 U.S. Gal. 36.0L Capacity, Frame Mounted Outside Left Rail, Under Cab	$0.00
15LKU	FUEL/WATER SEPARATOR {Racor} Fuel Pre-Filter and Filter Base, Includes Water-In-Fuel Sensor	$0.00
15SHC	FUEL TANK Non-Polished Aluminum, 24" Diam., 100 U.S. Gal., 378 L Capacity Left Side, Under Cab.	$237.40
16031	CAB Conventional Includes : COAT HOOK, CAB Located on Rear Wall, Behind Passenger Seat : CONSOLE, CENTER Plastic, Driver Convenience with a Cup and Change Holder, Ash Tray and Lower Storage Area : DOME LIGHT, CAB (2) Driver and Passenger Dome Lights with Individual Switches, in Headliner : DOOR CHECK STRAP (2) One Each Door : GLASS, ALL WINDOWS Tinted : GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side : GRAB HANDLE, EXTERIOR (2) Mounted Behind Driver and Passenger Doors : INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color : SKIN Riveted : STEP (4) Two Steps Per Door	$0.00
16HBA	GAUGE CLUSTER English With English Electronic Speedometer	$0.00

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
16HGL	GAUGE, OIL TEMP, REAR AXLE	$85.14
16JPC	SEAT, DRIVER {National 2000 Model 295} Air Suspension, Intermediate Back, All Vinyl, 2 Arm Rests, Isolator, 7" Adjuster, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, 3 Position Rear Cushion, 2-15 Degree Back Angle Adjust, Vinyl Suspension Cover	$0.00
16RAC	SEAT, PASSENGER {National 2000 Model 292} Non Suspension, Intermediate Back, All Vinyl, 11 Degree Back Angle Adjustment	$484.65
16SKT	MIRRORS (2) {Lang Mekra} Aero; Rectangular, 7.09" x 15.75" & Integral Convex Both Sides, 102" Inside Spacing, Breakaway Type, Heated Heads Thermostat Controlled, Amber Lens Clearance Light LED, Turn Signals, Black Painted Finish Heads, Brackets & Arms	$4.30
16VRT	HEATER, ENHANCED CIRCULATION {Bergstrom} Control, for Extreme Cold Weather Climates	$0.00
16VTH	CAB INTERIOR TRIM Premium Level; for Caterpillar, Day Cab Includes : "A" PILLAR COVER Molded Plastic : CAB INTERIOR TRIM PANELS Vinyl : CONSOLE, OVERHEAD Molded Plastic with Three Storage Pockets; One with Strap for CB Radio Mounting; Two with Netting, Courtesy Lights with Switches : COURTESY LIGHT (2) Driver and Passenger Door Mounted : DOOR TRIM PANELS Vinyl Upper with Power Locks and Windows, Upper and Lower Grab Handles, Both Sides : FLOOR COVERING Rubber, Black : HEADLINER Soft Padded Vinyl : HEATER BOX Metal, Painted Black : INSTRUMENT PANEL TRIM Vinyl : MIRROR, CONVEX, LOOK DOWN Black Finish; 6" x 10-1/4"; Located on Passenger Side : STORAGE POCKET, DOOR (2) Driver and Passenger Door : SUN VISOR (2) Vinyl with Molded Toll Ticket Retainer	$0.00
16VZA	WINDOW, REAR 52.25" Wide	$0.00
16WAK	WINDOW, POWER (2) in Left and Right Doors	$0.00
16WJG	CAB DOOR LOCKS Power	$0.00
16WKB	AIR CONDITIONER {International Blend-Air} With Integral Heater & Defroster	$0.00
16WKR	WINDSHIELD Single Piece	$0.00
16WLD	CAB REAR SUSPENSION {Link Z9079D1} Dual Frame Mounted Cab Rear Air Suspension; Includes Special Crossmember Assembly	$0.00
16XWD	SUNSHADE, EXTERIOR Aerodynamic, Painted Roof Color; Includes Integral Clearance/ Marker Lights	$0.00
16ZDU	GRAB HANDLE Exterior; Towel Bar Type In Lieu Of Non-Bright Grab Handles; for use with Cab or Cab/Sleeper Non-Bright Access, Without Frame Access or Chassis Skirts	$29.03
27DMD	WHEELS, FRONT DISC; 22.5" Painted Steel, 2 Hand Hole, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Aluminum Hubs	$210.70
28DMD	WHEELS, REAR DUAL DISC; 22.5" Painted Steel, 2 Hand Hole, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Aluminum Hubs.	$502.24
29WLA	WHEEL BEARING, FRONT, LUBE {EmGard 50W} Synthetic Oil	$21.50
7372135423	(8) TIRE, REAR 11R22.5 HDR2 (CONTINENTAL) 491 rev/mile, load range G, 14 ply	$810.96
7382155419	(2) TIRE, FRONT 12R22.5 HSC1 (CONTINENTAL) 482 rev/mile, load range H, 16 ply	$476.36

2015 CT660S SBA 6x4 (CF7AA)

Code	Description	List (US DOLLAR)
	Total of Product Features	$151,823.04
	Total List Price Including Options:	$151,823.04

2015 CT660S SBA 6x4 (CF7AA)
ENGINE, DIESEL (0012KXN)
ATTACHMENTS: 0016HBA (GAUGE CLUSTER) 0015LKU (FUEL/WATER SEPARATOR) 0012WEG (COLD STARTING EQUIPMENT) 0012THT (FAN DRIVE)

Parameter	Value	UOM
Max Accelerator Vehicle Speed:7902	75	MPH
Vehicle Speed Limiter Override:7911	0, DISABLE FEATURE OR FUNCTION	N/A
VSLO Speed Increment:7912	10	MPH
VSLO Maximum Activation Time:7914	30	MIN
VSLO Time Interval to Reset:7915	8.0	HOURS
VSLO Time Duration Source:7934	1, INTERVAL BASED ON REAL TIME CLOCK	N/A
Progressive Shift Enable:7744	0, DISABLE FEATURE OR FUNCTION	N/A
Low Gear Ratio Break Point:7742	5.825000	N/A
High Gear Ratio Break Point:7743	1.643500000	N/A
Low Gear Engine Speed Limit:7738	1550.0	RPM
High Gear Engine Speed Limit:7739	1600.0	RPM
Low Gear Engine Speed Range:7740	200.0	RPM
High Gear Engine Speed Range:7741	200.0	RPM
Min Gear Ratio for ProShift:7755	0.50	N/A
Gear Down Protection Enable:7714	0, DISABLE FEATURE OR FUNCTION	N/A
Top Gr Minus 2 Light Ld VS Lim:7715	33	MPH
Top Gr Minus 1 Light Ld VS Lim:7716	44	MPH
Top Gr Minus 2 Heavy Ld VS Lim:7735	36	MPH
Top Gr Minus 1 Heavy Ld VS Lim:7736	49	MPH
Driver Reward Enable:7918	0, DISABLE FEATURE OR FUNCTION	N/A
Driver Reward Mode:7930	2, BOTH ACCELERATOR AND CRUISE VEHICLE SPEED LIMIT INCREASE	N/A
Driver Reward Performance Crit:7925	0, FUEL ECONOMY BASED REWARD SYSEM	N/A
Fuel Economy - Expected Level:7921	6.00	MPG
Fuel Economy - Good Level:7920	6.25	MPG
Fuel Economy - Excellent Level:7919	6.40	MPG
% Idle Time - Expected Level:7924	25	%
% Idle Time - Good Level:7923	18	%
% Idle Time - Excellent Level:7922	10	%
Driver Reward Ambient Temp H:7938	150.0	C
Driver Reward Ambient Temp L:7939	-40.0	C
VS Lim Increase - Expected Lvl:7926	0	MPH
VS Lim Increase - Good Lvl:7927	2	MPH
VS Lim Increase - Excel Lvl:7928	4	MPH
VS Lim Decrease - Penalty Lvl:7929	-2	MPH
Idle Engine Speed:8202	600.0	RPM
Idle Speed Adjustment Enable:8215	1, ENABLE FEATURE OR FUNCTION	N/A
Idle Spd Adjust - Max Eng Spd:8212	0.0	RPM
Idle Spd Adjust - Bump Step:8216	5.0	RPM
Idle Spd Adjust Ramp Rate:8211	25	RPM/SEC
Maximum Standstill Eng Speed:7753	2100.0	RPM
Idle Shutdown Mode:7400	0, DISABLE FEATURE OR FUNCTION	N/A
ISD Time w/Park Brk Released:7401	15.0	MIN
ISD Time w/Park Brake Set:7404	5.0	MIN
ISD Latched Driver Override En:7407	0, DISABLE FEATURE OR FUNCTION	N/A
ISD Ambient Temp Override En:7408	0, DISABLE FEATURE OR FUNCTION	N/A
ISD Int Amb Temp Enable:7405	0, DISABLE FEATURE OR FUNCTION	N/A
ISD Max Ambient Temp Override:7402	20.0	C
ISD Int Amb Temp Override:7406	15.0	C
ISD Min Ambient Temp Override:7403	5.0	C
ISD Max Engine Coolant Temp:7412	150.0	C
ISD Min Engine Coolant Temp:7413	16.0	C
ISD Idle Shutdown Max Eng Trq:7409	80	%
Cruise Control Enable:7600	1, ENABLE FEATURE OR FUNCTION	N/A

2015 CT660S SBA 6x4 (CF7AA)

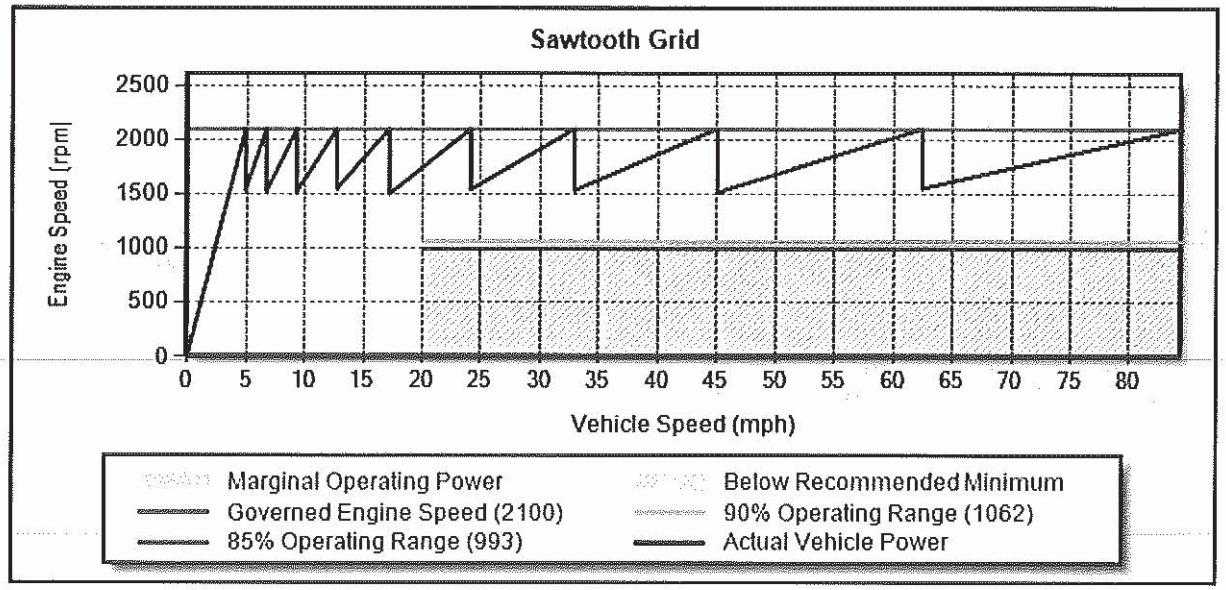
CC Max Vehicle Speed:7604	75	MPH
CC Min Vehicle Speed:7603	25.0000	MPH
AESC Control:7500	0, DISABLE FEATURE OR FUNCTION	N/A
AESC In-cab Mode:7502	2, VARIABLE ENGINE SPEED CONTROL SELECTED	N/A
AESC Min Engine Speed:7522	600.0	RPM
AESC Max Engine Speed:7508	1500.0	RPM
AESC Preset Engine Speed 1:7505	800.0	RPM
AESC Preset Engine Speed 2:7506	900.0	RPM
AESC Preset Engine Speed 3:7514	1000.0	RPM
AESC Preset Engine Speed 4:7515	1100.0	RPM
AESC Preset Engine Speed 5:7516	1200.0	RPM
AESC Preset Engine Speed 6:7517	1300.0	RPM
AESC Activate at Preset Speed:7528	0, NO PRESET PRESELECTION	N/A
AESC Ramp Up Rate:7507	100.00	RPM/SEC
AESC Ramp Down Rate:7524	100.00	RPM/SEC
AESC Bump Up/Down Step:7525	25.0	RPM
AESC In-cab Operator Interface:7503	0, NO (OFF) OR DISABLE	N/A
AESC Disable w/ Clutch Pedal:7510	1, ENABLE FEATURE OR FUNCTION	N/A
AESC Disable w/ Brake Pedal:7511	1, ENABLE FEATURE OR FUNCTION	N/A
AESC Accel Pedal Mode:7513	1, AESC OVERRIDDEN BY ACCELERATOR PEDAL	N/A
AESC Max Engine Load:7519	100.0000	%
AESC Control to Engine Load:7530	0, KICK OUT OF AESC ABOVE PROGRAMMED LIMIT	N/A
AESC Max Engine Load Time:7527	8	SEC
AESC Vehicle Speed Limit:7521	5.0000	MPH
AESC Max Mobile Veh Spd:7501	5	MPH
AESC Eng Spd Limit w/VSS Fault:7518	1500	RPM
AESC Force Fan On:9007	0, DISABLE FEATURE OR FUNCTION	N/A
AESC Park Brake Override:7534	1, ENABLE FEATURE OR FUNCTION	N/A
AESC Transfer Case Signal Mode:8910	0, DRIVELINE	N/A
AESC Splitshaft Veh SPD Dsply:9307	0, SPEED SENSOR LOCATED IN WHEEL RIM	N/A
AESC Remote Accel Pedal Enable:7504	0, DISABLE FEATURE OR FUNCTION	N/A
AESC Remote Accel Pedal Switch:8914	0, DISABLE FEATURE OR FUNCTION	N/A
AESC Accel Max Eng Spd Ovrd:7520	1900.0	RPM
Rem Accelerator Switch Input:9929	1, SAE J1939 MULTIPLEXED	N/A
Preset Remote AESC Input Type:9932	0, DISCRETE (HARDWIRED) INPUT	N/A
Variable Remote AESC Input:9933	0, DISCRETE (HARDWIRED) INPUT	N/A
Rem Accelerator Position Input:9935	1, SAE J1939 MULTIPLEXED	N/A
Engine Protection Mode:7700	2, TWO WAY SHUTDOWN (OIL PRES, WATER TEMP)	N/A
Powertrain Protection Enable:7722	0, DISABLE FEATURE OR FUNCTION	N/A
Highest Gear of Low Range:7718	2	N/A
Highest Gear Rat of Low Range:7745	6.00	N/A
Highest Gear of Int. Range:7748	4	N/A
Highest Gear Rat of Int. Range:7746	4.00	N/A
Highest Gear of High Range:7749	6	N/A
Highest Gear Rat of High Range:7747	2.00	N/A
Max Torque in Low Gear Range:7713	1450.0000	LB-FT
Max Torque in Int. Gear Range:7750	1450.0000	LB-FT
Max Torque in High Gear Range:7751	1450.0000	LB-FT
VSS Anti-Tamper Max Eng Speed:7901	1319.6	RPM
Auxilllary Shutdown Input Type:9931	0, DISCRETE (HARDWIRED) INPUT	N/A
Veh Speed Sensor Antitampering:7905	0, DISABLE FEATURE OR FUNCTION	N/A
Veh Overspd Threshold Level 1:7723	85.000000	MPH
Veh Overspd Threshold Level 2:7724	87.000000	MPH
Service Interval Enable	0, DISABLE FEATURE OR FUNCTION	N/A
Fuel Used Service Interval:9501	0	GALLONS
Engine Hour Service Interval:9502	0	HOURS
Veh Distance Service Interval:9503	0	MILES
Service Soon Percent to Notify:9507	90	%
Customer Unit Number:6605	0	N/A

2015 CT660S SBA 6x4 (CF7AA)

Hard Braking Incident Counter:8904	1, ENABLE FEATURE OR FUNCTION	N/A
Hard Braking Decel Threshold:8905	7.40	MPH/SEC
Vehicle Over-speed Indicator:7754	0, FEATURE OR FUNCTION IS DISABLED	N/A
Customer Password:8700	00000000	N/A

These Electronic Parameters have been successfully finalized

2015 CT660S SBA 6x4 (CF7AA)
ENGINE/TRANSMISSION MATCHING



Sawtooth Details

Gear	Trans Ratio	Upshift Power Avail Veh Spd (MPH)	Upshift Power Avail Eng Spd (RPM)	Govern Power Avail Veh Spd (MPH)	Govern Power Avail Eng Spd (RPM)	Peak Power Comparison Gear Step (%)	Peak Power Comparison 85% Range (%)	Peak Power Comparison 90% Range (%)	Warn Msg
1	12.69	0.0	0	4.9	2100	36.6	111	98	
2	9.29	4.9	1537	6.7	2100	37.6	111	98	
3	6.75	6.7	1526	9.3	2100	37.8	111	98	
4	4.90	9.3	1524	12.7	2100	35.4	111	98	
5	3.62	12.7	1551	17.2	2100	39.8	111	98	
6	2.59	17.2	1502	24.1	2100	36.3	111	98	
7	1.90	24.1	1541	32.9	2100	37.0	111	98	
8	1.39	32.9	1533	45.0	2100	38.7	111	98	
9	1.00	45.0	1514	62.4	2100	35.1	111	98	
10	0.74	62.4	1554	84.4	2100	0.0	111	98	

2015 CT660S SBA 6x4 (CF7AA)
STEADY STATE PERFORMANCE

Performance Results	Gear	Veh Spd (mph)	Eng Spd (rpm)	Fuel Econ (mpg)	Grade (%)	Notes
LEVEL ROAD MAXIMUM SPEED	10	81.4	2025	4.19	0.00	
HI GEAR SPEED @ RATED RPM	----	----	----	-----	-----	
55.0 MPH STEADY-STATE	10	55.0	1369	7.77	2.57	- Calculated Grade Ability/Fuel Economy

VEHICLE ORDER CODING ERRORS MAY RESULT IF THE "LEVEL ROAD MAX SPEED" VALUE EXCEEDS THE "HI GEAR SPEED @ RATED RPM" AND IS USED AS THE ENGINE PROGRAMMABLE VEHICLE SPEED LIMIT.

IF THE RESULTS CONTAIN " -----" , VEHICLE CANNOT ATTAIN THAT SPEED.

IF THE RESULTS CONTAIN "******", THE ENGINE USED DOES NOT HAVE A FUEL MAP. FUEL ECONOMY CANNOT BE PREDICTED.

Recommendations / General Information

IDLE FUEL RATE : 0.50 GALS/HR @ 600 RPM

Fuel Economy Route: Normal Route - City, Suburban, and Highway

Key Fuel Economy Information	City	Suburban	Highway	Notes
MILES PER GALLON	4.15	6.13	6.86	
AVERAGE MPH	18.61	39.52	54.57	
MISSION MINUTES	30.4	52.4	173.5	

IF THE RESULTS CONTAIN "******", THE ENGINE USED DOES NOT HAVE A FUEL MAP. FUEL ECONOMY CANNOT BE PREDICTED.

2015 CT660S SBA 6x4 (CF7AA)
GRADEABILITY PERFORMANCE

Grade Ability Table

Gear	Trans Ratio	Gear Step	Veh Spd (mph)	Eng Spd (rpm)	Whl Pwr (hp)	Grade (%)	Warn Msg	Start Grade (%)	Notes
1	12.69	36.6	1.9	800	107.5	42.60		32.60	- Calculated Start Ability
			2.3	1000	157.5	51.90	@		
			4.9	2100	285.0	43.10			
2	9.29	37.6	2.6	800	108.4	30.00		20.00	
			3.2	1000	215.2	51.90	@		
			4.9	1537	330.8	51.90	@		
			6.7	2100	287.2	30.30			
3	6.75	37.8	3.5	800	109.1	21.30		11.30	
			4.4	1000	249.8	42.00			
			6.7	1526	340.7	36.80			
			9.2	2100	288.9	21.50			
4	4.90	35.4	4.9	800	109.5	15.20		5.20	
			6.1	1000	250.9	29.20			
			9.2	1524	342.1	25.80			
			12.7	2100	289.9	15.30			
5	3.62	39.8	6.6	800	109.8	11.00		1.00	
			8.2	1000	251.7	21.10			
			12.7	1551	345.1	18.40			
			17.2	2100	290.5	11.00			
6	2.59	36.3	11.5	1000	252.2	14.70			
			17.2	1502	341.8	13.10			
			24.1	2100	290.8	7.60			
7	1.90	37.0	15.6	1000	252.4	10.50			
			24.1	1541	345.1	9.20			
			32.9	2100	290.6	5.20			
8	1.39	38.7	32.9	1533	344.3	6.30			
			45.0	2100	289.9	3.20			
9	1.00	35.1	45.0	1514	346.8	4.10			
			62.4	2100	291.8	1.40			
10	0.74	0.0	62.4	1554	342.0	2.00			
			73.8	1838	348.5	1.00			
			77.8	1938	330.8	0.50			
			81.4	2025	307.0	0.00			
			84.4	2100	283.6	-0.40			

STARTING / TOP GEAR PERFORMANCE

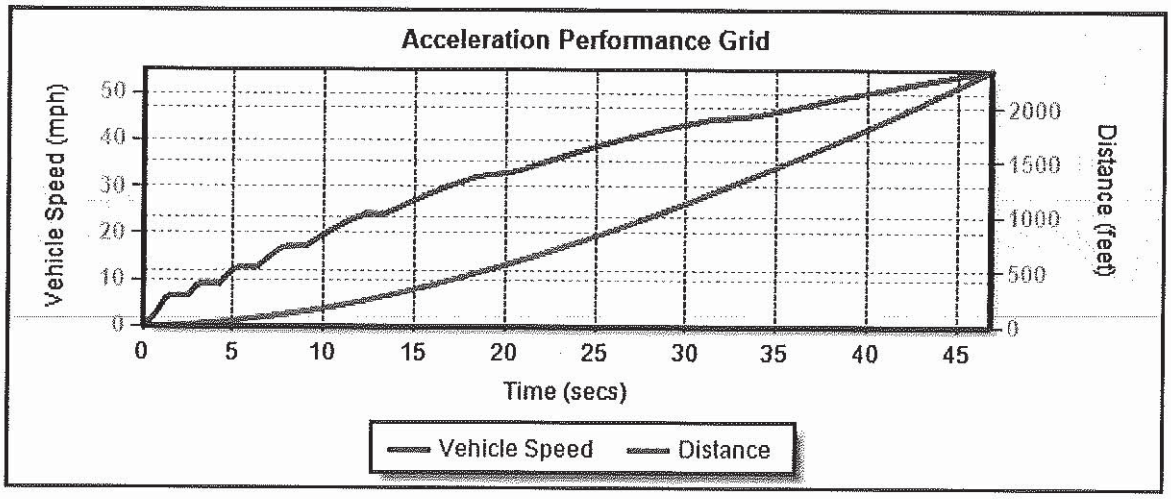
Gear	Trans Ratio	Gear Step	Veh Spd (mph)	Eng Spd (rpm)	Whl Pwr (hp)	Grade (%)	Warn Msg	Start Grade (%)	Notes
1	12.69	36.6	1.9		107.5	42.60		32.60	
2	9.29	37.6	2.6		108.4	30.00		20.00	
3	6.75	37.8	3.5		109.1	21.30		11.30	
4	4.90	35.4	4.9		109.5	15.20		5.20	
5	3.62	39.8	6.6		109.8	11.00		1.00	

@ - WHEELSLIP CAN OCCUR AT THE GRADE SHOWN. THE VEHICLE IS CAPABLE OF INCREASED GRADEABILITY IF MORE WEIGHT IS PLACED ON THE DRIVE AXLES.

SOME OF THE GEARS SHOWN MAY NOT BE USED IN THE ECONOMY SIMULATION.

2015 CT660S SBA 6x4 (CF7AA)
ACCELERATION PERFORMANCE RESULTS

Acceleration Performance Grid



Acceleration Performance: TIME TO ACCELERATE ON A 0.00% GRADE TO 55.0 (MPH) IS 46.89 (SECS)

Acceleration Performance Details

Gear	Time (secs)	Distance (feet)	Speed (mph)	Notes
2	0.27	0.2	1.0	
	0.55	0.8	2.0	
	0.76	1.6	3.0	
	0.92	2.4	4.0	
	1.08	3.5	5.0	
	1.26	4.9	6.0	
	1.53	7.5	6.7	
	2.53	17.2	6.6	
3	2.72	19.2	7.6	
	2.94	21.9	8.6	
	3.23	25.6	9.2	
	4.23	39.0	9.1	
4	4.45	42.3	10.1	
	4.70	46.1	11.1	
	4.99	51.0	12.1	
	5.29	56.5	12.7	
	6.29	75.1	12.6	
5	6.58	80.7	13.6	
	6.89	87.1	14.6	
	7.22	94.4	15.6	
	7.60	103.4	16.6	
	7.97	112.5	17.2	
	8.97	137.7	17.1	
6	9.35	147.6	18.1	
	9.75	158.5	19.1	
	10.17	170.4	20.1	
	10.61	183.7	21.1	
	11.08	198.7	22.1	
	11.61	216.1	23.1	
	12.21	237.0	24.1	
	12.24	238.0	24.1	
	13.24	273.2	23.9	

2015 CT660S SBA 6x4 (CF7AA)

Gear	Time (secs)	Distance (feet)	Speed (mph)	Notes
7	13.77	292.2	24.9	
	14.32	312.7	25.9	
	14.89	334.8	26.9	
	15.48	358.5	27.9	
	16.10	384.2	28.9	
	16.75	412.6	29.9	
	17.47	444.5	30.9	
	18.26	480.8	31.9	
	19.10	520.9	32.9	
	20.10	569.0	32.6	
8	20.86	605.8	33.6	
	21.64	644.8	34.6	
	22.44	686.1	35.6	
	23.26	729.7	36.6	
	24.11	776.0	37.6	
	24.99	824.9	38.6	
	25.90	877.4	39.6	
	26.87	934.3	40.6	
	27.90	996.6	41.6	
	29.02	1065.7	42.6	
	30.24	1142.9	43.6	
	31.58	1229.8	44.6	
	32.26	1274.4	45.0	
	33.26	1340.2	44.7	
9	34.41	1416.8	45.7	
	35.60	1497.3	46.7	
	36.82	1581.6	47.7	
	38.07	1670.2	48.7	
	39.36	1763.3	49.7	
	40.69	1861.2	50.7	
	42.06	1964.1	51.7	
	43.47	2072.4	52.7	
	44.93	2186.8	53.7	
	46.47	2308.8	54.7	
	46.89	2342.5	55.0	

2015 CT660S SBA 6x4 (CF7AA)
REQUIRED TCAPE INFORMATION

TCAPE Factors For Vehicle

Selected Rear Axle Gear Ratio(s):	4.11
Vehicle Vocation:	GENERAL ON HIGHWAY
Road Surface Type:	TYPICAL
Enroute PTO:	NO
Fuel Economy Route:	Normal Route - City, Suburban, and Highway
ID Wheel Slip Conditions:	Yes
Engine Fan Type:	VISCOUS
Parked PTO:	NO
Road Governor/Cruise Ctrl:	No
Acceleration Grade (%):	0.0
Alternator (A):	40
Frontal Area (FT2):	88
Acceleration Start Gear:	2
Air Compressor (HP):	2.20
Vehicle Height (IN):	132
Steering Gear (HP):	2.60
Air Conditioner (HP):	2.20
Weight on Drive Axle (LBF):	40000
Acceleration Vehicle Spd (MPH):	55.0
Speed Limit on Route (MPH):	61.0
Vehicle Width (IN):	96
Relative Drag Coefficient:	105
TIRE, FRONT	2 - RADIAL NORMAL
TIRE, REAR	8 - RADIAL NORMAL

Components

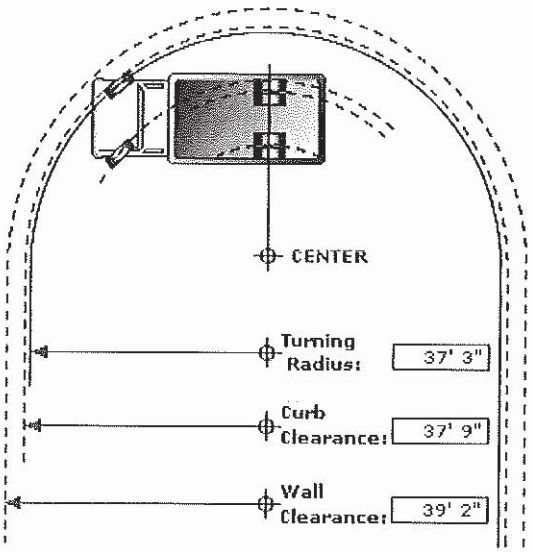
0002ASM	AXLE, FRONT NON-DRIVING {Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity
0004SPM	AIR COMPRESSOR {Bendix BA-921 Head Unload} 15.9 CFM Capacity, Single Cylinder
0005PTB	STEERING GEAR (2) {Sheppard M-100/M-80} Dual Power
0008GGN	ALTERNATOR {Bosch LH160} Brush Type, 12 Volt 160 Amp. Capacity, Pad Mount
0012KXN	ENGINE, DIESEL {CT 13} EPA 10, SCR, 390 HP @ 1700 RPM, 1450 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 390 Peak HP (Max)
0012THT	FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed With Residual Torque Device for Disengaged Fan Speed
0013GHL	TRANSMISSION, MANUAL {Fuller FRO-14210C} 10-Speed Manual, With Overdrive, With Air Shift
0014GVU	AXLE, REAR, TANDEM {Meritor MT-40-14X-4DFR-P} Single Reduction, 0.433"(11mm) Wall Housing Thickness, 40,000-lb Capacity, R Wheel Ends, With Lube Oil Pump
0016031	CAB Conventional
0016WKB	AIR CONDITIONER {International Blend-Air} With Integral Heater & Defroster
0016XWD	SUNSHADE, EXTERIOR Aerodynamic, Painted Roof Color; Includes Integral Clearance/Marker Lights
07372135423	TIRE, REAR 11R22.5 HDR2 (CONTINENTAL) 491 rev/mile, load range G, 14 ply 11R22.5 HDR2 (CONTINENTAL) 491 rev/mile, load range G, 14 ply
07382155419	TIRE, FRONT 12R22.5 HSC1 (CONTINENTAL) 482 rev/mile, load range H, 16 ply 12R22.5 HSC1 (CONTINENTAL) 482 rev/mile, load range H, 16 ply

TCAPE HAS BEEN DESIGNED TO GIVE ECONOMY AND PERFORMANCE PREDICTIONS WHICH HAVE BEEN SHOWN TO BE TYPICAL FOR MOST OPERATIONS. HOWEVER, DUE TO OPERATING CONDITIONS, DRIVER INFLUENCES, AND OTHER FACTORS, YOUR RESULTS MAY VARY FROM THOSE PREDICTED. ALSO, BECAUSE OF FUEL MAPPING PROCEDURES USED BY VARIOUS ENGINE MANUFACTURERS, COMPARISONS OF FUEL ECONOMY RESULTS FOR DIFFERENT BRANDS OF ENGINES MAY VARY FROM THOSE SHOWN.

NEITHER CATERPILLAR NOR ITS SUPPLIERS SHALL BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND THAT ARE INCURRED BY DEALER OR BY DEALER'S CUSTOMERS AS A RESULT OF RELIANCE ON TCAPE, WHETHER THE CLAIM IS IN CONTRACT,TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.

2015 CT660S SBA 6x4 (CF7AA)

Series: CAT
Model: CF7AA
Description: CT660S SBA 6x4
Model Year: 2015



Calculation Factors

Wheelbase: 244

Front Axle: 0002ASM
Description: AXLE, FRONT NON-DRIVING, {Meritor MFS-14-143A} Wide Track, I-Beam Type, 14,600-lb Capacity

Front Wheel: 0027DMD
Description: WHEELS, FRONT, DISC; 22.5" Painted Steel, 2 Hand Hole, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Aluminum Hubs

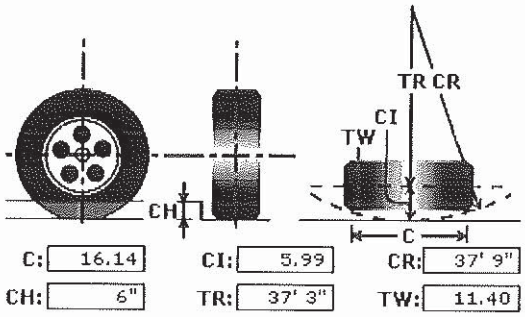
Front Tire: 07382155419
Description: TIRES, 12R22.5 HSC1 (CONTINENTAL) 482 rev/mile, load range H, 16 ply

Steering Gear: 0005PTB
Description: STEERING GEAR, (2) {Sheppard M-100/M-80} Dual Power

Turning Radius Statistics

General Information
Inside Turn Angle: 40 Degrees
Radial Overhang: 23

Axle Information
KingPin Inclination: 6.25 Degrees
KingPin Center: 71.5



Turning Radius - Curb View

C	- Curb Contact Length:	16.14
CI	- Curb Clearance Increment:	5.99
CR	- Curb Clearance Radius:	37'9"
CH	- Curb Height:	6"
TR	- Turning Radius:	37'3"
TW	- Tire Width:	11.40

* All Measurements are in inches, unless otherwise specified.

This information is based on engineering information available at this time. Actual figures may vary. Neither Caterpillar nor its suppliers can accept liability for consequences due to this variance.

AI-43890 **Purchasing Department** **21. C. 1.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Comm. Tito Palacios, Pct. #2 **Submitted By:** Erika Zamora, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

a. Acceptance and approval to execute an "On Call" professional engineering services contract with R. Gutierrez Engineering Corporation for, "Various Projects" for Precinct No. 2 as approved for negotiations on CC03/05/14.

b. Acceptance and approval of Work Authorization #1 (with an estimated cost of $2,800.00) as submitted by R. Gutierrez Engineering Corporation for Pct 2 Equipment & Maintenance Facility, through Contract No. C-14-085-04-08.

BACKGROUND

R. Gutierrez Engineering Corporation will be providing services for the developing of a survey plat and metes and bounds for a proposed AEP easement at the Pct 2 Equipment and Maintenance Facility.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1342-431-00-122-053-0-720

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

BUDGETARY IMPACT:

Funding available through Requisition#254790 in the amount of $2,800.00 as of 4/2/14 for R. Gutierrez Engineering Corporation.

Attachments

Work Authorization #1

contract

legal

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/04/2014 10:31 AM
Budget & Management	Debbie Tamez	04/04/2014 10:46 AM
Glinda Pacheco	Glinda Pacheco	04/04/2014 12:11 PM
Auditor's Office	Debbie Tamez	04/04/2014 01:27 PM
Purchasing Department	Rocio Villarreal	04/04/2014 01:51 PM
Budget & Management	Debbie Tamez	04/04/2014 01:53 PM
Glinda Pacheco	Glinda Pacheco	04/04/2014 02:54 PM
Auditor's Office	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Erika Zamora Started On: 04/02/2014 10:04 AM

Final Approval Date: 04/04/2014

HIDALGO COUNTY
Professional Engineering Services
Contract # C-14-085-04-08
Work Authorization Form

Work Authorization No. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1. of the Agreement made by and between the **HIDALGO COUNTY**, acting herein by and through Commissioner's Court, hereinafter called the "**Owner**," and, **R. GUTIERREZ ENGINEERING CORPORATION**, professional engineers of Pharr, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK
The purpose of this Work Authorization is for the **Engineer** to provide services for the developing of a survey plat and metes and bounds for a proposed AEP easement at the Pct 2 New Equipment and Maintenance Facility.

The scope of services to be provided by the **Owner** is identified in **Attachment A – Scope of Services to be Provided by the Owner** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **Attachment B – Scope of Services to be Provided by the Engineer** attached hereto.

PART 2. ESTIMATED COST
The estimated cost for services under this Work Authorization is included in **Attachment D – Proposed Fee**. The actual amount payable for services under this Work Authorization will be in accordance with Article 6.

PART 3. PAYMENT
Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 9.

PART 4. FUNDING
This Work Authorization shall be funded through funding source:

Account No. 4-1342-431-00-122-053-0-720

Requisition No. 254790 (must be included after CC approval)

PART 5. PERIOD OF SERVICE
This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall terminate upon completion of the scope of services of the work as provided in Article 4.

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACCEPTANCE AND ACKNOWLEDGEMENT
This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of ___ day of _____, 2014.

ENGINEER:

R. Gutierrez Engineering Corporation

By: _____, P.E.
Name: Ramiro Gutierrez, P.E.
Title: President

OWNER:

COUNTY OF HIDALGO

By: _____
Name: Hector "Tito" Palacios
Title: Commissioner Pct. No. 2

By: _____
Name: Ramon Garcia
Title: County Judge

LIST OF ATTACHMENTS

EXHIBIT A – Services to be Provided by the Owner
EXHIBIT B – Services to be Provided by the Engineer
EXHIBIT C – Work Schedule
EXHIBIT D – Proposed Fee

HIDALGO COUNTY
Professional Engineering Services
Contract # C-14-085-04-08
Work Authorization Form

Work Authorization No. 1

EXHIBIT 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**.

General
The **Owner** will provide to the **Engineer** the following:

(1) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 5 and Article 6, both of this Agreement.

(2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **Engineer** cannot easily obtain.

(3) Provide any available relevant data the **Owner** may have on file concerning the project.

(4) Provide timely review and decisions in response to the **Engineer**'s request for information and/or required submittals and deliverables.

(5) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.

(6) Assist **Engineer** with obtaining permission to enter on properties for the purpose of surveying and for performing engineering investigations for the project.

HIDALGO COUNTY
Professional Engineering Services
Contract # C-14-085-04-08
Work Authorization Form

Work Authorization No. 1

EXHIBIT B
Services to be Provided by the Engineer

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

The **Engineer** will provide to the **Owner** the following:

The Engineer will provide professional services for the preparation of a survey plat and metes and bounds description for a proposed AEP easement at the new Pct 2 Equipment and Maintenance Facility located on south "I" Road.

HIDALGO COUNTY
Professional Engineering Services
Contract # C-14-085-04-08
Work Authorization Form

Work Authorization No. 1

EXHIBIT C
Work Schedule

The schedule for the work in this Work Authorization shall commence on the date of execution of this Work Authorization and continue for:

(1) a period which may reasonably be required for the design and construction for the Project including the various parts, phases, any extra work and any required additions thereto; or

(2) a period extending 12 months after the completion of the services called for in Phase I and/or Phase II as described in Exhibit B of this Work Authorization, which ever may be pertinent, in case construction is not commenced.

The final acceptance by the Owner of each phase of work on the Project shall serve as evidence of completion of that phase of work on the Project.

HIDALGO COUNTY

Professional Engineering Services
Contract #C-14-085-04-08
Work Authorization No. 1

EXHIBIT D
FEE ESTIMATE

TASK	CONTRACT AMOUNT ($)
Basis for Engineering Fee based on Article 5A of Contract	
Parcel Plat and Metes & Bounds Description (1 Easement)	$2,800
SUB-TOTAL	**$2,800**
TOTAL PROFESSIONAL SERVICES FEE	**$2,800**

THE STATE OF TEXAS §

§

COUNTY OF HIDALGO §

AGREEMENT FOR PROFESSIONAL SERVICES
C-14-085-04-08

THIS AGREEMENT is made, entered into and executed as of the **8th** day of **April, 2014** by and between the **COUNTY OF HIDALGO,** acting herein by and through the Hidalgo County Commissioners Court, hereinafter called the "Owner" and **R. Gutierrez Engineering Corporation, a Texas Corporation,** professional engineers, of Pharr, Texas, hereinafter called the "Engineer".

WHEREAS, the Engineer desires to provide engineering services to Hidalgo County Precinct No. 2 to develop various road and bridge, right of way, sanitation, parks projects and environmental assessments type projects for such Precinct No. 2 for a period of one year, beginning on the effective date of the Agreement.

WHEREAS, Owner has selected the **Engineer** to provide the Services within Hidalgo County Precinct No. 2, in accordance to Exhibit "A-1" Request for Qualifications (RFQ) Procurement Packet.

NOW, THEREFORE, in consideration of the premises and the mutual agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner and Engineer hereby agree as follows

ARTICLE 1. Employment of Engineer. Engineer agrees to perform professional engineering services as assigned by Owner for and on behalf of Owner for a period of one year, beginning on

the effective date of this Agreement, and for as long thereafter as is necessary to complete the projects assigned to Engineer, as further specified in Article 3. During the one-year term of this Agreement, Owner may assign to Engineer work related to road and bridge, right-of-way, sanitation, parks and environmental assessments type projects (each herein referred to as a "Project") to be undertaken by Owner's Precinct No. 2. The general scope of services which Engineer shall perform with respect to Projects assigned to it are as stated in **Exhibit "A"** which is attached hereto and incorporated herein by reference for all purposes, and in the sections to follow. Upon assignment of a Project to Engineer, Engineer and Owner agree to execute a Work Authorization in substantially the form contained in **Exhibit "B"** which is attached hereto and incorporated herein for all purposes, which form shall set forth the specific scope of Engineer's services to be performed in connection with such Project. Owner agrees to pay Engineer compensation as stated herein in exchange for such services.

ARTICLE 2. NON-EXCLUSIVE SERVICES OF ENGINEER. Hidalgo County reserves the right to request these services from other sources other than the engineer and shall not be in violation of any terms or conditions of this Agreement.

ARTICLE 3. SCOPE OF SERVICES. The Engineer's services, as more fully described generally in **Exhibit "A"**, and specifically in each Work Order, shall be divided into the following phases, and compensation of the Engineer based on completion of the milestones specified for such phase;

A. <u>Preliminary Phase:</u>

A specific description of the services to be rendered by the Engineer in the Preliminary Phase is included in **Exhibit "A".**

B. Design Phase:

A specific description of the services to be rendered by the Engineer in the Design Phase is included in **Exhibit "A".**

C. Construction Phase:

A specific description of the services to be rendered by the Engineer in the Construction Phase included in **Exhibit "A".**

ARTICLE 4. Period of Service. The services called for in Article 2A (Preliminary Phase) of this Agreement shall be completed and the report submitted immediately following the receipt by the Engineer of notice to proceed for a Project.

After receipt from the Owner of acceptance of the preliminary study and report for a project indicating any specific modifications or changes in scope desired by the Owner, and upon written authorization from the Owner, the Engineer will proceed with the performance of the services called for in Article 2.B (Design Phase) of this Agreement, so as to deliver completed contract drawings, specifications and estimates of cost for construction of the Project. Engineer will, upon the execution of a work order for a Project, proceed to obtain all necessary permits and prepare any applications or studies which Owner may need to submit to any federal, state or local authority in order to comply with any laws, regulations, ordinances, building codes and/or guidelines.

Following the award by the Owner of a construction contract or contracts, the Engineer will proceed with the performance of the services called for in Article 2.C (Construction Phase) of this Agreement.

This Agreement shall remain in force, with respect to any particular Project, (1) for a period which may reasonably be required for the design, award of contracts, construction each Project, and supervision of the initial operation of each Project, including extra work and any

required extensions thereto; or (2) for a period of 12 months after the completion of the services for each Project called for either in Section 2.A (Preliminary Phase) or B (Design Phase), which ever may be pertinent, in case construction is not commenced. The final acceptance by the Owner of each construction contract in each Project shall serve as evidence of completion, on the part of the Engineer, of all services under this Agreement insofar as they pertain to that section of each Project.

ARTICLE 5. Coordination with the Owner. The Engineer shall hold conferences with the Owner, or his representatives as often as necessary, to the end that the Project, as perfected, shall have full benefit of the Owner's experience and knowledge of existing

needs and facilities, and be consistent with Owner's current policies and standards. To implement this coordination, the Owner shall make available to the Engineer for use in planning the Project, all existing plans, maps, field notes, statistics, computations and other data in his possession relative to existing facilities and to the Project.

ARTICLE 6A. Fees. For and in consideration of the services to be rendered by the Engineer, the Owner shall pay Engineer a percentage fee equal to 8 % of construction costs for engineering services and an additional 2 ½ % of construction costs for the additional services of topographic surveying work and elevation determination for the Preliminary, Design and Construction Phases of the work. At Engineer's completion and Owner's approval of Engineer's services under the Preliminary Phase as defined in Article 2 hereof, Owner shall pay, in accordance with Article 8 hereof, 50% of the fees for engineering services and topographic surveying work based on the Engineer's estimated construction costs. At Engineer's completion and Owner's approval of the Engineer's services under the Design Phase, as defined in Article 2 hereof, Owner shall pay 30% of the fees for Engineering Services and topographic surveying work based on the lowest responsible and qualified bid for the Project. At Engineer's completion

and Owner's approval of the Engineer's services under the Construction Phase as defined in Article 2 of this Agreement, Owner shall pay the remainder due for of the Engineering services and topographic surveying work based on the actual construction cost of the Project.. If no contract is awarded, or if no proposals or bona fide bids are received, the Engineer shall be paid for the Design Phase as though Engineer had completed the Design Phase and Owner shall have no further liability to Engineer for any such particular Project under this Agreement.

B. Services Not Included in Above Fees: The fees above described shall provide compensation to the Engineer for all services called for under this Agreement to be performed by him, or under his direction, except the services set forth below. These excluded services, and the compensation to be paid by the Owner to the Engineer for their performance as required, are as follows:

SPECIAL SERVICE

1. Actual performance of test borings and other foundation investigations and related analysis, and detailed mill shop and/or laboratory inspection of materials and equipment.

2. Services of resident engineer or inspector if required by Owner.

3. Additional copies of reports and additional blue print copies of drawings and specifications over 5.

4. Extra travel required of the Engineer and authorized by the Owner to points outside of Hidalgo County other than from Engineer's office to and in between the Project Location.

5. Assistance to the Owner as expert witness in any litigation with third parties, arising from the development or construction of the Project.

6. Investigations involving detailed consideration of operation, maintenance and overhead expenses; and (unless otherwise agreed) the preparation of rate schedules, earning and expense statements, feasibility studies, appraisals, valuations, and material audits or inventories required for certification of force account construction performed by Engineer.

7. Right-of-Way title research, mapping and surveying for Right-of-Way acquisition, preparation of field notes for Right-of-Way acquisition.

8. Investigations involving detailed environmental studies for obtaining permit from various governmental agencies as may be required to approve project.

9. Preparation of subdivision plat, application, conceptual utility plan, drainage report and attending meetings as necessary to obtain preliminary and final plat approval. Preparation of construction documents for public improvements that may be needed for obtaining subdivision plat approval.

10.Detailed construction staking and project administration for projects as requested by the owner.

Basis of Compensation

1. (1) Furnished directly by Owner or (2) By Engineer at salary cost plus 10% and reimbursement for direct non-labor expense and subcontract expense at invoice cost plus a 10% service charge.

2. Owner will employ the resident engineer or inspector and directly pay all costs such as salary and other related expenses to any such person or persons employed by owner in such capacity.

3. Salary cost plus 10% and reimbursement for direct non-labor expense and subcontract expense at invoice cost plus a 10% service charge.

4. At rates authorized by Hidalgo County for its County Officials.

5. At rates authorized by Hidalgo County for its County Officials.

6. Salary cost plus 10% and reimbursement for direct non-labor expense and subcontract expense at invoice cost plus a 10% service charge.

7. (1) Furnished directly by Owner or (2) By Engineer at negotiated fee or salary cost plus 10% and reimbursement for direct non-labor expense or subcontract expense at invoice cost plus a 10% service charge.

8. By Engineer at negotiated fee or subcontract expense at invoice cost plus 10% service charge.

9. By Engineer at negotiated fee or subcontract expense at invoice cost plus 10% service charge.

10. Salary cost plus 10% and reimbursement for direct non-labor expense and subcontract expense at invoice cost plus a 10% service charge.

Payments to the Engineer for authorized services not at the percentage fees will be made in accordance with the terms and provisions of Article 8 hereof, by the Owner, upon presentation of monthly statements by the Engineer of such services.

ARTICLE 7. Revision to Drawings and Specifications. The Engineer will make, without expense to the Owner, such revisions of the preliminary drawings as may be required to meet the needs of the Owner, but after a definite plan has been approved by the Owner, if a decision is subsequently made by the Owner, which for its proper execution, involves extra services and expenses for changes in, or additions to the drawings, specifications or other documents which do not concern reducing expenses to allow the Project's cost to be within the amount estimated by

Engineer, or if the Engineer is put to labor or expense by delays imposed on him from causes not within his control, such as by the re-advertisement of bids or by the delinquency or insolvency of contractors, the Engineer shall be compensated for such extra services and expense, which services and expense shall not be considered as covered by the fee stipulated in Article 5B this Agreement. Compensation for such extra services shall be determined in accordance with Article 5B. Notwithstanding any provision herein to the contrary, in the event it is necessary for Owner to require changes in the final plan of the Project to enable it to reduce the cost of a Project to an amount within the sum estimated by Engineer, Engineer will make such revisions or changes without charge to Owner.

ARTICLE 8. Ownership of Documents. Original drawings and specifications are the property of the Engineer; however, the Project is the property of the Owner, and Engineer may not use the drawings and specifications therefor for any purpose not relating to the Project without Owner's consent. Owner shall be furnished with such reproductions of drawings and specifications as Owner may reasonably require. Upon completion of the work or any earlier termination of this Agreement under Article 19, Engineer will revise drawings to reflect changes made during construction and will promptly furnish the Owner with one complete set of reproducible record prints. Additional prints shall be furnished, as an additional service, at any other time requested by Owner. All such reproductions shall be the property of the Owner who may use them without Engineer's permission for any proper purpose relating to the Project, including, but not limited to, additions to or completion of the Project.

ARTICLE 9. Payment. Request for Payment. On or before noon of the first Monday of each month during the performance of the services, Engineer shall submit to Owner for its approval a request for payment ("Request for Payment") in form and substance satisfactory to Owner. Each Request for Payment shall set forth the amount due for Engineer's services rendered, together with

a detailed breakdown of the amount and the sum of all prior payments. Owner shall review each such Request for Payment and may make such exceptions as Owner reasonably deems necessary or appropriate under the circumstances then existing. About ten (10) working days after the Commissioners Court of Owner meets approving such payment, the Owner shall make payment to Engineer in the amount approved as aforesaid subject to Article 8.4 below.

9.2 Final Payment. After final completion of the work and acceptance thereof by Owner, Engineer shall submit a final request ("Final Request") which shall set forth all amounts due and remaining unpaid to Engineer and upon approval thereof by Owner, Owner shall pay to Engineer the amount due ("Final Payment") under such Final Request in accordance with the provisions of Article 8.1.

9.3 The Final Request for Payment shall not be made until Engineer delivers to Owner an affidavit that so far as Engineer has knowledge or information any and all amounts due for materials and services over which Engineer has control have been paid.

9.4 Qualification on Obligations to Pay. Any provision hereof to the contrary notwithstanding, Owner shall not be obligated to make any payment (whether a payment under Article 8.1 hereof or Final Payment) to Engineer hereunder if any one or more of the following conditions precedent exist:

(1) Engineer is in default of any of its obligations hereunder or otherwise is in default under this Agreement or under any contract documents related to this Agreement;

(2) Any part of such payment is attributable to Engineer's services which are not performed in accordance with this Agreement; provided, however, such payment shall be made as to the part thereof attributable to Engineer's services which were performed in accordance with this Agreement;

(3) Engineer has failed to make payments promptly to consultants or other third parties

used in connection with the Engineer's services for which Owner has made payment to Engineer;

(4) If Owner, in its good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the Engineer's services in accordance with this Agreement, no additional payments will be due Engineer hereunder unless and until Engineer, at its sole cost, performs a sufficient portion of the Engineer's services so that such portion of the compensation then remaining unpaid is determined by Owner to be sufficient to so complete the Engineer's services.

9.5 No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the Engineer's services to which such partial payment related or relieves Engineer of any of its obligations hereunder with respect thereto.

9.6 Engineer shall promptly pay all bills for labor and material performed and furnished by others in connection with the performance of the Engineer's services.

9.7 **Waiver.** The making of the Final Payment shall constitute a waiver of all claims by the Owner except those arising from **(1)** faulty or defective services of Engineer appearing after completion of the Project, **(2)** failure of Engineer's services to comply with the requirements of this Agreement or any contracts or agreements related to the Project, or **(3)** terms of any special warranties required by this Agreement or provided at law or in equity. The acceptance of Final Payment shall constitute a waiver of all claims by the Engineer except those previously made in writing and identified by the Engineer as unsettled at the time of the Final Request for payment.

ARTICLE 10. Discounts, Rebates, Refunds. In connection with procurement services rendered by Engineer, if procurement services are required of Engineer in **Exhibit "A",** all discounts, rebates and refunds shall accrue to Owner. For some purchases, Engineer may deem

that payment within the discount period is not safe; and/or inspection, guarantees, or other considerations may dictate delay. In such cases, Engineer shall promptly notify Owner so that a course of action may be mutually agreed upon by Owner and Engineer.

ARTICLE 11. Records, Accounting, Inspection. Engineer shall keep full and detailed records and accounts in a manner approved by Owner. Engineer shall afford Owner's authorized personnel and independent auditors, if any, full access to the work performed by Engineer regarding the Project and to all of Engineer's books, records, correspondence, instructions, drawings, receipts, vouchers and other documents relating to such work under this Agreement, and Engineer shall preserve all such records for three (3) years after final payment. Engineer shall deliver to Owner upon completion of such work, a statement of the cost of such work detailed according to the accounting procedure and requirements of Owner.

ARTICLE 12. Subcontracting and Assignment. This Agreement may not be assigned or encumbered by Engineer nor may Engineer subcontract any work hereunder in whole or in part, unless written permission is first obtained from Owner except as provided in **Exhibit "A".** Owner shall have the right to approve any of Engineer's subcontracts of any portions of the work hereunder as Owner may deem advisable. Engineer will bind every subcontractor by written contract to observe all the terms of this Agreement to the extent that they may be applicable to such subcontractors.

ARTICLE 13. Patents. Engineer shall indemnify and save Owner harmless from all liability for alleged or actual infringement of any patent resulting from the use of apparatus or equipment furnished or designed by Engineer or from the use of any process designed by Engineer or effected by said apparatus or equipment, and Engineer shall indemnify and save Owner harmless from and against all costs, legal fees, expenses and liabilities incurred in or about any claim of or action for such infringement; provided, however, that Owner shall promptly transmit to Engineer all

papers served on Owner in any suit involving such claim of infringement, and provided further, that Owner permits Engineer to have entire charge and control of the defense of any such suit. If because of actual infringement the use of such apparatus, equipment, or process is enjoined, Engineer shall refund the purchase price thereof in proportion to the length of service uncompleted, the life of such apparatus or equipment being assumed as five years.

Engineer hereby grants to Owner a non-exclusive, royalty-free license under patents now or hereafter owned by Engineer covering any machines, apparatus, processes, articles, or products included in Engineer's work hereunder.

ARTICLE 14. Confidential Information, Inventions and Other Restrictions.

(a) Engineer shall not use in any way, commercial or otherwise, except to the extent required by the proper performance of this Agreement; and shall hold in confidence and not disclose to any person, for any reason or at any time, any information relating to the secret processes, products, compositions, machinery, apparatus or trade secrets of Owner, or any other confidential information given to Engineer by any of Owner's commissioners, elected officials, employees, or representatives or acquired by Engineer during the term of or as a result of this Agreement. Any information not generally available to the public shall be considered secret and confidential for the foregoing purposes; provided, however, that any technical information which was lawfully in Engineer's possession prior to such disclosure to Engineer by Owner or which is or shall lawfully be published or become part of general knowledge from sources other than Engineer or which otherwise shall lawfully become available to Engineer from a source other than Owner, shall not be subject to these provisions. All the foregoing stipulations shall apply to such information and work hereunder as well as to any information and ideas originated or developed by Engineer in performing such work. Such information may, of course, be disclosed to the proper officials or employees of Owner if necessary to perform the work hereunder. Engineer

shall, however, inform each of its employees who receive such information of these restrictions and Engineer shall take all reasonable precautions and exert all reasonable efforts to assure conformance with such restrictions by all of its officers, employees, and agents, obtaining from them if necessary, agreements satisfactory to Owner, effectuating the purposes of this Article.

(b) Engineer shall communicate to Owner at once, and require Engineer's employees assigned to this Project to communicate to Owner all inventions and improvements which any of Engineer's employees, either alone or in conjunction with any of Owner's employees may conceive, make or discover during the course of or as a result of work on this Project under this or any ensuing agreement with Owner that relates to the processes, products, compositions, machinery or plants of Owner, or relating in any way to any of the operations in which Owner has been or is engaged at the time, and such inventions and improvements shall become the sole, exclusive property of Owner without any obligation on its part to make any payment therefor in addition to any sums which Owner may be obligated to pay to Engineer as compensation for services rendered by Engineer under contract with Owner. Engineer shall require its employees to execute patent applications and assignments thereof to Owner or its nominees, and powers of attorney relating thereto for any county Owner may designate, and shall take all other actions as Owner may request to maintain and protect such inventions and improvements. Owner shall pay all costs or charges incurred in protecting such inventions and improvements if Owner desires to protect them. Before assigning any of Engineer's employees to work under any contract with Owner concerning this Project, Engineer shall obtain from them agreements satisfactory to Owner effectuating the purposes of this paragraph.

(c) The rights and obligations set forth in this Article 13 shall survive the performance of this Agreement, or any termination, discharge or cancellation thereof.

ARTICLE 15. Warranties.

(a) Engineer warrants that engineering design work performed by it hereunder shall be in accordance with good engineering design practices and in conformance with applicable code and standards established for such work.

(b) Notwithstanding anything to the contrary contained in this Agreement, Owner and Engineer agree and acknowledge that Owner is entering into this Agreement in reliance on Engineer's experience and abilities with respect to performing the Engineer's services hereunder. The Engineer accepts the relationship of trust and confidence established between it and the Owner by this Agreement. Engineer covenants with Owner to use its **best** efforts, skill, judgment and abilities to design the Project and to further the interests of Owner in accordance with Owner's requirements and procedures, in accordance with all professional standards, and in compliance with all applicable national, federal, state, county and municipal laws, regulations, codes, ordinances, orders and with those of any other body having jurisdiction. Prior to the commencement of construction, Engineer shall certify in writing to Owner that the Drawings and Specifications and all drawings and the improvements when built in accordance therewith conform to all applicable governmental regulations, statutes and ordinances then in effect. Engineer represents, covenants and agrees that there are no obligations, commitments or impediments of any kind that will limit or prevent performance of the Engineer's services.

(c) The Engineer represents, covenants and agrees that all of Engineer's services to be furnished by the Engineer under or pursuant to this Agreement from the inception of the Agreement until the Project has been fully completed, shall be of the standard and quality which prevail among engineers of similar experience, knowledge, skill and ability engaged in engineering practice throughout Texas under the same or similar circumstances involving the design and construction of a project such as the Project with all the amenities as set forth in the

Drawings and Specifications.

(d) The Engineer represents, covenants and agrees that its special talent, training and experience cause it to be the prime professional on the Project and that because of such talent and training, Engineer envisions the construction of the Project in its entirety and possesses the special skills which enable it to recognize dangerous conditions that a reasonable, prudent Engineer having such special skills could anticipate may arise from the proper use of the Project after acceptance by Owner; as the design professional, it has some measure of control over any such dangerous conditions; it has knowledge which will enable it to recognize specific dangers that may arise from the proper use of the Project after acceptance by Owner; and, it recognizes that any commissioners, elected officials, employees, and agents of the Owner, plus guests and visitors are within a class of foreseeable persons who will be relying on the Project being designed in a professional and safe manner.

(e) Engineer represents, covenants and agrees that its drawings and specifications of the Project (the "Project Drawings") will be accurate and free from any material errors and the shop drawings that Engineer shall approve will be accurate and free from any material errors relating to design intent. Engineer additionally represents, covenants, and agrees to the following: that the design of the Project will conform to its foreseeable use as a project with all the amenities as set forth in the Project Drawings; that the result of the Project Drawings, if built in accordance therewith, will be suitable for purposes for which the Project is designed; that the result of Engineer's inspection of the Project will be suitable for purposes for which the Project is designed; and, the Project will be designed and construction will be inspected in a workmanlike, professional manner and will be suitable for its intended purpose. The Engineer's responsibilities as set forth herein shall at no time be in any way diminished by reason of any approval by the Owner of the Project Drawings nor shall the Engineer be released from any liability by reason of such approval

by the Owner, it being understood that the Owner at all times is ultimately relying upon the Engineer's skill and knowledge in preparing the Project Drawings.

In connection with Engineer's performance of procurement services hereunder, if any, Engineer shall use its best efforts to obtain from all vendors of equipment and materials, fullest possible warranties against defective materials and workmanship for the benefit Owner.

ARTICLE 16. Indemnification. To the fullest extent permitted by applicable law, the Engineer and its agents, partners, and consultants (collectively "Indemnitors") shall and do agree to indemnify, protect, defend and hold harmless the Owner, Owner's respective Commissioners, elected officials, employees and agents (collectively "Indemnitees") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by or resulting from the performance of Engineer's services or any part thereof provided that any such Liabilities (1) are attributable to bodily injury, personal injury, sickness, disease or death of any person, or to the injury to or destruction of tangible personal property including the loss of use and consequential damages resulting therefrom and (2) are caused in whole or in part by any negligent act or omission of the Engineer, anyone directly or indirectly employed by it or anyone for whose acts it may be legally liable. In this connection, it is agreed and understood that Engineer shall not be responsible for any portion of the liability proximately caused by Owner's negligence.

ARTICLE 17. Joint and Several Liability. In the event more than one of the Indemnitors are connected with an accident or occurrence covered by the indemnification in Article 15 hereof, then each of such Indemnitors shall be jointly and severally responsible to the Indemnitees for indemnification and the ultimate responsibility among such Indemnitors for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any

Indemnitee. The provisions of this Article shall not be construed to eliminate or reduce any other indemnification or right which Owner or any of the Indemnitees has by law.

ARTICLE 18. Insurance.

(a) Engineer shall comply with the insurance obligations set forth in **Exhibit "C"** entitled **"Insurance to be Carried by Engineer"**, attached hereto and incorporated in the Agreement.

(b) Engineer currently maintains a general and professional liability insurance policy to cover the liability of Engineer connected with the performance of the Services or any service covered by this Agreement in an amount equal to or exceeding $1,000,000.00 and Engineer covenants and agrees to use its best efforts to obtain renewals of such policy until one (1) year following date of the acceptance of the Project by the Owner. Engineer agrees to furnish Owner certificates of the insurance showing the said policy to be in full force and effect at all times during the period this Agreement is in effect.

ARTICLE 19. Notices. All notices hereunder shall be deemed to be made properly if sent by mail to Engineer at 130 East Park Avenue, Pharr, Texas 78577 and to County at 1615 S. Closner, Suite J, Edinburg, Texas 78539. The address may be changed by either party by similar notice. Notice so mailed shall be effective upon mailing. Either party giving such notice shall also notify promptly the other party's Engineer, as appropriate.

ARTICLE 20. Termination. The Owner may terminate this Agreement at any time by a notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise, immediately discontinue all services in connection with the performance of this Agreement and shall proceed to be relieved of any further obligation under the Agreement, and shall cancel promptly all existing orders and contracts, except the construction contract and other orders and contracts which Owner may designate in the notice, insofar as such orders or contracts are chargeable to this Agreement. As soon as practicable after receipt of notice of termination, the Engineer shall submit a statement, showing in detail the services performed under

this Agreement to the date of termination. Owner shall then approve all or the portion of the services which Owner may consider appropriate under the circumstances. Owner shall then pay Engineer promptly that proportion of the prescribed fee which the services actually performed under this Agreement as determined by Owner bear to the total services called for under this Agreement, less such payments on account of the fee as have been previously made. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the Owner when and if this Agreement is terminated.

ARTICLE 21. Miscellaneous Provisions.

(a) This Agreement constitutes the entire agreement between Engineer and Owner relating to the work herein described. There are no previous or contemporary representations or warranties of Owner or Engineer not set forth herein.

(b) Except as specifically provided herein, no modification, waiver, termination, rescission, discharge, or cancellation of this Agreement or of any terms thereof shall be binding on Owner unless in writing and executed by an officer or employee of Owner specifically authorized to do so.

(c) No waiver of any provision of or a default under this Agreement shall affect the right of Owner thereafter to enforce said provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(d) No modification, waiver, termination, discharge or cancellation of this Agreement or of any terms thereof shall impair Owner's rights with respect to any liabilities, whether or not liquidated, of Engineer to Owner theretofore accrued.

(e) All rights and remedies of Owner specified in this Agreement are in addition to Owner's other rights and remedies.

(f) Engineer shall remain an independent contractor and shall have no power, nor shall Engineer represent that Engineer has any power, to bind Owner or to assume or to create any obligation express or implied on behalf of Owner except as specifically authorized in advance by

the Owner.

(g) The Agreement shall be construed under the laws of the State of Texas and is perform able in Hidalgo County, Texas.

ARTICLE 22. Commitment of Current Revenues. In the event that, during any term hereof, the **Owner** does not appropriate sufficient funds to meet to the obligations of this Agreement, the **Owner** may terminate this Agreement upon thirty (30) days written notice to the **Engineer.** The **Owner** agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of the **Owner** pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903 (Vernon Supp. 1995).

ARTICLE 23. Entire Agreement. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

IN WITNESS WHEREOF, the Engineer and the Owner have caused this Contract to be executed as of the day and year first above written.

OWNER:
COUNTY OF HIDALGO

By:_____
Ramon Garcia, County Judge

ENGINEER:
R. GUTIERREZ ENGINEERING CORP.

By:_____
Printed Name::_____
Title:_____

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

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

By:_____
Stephen L. Crain

Exhibit "A-1"

Request for Qualifications

(RFQ) Procurement Packet

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

November 18, 2013

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Professional Engineering Services Pool-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2014-003-12-11-YZV

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for your consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated our RFQ packet. Carefully read and review all instructions, requirements, specifications and/or scope of work included in this packet.

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

Sincerely,

Martha L Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv

Enclosures

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

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
"Professional Engineering Services Pool"
(Including all funding sources, programs, and entities)

RFQ No: 2014-003-12-11-YZV

Item	Description	No. of Pages
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	8
3.	Exhibit A, Requirements	9
4.	Exhibit B, Evaluation Criteria	3
5.	Attachment B –Procurement Form –Areas of Specialization	1
6.	Exhibit C, Insurance Requirements,	4
7.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
8.	Exhibit E, Proposer's Affidavit	1
9.	Vendor/Bidder Application and W-9 form	6
10.	Certification Regarding Debarment	1
11.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

November 18, 2013
Date



REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Engineering Services Pool"

RFQ NO: 2014-003-12-11-YZV

Acceptance Due Date: **December 11, 2013**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Yolanda Velasquez, Buyer III
(956) 292-7000 Ext. 4867
yolanda.velasquez@co.hidalgo.tx.us

1. Sealed qualifications will be received for "**HIDALGO COUNTY** (Including all funding sources, programs, and entities) **PROFESSIONAL ENGINEERING SERVICES POOL**", in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. One (1) original, seven (7) copies of all qualifications and two (2) CDs in PDF Format are required with the respondent's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, ***RFQ No.: 2014 -003-12-11- "HIDALGO COUNTY (Including all funding sources, programs, and entities)*** **PROFESSIONAL ENGINEERING SERVICES POOL"**, and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, DECEMBER 11, 2013.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATION RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, respondents are required to include illustrations, specifications, explanation of warranties, and service data with their qualification including catalogue numbers and any necessary references.

7. Proposed prices are to remain firm for a minimum of ninety (90) days after priced qualification opening.

8. County reserves the right to accept or reject any or all qualifications.

9. Any interpretations, amendments, corrections or changes to this qualification document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Qualifications. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

12. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a qualification or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

13. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY (Including all funding sources, programs, and entities) PROFESSIONAL ENGINEERING SERVICES POOL"**
  e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

HIDALGO COUNTY AUDITOR'S OFFICE
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

Qualification Opening, 9:30 A.M.	**December 11, 2013**
Award of Contract	_____, 2014
Commence Work or Deliver Products	_____, 2014

16. HIDALGO COUNTY HOLIDAYS

2013 YEAR	
New Year's Day	12/31/13 and 01/01/14
Martin Luther King Day	01/20/14
President's Day	02/17/14
Good Friday	04/18/14
Easter	04/21/14
Memorial Day	05/26/14
Independence Day	07/04/14
Labor Day	09/01/14
Veteran's Day	11/11/14
Thanksgiving Day	11/27/14 and 11/28/14
Christmas Day	12/24/14 and 12/25/14

17. ~~BID OR PERFORMANCE BOND~~ AND DEBARMENT CERTIFICATION; ~~PAYMENT UNDER CONTRACT:~~

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas~~. All respondents are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.~~

- ~~If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as~~

~~required by Tex. Govt. Code Ch. 2253.~~

- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

18. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

19. DISCLOSURE OF CONFLICT OF INTEREST

- **Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the**

County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit D, the vendor, person, consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful respondent fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539, Hidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT.

20. If, during the life of any contract or qualification awarded, the successful respondent's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

21. Qualifications, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

22. Minimum Standards For Responsible Prospective Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

23. Successful respondent will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful respondent's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

24. Any contract award to a successful respondent will be in effect until (a) the contract expires, (b) delivery and

acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.

25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful respondent's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful respondent.

27. Successful respondent shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

29. The successful respondent shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualifications
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)

"Professional Engineering Services Pool"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Respondent acknowledges receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Firm: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT A

REQUIREMENTS

HIDALGO COUNTY

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

REQUEST FOR QUALIFICATIONS

"PROFESSIONAL ENGINEERING SERVICES POOL"

2014-003-12-11-YZV

The County of Hidalgo will be accepting Statements of Qualifications from qualified State of Texas registered Professional Engineering firms in order to establish a pre-qualified pool of Engineers on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Engineers will be for a period starting **February 8, 2014 and ending March 15, 2015**. The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **"PROFESSIONAL ENGINEERING SERVICES POOL"-HIDALGO COUNTY** (including all funding sources, Programs, and Entities as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 11, 2013. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request For Qualifications:

SECTION I - GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY:

A total of **one (1) original, seven (7) copies and two (2) CD's in PDF format** of the RFQ shall be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of qualifications responses be sealed, clearly marked and/or labeled with the Company's name, RFQ Number, Project Title, and Opening Date, and be delivered to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

Hidalgo County requires respondents, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any

vendor, person, consultant of contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire ("the CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation of business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in Exhibit E) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Respondents, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF RFQ's:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Respondents must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

RESPONDENT DEFAULT:
Hidalgo County reserves the right, in case of respondent default, to procure the articles or services from other sources and hold the defaulting respondent responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to

notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS: Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956)292-7612 or via e-mail to yolanda.velasquez@co.hidalgo.tx.us NO LATER THAN Wednesday, December 04, 2013** at 5:00 p.m. Responses will be sent to all applicants by **Friday, December 06, 2013. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
In order to be considered, all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:
The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year or upon completion of project(s) unless project specific for more than one (1) year.

DAVIS BACON ACT: (If Applicable)
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing project specifications.

SECTION II - *RFQ REQUIREMENTS*

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondent's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with a competent engineering firm(s), registered and licensed to practice in the State of Texas that has had experience in, but not limited to, the following areas:

- Roadway, Bridge and General Design and Construction
- Federal, State and County-funded construction projects
- Solid Waste related projects
- Mechanical Engineering Projects

Additionally, this section should include a description of the firm's project personnel and their most recent (and varied) projects. For each project, a client contact name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

What does your firm specialize in?

Minimum experience: Years? _____ Projects? _____

PERSONNEL AND STAFFING:
The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:
This section will contain any current licenses and/or certifications and assurance as required by the STATE OF TEXAS. The engineering firm(s) should include copies of their Professional Liability Insurance.

SCOPE OF SERVICES:
The engineering services contract will encompass all project-related engineering services to the County of Hidalgo including, but not limited to, the following:

A.
- Route and Design Studies
- Social, Economic, Environmental Studies and Public Involvement
- Right of Way Maps and Data
- Utility Adjustments
- Surveying
- Pre-Design

B.
- Roadway Design
- Drainage Design

- Solid Waste
- Signing, Markings and Signalization
- Traffic Control Plans
- Bridge Design
- Plans and Specifications
- Bid Preparation

C.

- Building Design
- Plans, Drawings and Specifications
- Bid Package Preparation

D.

- Construction Contract Management
- Conduct Construction Materials Engineering and Testing Services
- Design for New Construction
- Design for Alterations/Renovations
- Needs Assessment
- ADA Compliance
- Code Analysis
- Cost Estimating

E.

- Soil/Rock and Foundation Studies
- Excavations and Trenches
- Dams and Cut or Filled Slopes
- Pavements
- Water and Waste Retention/Disposal
- Specialized Testing and Instrumentation

Other Engineering Services include:
Project Development Management, Facility Analysis & Master Planning, Site Planning & Analysis, Roof Design, Parking Design, Security Design, Energy Conservation, Ventilation Design, Acoustical Design, Asbestos Abatement Monitoring, etc.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person(s) to contact regarding the Statement of Qualifications.

B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities. This should also include the following information:

    1. Copy of current license certification with state seal
    2. History of engineering certification from the State of Texas.
    3. List of projects related to the subject areas within the past year.

C. List of in-State references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Statement regarding an Affirmative Action Program.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:
The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq.

PART III – SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:
The evaluation system consists of a 100-point system.

1. **PROFESSIONAL QUALIFICATIONS OF PROJECT TEAM (25)**
   The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects shall be identified in the organizational chart. Team members shall have experience in performing various types of contracts for counties, cities, irrigation districts, TX DOT or other clients as stated in the Request for Qualifications. A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix.

2. **EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES**
   In addition to the Project Manager and the Professional Team Member(s), the provider shall designate experienced engineering staff to completely and efficiently perform the work, either through their own personnel, sub-providers or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person. must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience.

3. **METHODOLOGY**

   The RFQ should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. **UNDERSTANDING OF PROJECT/SIMILAR PROJECTS**
   The proposal shall include the following:

   * demonstrate an understanding of the scope of services
   * address appropriate Federal/State/Local regulations and policies
   * identify information to be gathered or obtained

   Responsiveness to RFQ:
   * Response is Clear;
   * Response is Well Organized;
   * Easy to Evaluate;
   * Appropriate to this RFQ

   The firms should provide as much background information as to it's experience in providing similar services to State, City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

5. **FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS**
The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

STATEMENT OF QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Engineering services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1. Hidalgo County Commissioners' Court, Elected Official and/or the User Department in need of Engineering Services will nominate (at the minimum) three (3) firms from Hidalgo County's approved pool of firm, thereafter, will review, score and evaluate the statement of qualifications received in response to this Hidalgo County Request for Qualifications;

2. A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firm(s) will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm.

EXHIBIT B

REQUIREMENTS

HIDALGO COUNTY

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

REQUEST FOR QUALIFICATIONS

"PROFESSIONAL ENGINEERING SERVICES POOL"

2014-003-12-11-YZV

EVALUATION CRITERIA
PROFESSIONAL ENGINEERING SERVICES POOL
RFQ No. 2014-003-12-11-YZV

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. PROFFESIONAL QUALIFICATIONS OF PROJECT TEAM (20)

The firms should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members responsible/assigned to assist County projects shall be identified in the organizational chart. Team members shall have experience in performing various types of contract for counties, cities, irrigation districts, or other clients as stated in the Request for Qualifications (RFQ). A list of, and scope of, the various projects, for comparative purposes, shall be included in an appendix.

2. EXPERIENCE OF PROJECT TEAM/ABILITY TO COMMIT RESOURCES (25)

In addition to the Project Manager and the Professional Team Member(s), the provider shall designate experienced engineering staff to completely and efficiently perform the work, either through their own personnel, sub-providers or commitment to hire additional staff. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person, must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience.

3. METHODOLOGY (20)

The RFQ should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. UNDERSTANDING OF PROJECT/SIMILAR PROJECTS (25)

The proposal shall include the following:
* demonstrate an understanding of the scope of services
* address appropriate Federal/State/Local regulations and policies
* identify information to be gathered or obtained

Responsiveness to RFQ:
* Response is Clear;
* Response is Well Organized;
* Easy to Evaluate;
* Appropriate to this RFQ

The firms should provide as much background information as to it's experience in providing similar services to State, City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

5. FAMILIARITY WITH APPLICABLE RULES AND REGULATIONS (10)

The RFQ should indicate through past experience of the proposed Team that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

EVALUATION CRITERIA
PROFESSIONAL ENGINEERING SERVICES POOL
RFQ No. 2014-003-12-11-YZV

Selection Criteria	Points	Score
1. Professional Qualifications of Project Team (20 pts maximum)		
➢ Registered and licenses to practice in the State of Texas (i.e. certifications/registrations and other pertinent information that demonstrates their qualifications to perform the contract)	10	
➢ Provides information on proposed professional Team qualifications to perform various types of contracts	5	
➢ Team members identified in the organizational chart.	5	
Comments/Rationale For Points:		TOTAL
2. Experience of Project Team/Ability to Commit Resources (25 pts maximum)		
➢ Designate engineering staff members in an appendix form	5	
➢ Identifying the project composition, project leadership, reporting responsibilities	10	
➢ Experience of engineering staff to completely and efficiently perform the work.	10	
➢		
Comments/Rationale For Points:		TOTAL
3. Methodology/Experience/Availability of Project Manager (20 pts maximum)		
➢ Firm's approach to the methodology and management to the scope of services for the project(s).	5	
➢ Must be a Professional Engineer registered in the State of Texas and must be included in Appendix	5	
➢ Project Manager must have five (5) types of projects plus be 85-100 % involvement with technical development of project	10	
Comments/Rationale For Points:		TOTAL
4. Understanding of Project/Similar Projects (25 pts maximum)		
➢ Demonstrate and understanding of the scope of services	5	
➢ Address appropriate Federal/ State/ Local regulations and policies. Knowledge and experience of working with multiple entities, counties, cities, etc.	5	
➢ Identify information to be gathered or obtained/proposed approach to complete the scope	5	
➢ RFQ responsiveness. Response is clear, well organized, easy to evaluate, and appropriate to this RFQ.	5	
➢ Reference Information including contact persons and telephone numbers.	5	
Comments/Rationale For Points:		TOTAL
5. Familiarity with Applicable Rules and Regulations (10 pts maximum)		
➢ Indicate passed experience of the proposed Firm knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies	5	
➢ Must contain a narrative that outlines applicable regulations, guideline, standards, and policies	5	
Comments/Rationale For Points:		TOTAL
Total Score		

Firm/Participant's Name:_____

Evaluator: _____ Department: _____

Project Name:_____ Date:_____

PROCUREMENT FORM
ATTACHMENT "B"
HIDALGO COUNTY-PROFESSIONAL ENGINEERING SERVICES POOL
RFQ NO: 2014-003-12-11-YZV

Name and Address of Firm:	_____ _____ _____
Principals of Firm and Titles:	_____ _____ _____
Firm's Registration No.:	_____

Area of Specialization:

	Civil Engineering		Electrical Engineering
	Structural Engineering		Highway Engineering
	MEP Engineering (Mech/Elec/Plumb)		
	Mechanical Engineering		
	Environmental Engineering		

Local References (Rio Grande Valley) List Four (4) Only:

Reference #1: _____

Reference #2: _____

Reference #3: _____

Reference #4: _____

Recent Projects (Within Two [2] Years) List Four (4) Only:

Project #1: _____

Project #2: _____

Project #3: _____

Project #4: _____

Submitted By: _____

Signature: _____

Typed Name: _____

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.

<u>Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto).</u> Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	**GENERAL LIABILITY** ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED (Any one person)	$
					PERS & ADV INJURY	$
					GEN'L AGGREGATE	$
					PRODUCTS – COMP/OP AGG	$
B	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY EA ACC	$
					AGG	$
C	**EXCESS LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				WC STATU-TORY LIMITS ☐ OTHER	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE-EA EMPLOYEE	$
					E.L. DISEASE-POLICY LIMIT	$
	OTHER					

SAMPLE

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

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION
Hidalgo County **Attn: Purchasing Department** **2812 S Highway Bus. 281** **Edinburg, Texas 78539**	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;

- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court; currently carry the following

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

- have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

Notice to Proposer:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING

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
Proposer/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629, in person or regular mail to: 2802 South Business Hwy 281, Edinburg, Texas 78539 or e-mail: purchasing@co.hidalgo.tx.us

Company Name:	**Telephone No. ( )**
dba Name:	
Legal Name:	
Mailing Address :	**Fax No. ( )**
Physical Address:	
City, State, Zip	**Tax I.D. No.**
Remit to Address :	**City, State, Zip**
E-Mail Address:	
Representative(s) Name(s) & Title(s)	

Type of Organization (check one): _____ Individual _____ Partnership _____ Corporation _____Non-Profit _____ LLC _____ Sole Proprietor _____ Other, Specify _____

State Identification No._____ **(Please attached completed W-9 form with this application)**

Federal Identification No. or (if individual) SS No. _____

State of Incorporation: _____ **Date:**_____ **Other:** _____

Type of Business (check one): _____ Manufacturer _____ Wholesaler _____ Retailer _____ Broker _____ Distributor _____ Service Organization _____ Other, Specify _____

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:

Small and/or Disadvantaged Business Information (check application criteria)

Small Business:

- Less than 125,000 annual gross receipt
- Less than 250,000 annual gross receipt
- Less than 499,000 annual gross receipt
- More than 500,000 annual gross receipt

Disadvantaged Business (At Least 51% Ownership)

- Black American
- Hispanic American
- Asian Pacific American
- Native American
- Women
- Other

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

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LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____% (List HUB Subcontractor information below).

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

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

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

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			–			–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

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

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

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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

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

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

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

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

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

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee [1] The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES POOL

RFQ No.: 2014-003-12-11-YZV

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response.

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 8 of Legal Notice

_____ Attachment "B" –Procurement Form –Areas of Specialization

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One Original, 7 Copies, and 2 CD's containing a complete copy of Response.

EXHIBIT "A"

SCOPES OF SERVICES

EXHIBIT "A"
SCOPE OF SERVICES

The services to be provide by the ENGINEER in developing these Projects is as follows:

A. Preliminary Phase:

(1) Attend preliminary conferences with the OWNER and, if requested, with the funding agency and other government agencies or interested parties regarding the Project.

(2) Provide for the necessary geotechnical investigation and testing necessary to develop the design.

(3) Provide environmental studies as may be necessary to complete a project.

(4) Provide for the surveying services necessary to determine and stake out the existing right-of-way, to obtain the existing topography and x-sections of the project and to provide the necessary mapping and plotting of the existing field conditions.

(5) Provide for the preparation of a project right-of-way map where right-of-way acquisition is necessary. Provide for the necessary right-of-way research, mapping, surveying and all services related to the development of a right-of-way map. Prepare parcel sketches and field notes of all parcels requiring acquisition. Revisions to be done promptly at no cost to the Owner.

(6) Provide for the preparation of a subdivision plat by preparing the City or County applications for the subdivision, preparing a preliminary layout of the subdivision plat, preparing a preliminary utility (water, sanitary sewer, and drainage) plan to serve the site, preparing a drainage report for the subdivision plat approval, attending meetings with Planning and Zoning and City Commission as necessary to obtain preliminary plat approval, preparing final subdivision layout of the subdivision plat, submitting plat to review agencies for final plat approval processing, addressing and responding to comments from the City from the preliminary plat review, attending public meetings as necessary for Final Plat Approval.

(6) Based on the geotechnical investigation and surveying services, prepare a preliminary engineering study and report on the Project, in sufficient detail to clearly indicate the problems involved and the alternate solutions available to the OWNER; to include preliminary layouts, sketches and cost estimates for the Project, and to set forth clearly the ENGINEER's recommendations.

(7) As may be required, comply and receive the Owner's and the funding agencies approval on all work.

(8) Provide the OWNER 5 copies of the preliminary report, including preliminary layouts, sketches, profiles and cost estimates.

(9) Obtain the OWNER'S approval of the work of the Preliminary Phase before proceeding with the next phase.

B. Design Phase:

(1) Attend the OWNER'S and respective Party's meeting as requested for the purpose of explaining completed design work activities.
(2) Perform any additional surveying services necessary to collect information required in the design of the Project.
(3) Plot field data and other survey information for the design of the Project.
(4) Prepare detailed plans specifications, contract documents and drawings for construction authorized by the OWNER. These designs shall in all respects combine the application of sound engineering principles with a high degree of economy.
(5) Prepare detailed cost estimates and proposals of authorized construction, which shall include summaries of bid items and quantities based, insofar as practicable, on the unit price system of bidding. The ENGINEER shall not be required to guarantee the accuracy of those estimates.
(6) Develop preliminary and final plans for on-site subdivision improvements (water, sanitary sewer, and drainage). Develop preliminary and final paving and grading plans. Submit plans to respective public entities for review and comment. Address any comments from respective public entities and obtain approvals. Prepare specifications and final cost estimate of proposed subdivision improvements. The ENGINEER shall not be required to guarantee the accuracy of those estimates.
(7) Furnish the OWNER all necessary copies of approved plans, specifications, notices to bidders, and proposals. All sets of plans in excess of 5 are to be paid for separately.
(8) Assist the OWNER in the advertisement of the Project for bids.
(9) Assist the OWNER in the opening and tabulation of bids for construction on the Project, and recommend to the OWNER as to the proper action on all proposals received.
(10) Assist in the preparation of formal contract documents for the award of contracts.
(11) Prepare and assist owner in preparing any reports, plans, documentation, studies or other material of any nature whatsoever, which OWNER may need or be required to submit to any federal, state or local authority in order to comply with any federal, state or local statute, order, regulation, ordinance or guideline.

C. Construction Phase:

(1) The ENGINEER shall consult and advise OWNER and act as OWNER's representative as provided in the General Conditions of the Construction Contract. The extent and limitations of the duties, responsibilities and the authority of ENGINEER as assigned in the General Conditions of the

Construction Contract shall not be modified, except as ENGINEER may otherwise agree in writing.

(2) The ENGINEER shall provide administration of authorized construction (as distinguished from the inspection of a resident engineer continuously at the site of the Project), including visits of the ENGINEER or a competent representative of the ENGINEER to the site of construction at least three times per week. In the administration of the Project, the ENGINEER will use his best efforts to protect the OWNER against defects and deficiencies in the Work of contractors, but he does not guarantee the performance of their contracts; however, he will promptly notify OWNER of any such defect and take all steps possible to require Contractor to correct the deficiency.

(3) Provide for all field surveys and field layouts to establish right-of-way and vertical and horizontal control for construction.

(4) Provide for detailed construction staking, at OWNER's expense.

(5) Consult and advise with the OWNER during construction.

(6) Furnish the services of a resident engineer and inspectors if OWNER requests ENGINEER to do so, for continuous on-the-site inspection of construction, at OWNER's expense.

(7) Submit a written monthly report to the OWNER that outlines the progress in a form and manner satisfactory to the OWNER.

(8) Check shop or working drawings furnished by Contractors.

(9) Review all laboratory, shop and mill tests of materials and equipment for compliance with specifications.

(10) Prepare monthly and final estimates for payments to contractors, and furnish to the OWNER any necessary certifications as to payments to contractors and suppliers. Retainage is to be withheld from all payments on construction contracts until final acceptance by OWNER.

(11) Prepare, explain and submit proposed contract change orders when applicable.

(12) Supervise initial operation of the Project, following the completion of construction and supervise the necessary performance tests required by specifications.

(13) Perform, in company with the OWNER's representatives, a final inspection of the Project.

(14) Revise contract drawings to show the work as actually constructed and furnish the OWNER with 5 sets of prints.

EXHIBIT "B"

WORK AUTHORIZATION

HIDALGO COUNTY

Professional Engineering Services
Contract #
Work Authorization/ Work Order Form

WORK AUTHORIZATION/ORDER NO. ___

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, _____ professional engineers of_____ Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK
The purpose of this Work Authorization is for the Engineer to provide_____.

The scope of services to be provided by the **Engineer** is identified in ***Attachment A" – Scope of Services to be Provided by the Owner*** attached hereto.

The scope of services to be provided by the **Engineer** is identified in ***Attachment "B" – Scope of Services to be Provided by the Engineer*** attached hereto.

PART 2. ESTIMATED COST
The estimated cost for services under this Work Authorization is _____.This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as **Attachment "D".**

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

PART 4. FUNDING
This Work Authorization No.__ shall be funded through funding source:
Account No._____
Requisition Number _____ **(MUST BE INCLUDED AFTER CC APPROVAL)**

PART 5. PERIOD OF SERVICE
This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization or (DATE).

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION
Acknowledgement and confirmation by Hidalgo County Precinct No.___ Commissioner_____ as to content and detail of this Work Authorization No. # ___.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. __:

BY:_____

PART 8. ACCEPTANCE AND APPROVAL
This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on ___(DATE)___ as indicated below and effective as of_____ day of _____,2014

THE ENGINEER:
(INSERT NAME OF COMPANY)

_____
By: (TYPE NAME)_____

THE OWNER:
HIDALGO COUNTY

_____
By: Ramon Garcia, County Judge or Presiding Officer

ATTEST:

_____
By:Arturo Guajardo, Jr. County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Engineer
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Cost Proposal

EXHIBIT "C"

INSURANCE

Client#: 51986 RGUT

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/05/2013

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

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

PRODUCER	CONTACT NAME:	
Insurance Network of Texas 143 E Austin Giddings, TX 78942 979 542-3666	PHONE (A/C, No, Ext): 979 968-6494	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : United Fire Group-D2-(for Downl	
INSURED R. Gutierrez Engineering Corporation 130 E. Park Ave. Pharr, TX 78577	INSURER B : Texas Mutual Insurance Company	22945
	INSURER C : Certain Underwriters @ Lloyds/B	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			85319068	11/05/2013	11/05/2014	EACH OCCURRENCE	$1,000,000
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	[ ] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$2,000,000
								$
A	AUTOMOBILE LIABILITY			85319068	11/05/2013	11/05/2014	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	[X] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS [X] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR			85319068	11/05/2013	11/05/2014	EACH OCCURRENCE	$1,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$1,000,000
	[ ] DED [X] RETENTION $10000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			SBP0001260441	11/05/2013	11/05/2014	[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N]	N/A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$1,000,000
A	Comm Prop			85319068	11/05/2013	11/05/2014	See Remarks	
C	Professional			443229	11/04/2013	11/04/2014	See Remarks	

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

Subject to Policy Terms and Conditions:
Commercial Property: Building $242,000, BPP $163,000, Deductible $1,000
Professional Liability: Per Claim $1,000,000, Aggregate $1,000,000, Deductible $25,000
** Workers Comp Information **
Blanket Waiver of Subrogation Form# WC420304A Edt Date: 01/01/00
(See Attached Descriptions)

CERTIFICATE HOLDER

County of Hidalgo
ATTN: Purchasing Department
2802 S. Business Highway 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RJ. Mitchell

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RE: C-14-085-04-08-R. Gutierrez Engineering

From : Steve Crain <scrain@atlashall.com> Mon, Apr 07, 2014 01:28 PM
Subject : RE: C-14-085-04-08-R. Gutierrez Engineering
To : 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>

The draft agreement is fine.

From: Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]
Sent: Monday, April 07, 2014 9:22 AM
To: Steve Crain
Cc: martha salazar
Subject: Re: C-14-085-04-08-R. Gutierrez Engineering

Mr. Crain:

As requested Friday afternoon, the word **(On Call)** has been added to the contract. Please review and approve as to form.

Thank you.

ROCIO VILLARREAL
HIDALGO COUNTY PURCHASING DEPT.
CONTRACTS MANAGER
(956) 318-2626 Work
(956) 292-7000 Ext. 4868 Work
rocio.villarreal@co.hidalgo.tx.us
2812 S. Business Hwy 281
Edinburg, Texas 78539

From: "Rocio Villarreal" <rocio.villarreal@co.hidalgo.tx.us>
To: "Steve Crain" <scrain@atlashall.com>
Sent: Friday, April 4, 2014 4:02:26 PM
Subject: Re: C-14-085-04-08-R. Gutierrez Engineering

Each project will be identify once a work authorization is approved.

From: "Steve Crain" <scrain@atlashall.com>
To: "Rocio Villarreal" <rocio.villarreal@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 3:57:41 PM
Subject: RE: C-14-085-04-08-R. Gutierrez Engineering

From: Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]
Sent: Friday, April 04, 2014 2:35 PM
To: Steve Crain
Subject: C-14-085-04-08-R. Gutierrez Engineering

Mr. Crain:

Please review and approve as to form the professional engineering services agreement with R. Gutierrez Engineering.

Thank you.

ROCIO VILLARREAL
HIDALGO COUNTY PURCHASING DEPT.
CONTRACTS MANAGER
(956) 318-2626 Work
(956) 292-7000 Ext. 4868 Work
rocio.villarreal@co.hidalgo.tx.us
2812 S. Business Hwy 281
Edinburg, Texas 78539

AI-43897 **Closed Session 22. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Arnold Ramirez

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/02/2014 02:02 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Aida Alvarez Started On: 04/02/2014 01:43 PM

Final Approval Date: 04/04/2014

AI-43962 **Closed Session 22. D.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil Action No. 7:13-CV-00496; Adriana Mora as Next Friend of Brian Mora Valadez, incapacitated v. Hidalgo County, Texas

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/04/2014 04:36 PM

Final Approval Date: 04/04/2014

AI-43899 **Open Session 23. C.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Arnold Ramirez

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/02/2014 02:02 PM
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Aida Alvarez Started On: 04/02/2014 01:47 PM

Final Approval Date: 04/04/2014

AI-43963 **Open Session 23. D.**

CC REGULAR

Meeting Date: 04/08/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Civil Action No. 7:13-CV-00496; Adriana Mora as Next Friend of Brian Mora Valadez, incapacitated v. Hidalgo County, Texas

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	04/04/2014 04:54 PM

Form Started By: Monica Badillo Started On: 04/04/2014 04:37 PM

Final Approval Date: 04/04/2014