



AGENDA
DRAINAGE DISTRICT
BOARD OF DIRECTORS
March 3, 2015
9:00 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Drainage District #1 Board of Directors will be held at the Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call**
2. **Prayer**
3. **Open Forum**
4. **Approval of Consent Agenda**
5. **AI -48481** Discussion and approval granting Right Of Entry to Teague Nall & Perkins (TNP) in conjunction with TxDot to perform surveying services along HCDD1 drainage facilities along Chapin Road.
6. **AI -48615** Discussion and approval from Hidalgo County Irrigation District #2 allowing HCDD1 to cross a 24" RCP located at South Fork Lateral.

Approval of Interlocal Cooperation Agreement Between Delta Lake Irrigation District and Hidalgo County Drainage District No. 1 as it relates to joint use of right of way for purpose of maintenance, construction, repairs to drainage facilities.
7. **AI -48663** A.) Requesting approval to advertise for RFQ No. HCDD1-15-004-04-01 "Real Estate Appraisal Services - Pool".

B.) Requesting approval of "Pool" of pre-qualified firms submitting Statements of Qualifications for ranking on an "As Needed Basis" per project by the Hidalgo County Drainage District No. 1 for projects that require said services as set forth in the requirements stated in RFQ No. HCDD1-15-001-02-18 "PROFESSIONAL ENGINEERING SERVICES-POOL".

C.) Discussion, consideration and possible action for AGUA Special Utility District to use Hidalgo County Drainage District No. 1 ditch system to run a force main.

2013 BOND SERIES

D.) Requesting approval of Change Order No. 1 with Foremost Paving, Inc. for Construction Contract No. HCDD1-14-003-02-11 "Pct. 4 West Main Drain Existing Weir Modification & Existing Concrete Slide Gate Control Structure Improvements". Extension of Contract time due to manufactures delay in material delivery. No amount associated with Change Order No.1

E.) Requesting approval to accept bid and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No.HCDD1-13-024-09-26A "Drainage Improvements Project East Donna Drain-Flood Pump". SANCO General Contracting, Inc. in the amount of \$845,824.66.

F.) Requesting approval to accept bid and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No. HCDD1-13-026-09-26C "Drainage Improvements Project South Mercedes Drain - Flood Pump". SANCO General Contracting, Inc. in the amount of \$665,343.48.

- 8. AI -48676** Request approval to issue payment on the following items that were procured outside of District's purchasing guidelines:

AAMCO Inv no. 128057 dated 11-21-2014 in the amount of \$65.00.
Grand Total \$65.00

G&K Services Inv no. 1103477751 dated 11-26-14 in the amount of \$35.70

G&K Services Inv no. 1103493897 dated 12-24-14 in the amount of \$35.70

G&K Services Inv no. 1103497957 dated 12-31-14 in the amount of \$35.70

G&K Services Inv no. 1103502007 dated 01-07-15 in the amount of \$35.70

Grand Total \$142.80

Mobile Relays Partners Inv no. AIR0034301 dated 12-01-14 in the amount of \$501.39

Mobile Relays Partners Inv no. AIR0034432 dated 01-01-15 in the amount of \$501.39

Mobile Relays Partners Inv no. AIR0034564 dated 02-01-15 in the amount of \$501.39

Grand Total \$1,504.17

- 9. Closed Session:**
Board of Directors 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**
- 10. Open Session:**

 - A. Real Estate Acquisition**
 - B. Pending and/or Potential Litigation**
- 11. Closed Session:**
Board of Directors may reconvene into Closed Session for the discussion regarding the agenda items listed
- 12. Open Session:**
Board of Directors may reconvene into Open Session for the discussion regarding the agenda items listed
- 13. Adjourn**

AI -48481

5.

DRAINAGE DISTRICT

Meeting Date: 03/03/2015

Submitted By: Sylvia Sanchez, DRAINAGE
DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Discussion and approval granting Right Of Entry to Teague Nall & Perkins (TNP) in conjunction with TxDot to perform surveying services along HCDD1 drainage facilities along Chapin Road.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2015 02:36 PM
Final Approval	Monica Badillo	02/27/2015 05:46 PM
Form Started By: Sylvia Sanchez		Started On: 02/12/2015 09:41 AM
Final Approval Date: 02/27/2015		

AI -48615

6.

DRAINAGE DISTRICT

Meeting Date: 03/03/2015

Submitted For: Sylvia Sanchez

Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Discussion and approval from Hidalgo County Irrigation District #2 allowing HCDD1 to cross a 24" RCP located at South Fork Lateral.

Approval of Interlocal Cooperation Agreement Between Delta Lake Irrigation District and Hidalgo County Drainage District No. 1 as it relates to joint use of right of way for purpose of maintenance, construction, repairs to drainage facilities.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/24/2015 08:36 AM
Final Approval	Monica Badillo	02/27/2015 05:46 PM
Form Started By: Sylvia Sanchez		Started On: 02/23/2015 02:29 PM
Final Approval Date: 02/27/2015		

AI -48663

7.

DRAINAGE DISTRICT

Meeting Date: 03/03/2015

Submitted By: Jaime Salazar, DRAINAGE
DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

A.) Requesting approval to advertise for RFQ No. HCDD1-15-004-04-01 "Real Estate Appraisal Services - Pool".

B.) Requesting approval of "Pool" of pre-qualified firms submitting Statements of Qualifications for ranking on an "As Needed Basis" per project by the Hidalgo County Drainage District No. 1 for projects that require said services as set forth in the requirements stated in RFQ No. HCDD1-15-001-02-18 "PROFESSIONAL ENGINEERING SERVICES-POOL".

C.) Discussion, consideration and possible action for AGUA Special Utility District to use Hidalgo County Drainage District No. 1 ditch system to run a force main.

2013 BOND SERIES

D.) Requesting approval of Change Order No. 1 with Foremost Paving, Inc. for Construction Contract No. HCDD1-14-003-02-11 "Pct. 4 West Main Drain Existing Weir Modification & Existing Concrete Slide Gate Control Structure Improvements". Extension of Contract time due to manufactures delay in material delivery. No amount associated with Change Order No.1

E.) Requesting approval to accept bid and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No.HCDD1-13-024-09-26A "Drainage Improvements Project East Donna Drain-Flood Pump". SANCO General Contracting, Inc. in the amount of \$845,824.66.

F.) Requesting approval to accept bid and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No.

HCDD1-13-026-09-26C "Drainage Improvements Project South Mercedes Drain - Flood Pump". SANCO General Contracting, Inc. in the amount of \$665,343.48.

BACKGROUND

Fiscal Impact

Attachments

East Donna Drain

South Mercedes Drain

2015 Engineering Pool

AGUA SUD exhibit

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/27/2015 09:21 AM
Final Approval	Monica Badillo	02/27/2015 05:46 PM
Form Started By: Jaime Salazar		Started On: 02/25/2015 05:10 PM
Final Approval Date: 02/27/2015		



TEDSI INFRASTRUCTURE GROUP

Consulting Engineers

1201 E. Expressway 83 ♦ Mission, Texas 78572

February 11, 2015

Jaime Salazar
Hidalgo County Drainage District No. 1 District Manager
902 N. Doolittle Rd
Edinburg TX 78542

RE: Bid No. HCDD1-13-024-09-26A "Drainage Improvements Project East Donna Drain-Flood Pump" Recommendation Award Letter

Dear Mr. Salazar:

Three contractors submitted bids for above captioned Bid No. as follows:

Bidder	TOTAL
SANCO General Contracting, LLC	\$845,824.66
Mor-Wil, LLC	\$1,000,725.79
Texas Cordia Construction	\$1,019,884.00

Note that copies of the bid documents submitted to TEDSI for bid evaluation were missing the following documents: Conflict of Interest Questionnaire: Mor-Wil, LLC. The lack of said documents does not impact the apparent low bidder.

SANCO General Contracting, LLC is the apparent low bidder. Apparent low bid is lower than Engineer's Estimate. It is our recommendation that HCDD1 award Bid to "SANCO General Contracting, LLC" for a total of **\$845,824.66**

Should you have any questions, please do not hesitate to contact me.

Sincerely,
TEDSI INFRASTRUCTURE GROUP INC



Mark D. Corbitt, P.E., CFM, Project Manager
Enclosures: Bid Analysis, Bid tabulations

BID ANALYSIS
EAST DONNA DRAIN

ITEM A - BASE BID			
TOTAL	UNIT	SPECI NO	BID ITEM DESCRIPTION
3	MO	01 56 00	BARRICADES AND SIGNS
190	LF	01 57 00	SEDIMENT CONTROL FENCE
20	LF	01 57 00	ROCK FILTER DAM
2	EA	09 00 00	SELF PRIMING TRAILER MOUNTED CENTRIFUGAL PUMP
80	CY	31 32 00	EMBANKMENT
1054	SY	31 64 00	HYDROMULCH SEEDING (w/WATERING)
3146	CY	35 10 00	CHANNEL EXCAVATION
1	LS	35 23 00	DEWATERING
245	CY	35 32 00	CONC. RIP-RAP (TY. "A")
1	LS	35 80 00	EMERGENCY ACTION PLAN
1	LS	35 80 01	EMERGENCY ACTION PLAN (IMPLEMENTATION)
1	LS	35 90 00	STOP LOGS
12	CY	50 20 00	PROP. CALICHE ROAD (6")
1	EA	60 20 00	PROP THRUST BLOCKS
7	EA	60 20 00	6" CONC WALL
332	LF	60 20 00	CONC BOX (CAST IN PLACE)
2	EA	60 20 00	GATEWELL STRUCTURE
2	EA	60 20 00	CONC SUCTION BOX W/GRATE
179	LF	60 41 00	METAL BEAM GUARD FENCE (MBGF)
75	FT	60 41 00	12" STEEL PIPE SCH 40 PAINTED (OIL BASE) (W/SUCTION END CAP AND FITTINGS)
70	FT	60 41 00	18" STEEL PIPE SCH 40 PAINTED (OIL BASE) (W/SUCTION END CAP AND FITTINGS)
10	EA	60 41 00	BOLLARD
2	EA	60 66 00	CONC HEADWALL
2	EA	60 68 00	SLUICE GATES
			TOTAL ITEM A
			GRAND TOTAL

ENGINEER'S ESTIMATE	
UNIT PRICE	AMOUNT BID
\$5,000.00	\$15,000.00
\$6.50	\$1,235.00
\$250.00	\$5,000.00
\$135,000.00	\$270,000.00
\$25.00	\$2,000.00
\$4.00	\$4,216.00
\$8.00	\$25,168.00
\$40,000.00	\$40,000.00
\$500.00	\$122,500.00
\$20,000.00	\$20,000.00
\$60,000.00	\$60,000.00
\$10,000.00	\$10,000.00
\$45.00	\$540.00
\$900.00	\$900.00
\$4,000.00	\$28,000.00
\$800.00	\$265,600.00
\$40,000.00	\$80,000.00
\$10,000.00	\$20,000.00
\$65.00	\$11,635.00
\$300.00	\$22,500.00
\$400.00	\$28,000.00
\$1,000.00	\$10,000.00
\$30,000.00	\$60,000.00
\$43,000.00	\$86,000.00
\$1,042,294.00	
\$1,042,294.00	

APPARENT LOW BIDDER		
SANCO General Contracting, Inc.		
UNIT PRICE	AMOUNT BID	% +/-
\$5,000.00	\$15,000.00	+0.0%
\$7.00	\$1,330.00	+7.7%
\$250.00	\$5,000.00	+0.0%
\$120,000.00	\$240,000.00	-11.1%
\$60.00	\$4,800.00	+140.0%
\$3.50	\$3,689.00	-12.5%
\$18.00	\$56,628.00	+125.0%
\$15,000.00	\$15,000.00	-62.5%
\$244.50	\$59,902.50	-51.1%
\$1,500.00	\$1,500.00	-92.5%
\$10,000.00	\$10,000.00	-83.3%
\$5,000.00	\$5,000.00	-50.0%
\$120.00	\$1,440.00	+166.7%
\$250.00	\$250.00	-72.2%
\$5,000.00	\$35,000.00	+25.0%
\$551.00	\$182,932.00	-31.1%
\$33,360.00	\$66,720.00	-16.6%
\$3,500.00	\$7,000.00	-65.0%
\$85.00	\$15,215.00	+30.8%
\$200.00	\$15,000.00	-33.3%
\$290.00	\$20,300.00	-27.5%
\$750.00	\$7,500.00	-25.0%
\$2,500.00	\$5,000.00	-91.7%
\$35,809.08	\$71,618.16	-16.7%
\$845,824.66		-18.8%
\$845,824.66		-18.8%

Mor-Wil, LLC		
UNIT PRICE	AMOUNT BID	% +/-
\$2,600.00	\$7,800.00	-48.0%
\$2.60	\$494.00	-60.0%
\$1,156.76	\$23,135.20	+362.7%
\$107,965.00	\$215,930.00	-20.0%
\$41.50	\$3,320.00	+66.0%
\$1.36	\$1,433.44	-66.0%
\$26.00	\$81,796.00	+225.0%
\$15,500.00	\$15,500.00	-61.3%
\$211.00	\$51,695.00	-57.8%
\$3,150.00	\$3,150.00	-84.3%
\$9,450.00	\$9,450.00	-84.3%
\$1,500.00	\$1,500.00	-85.0%
\$29.00	\$348.00	-35.6%
\$735.00	\$735.00	-18.3%
\$7,350.00	\$51,450.00	+83.8%
\$735.50	\$244,186.00	-8.1%
\$10,500.00	\$21,000.00	-73.8%
\$10,500.00	\$21,000.00	+5.0%
\$504.50	\$90,305.50	+676.2%
\$278.35	\$20,876.25	-7.2%
\$286.15	\$20,030.50	-28.5%
\$520.00	\$5,200.00	-48.0%
\$26,000.00	\$52,000.00	-13.3%
\$29,195.45	\$58,390.90	-32.1%
\$1,000,725.79		-4.0%
\$1,000,725.79		-4.0%

Texas Cordia Construction		
UNIT PRICE	AMOUNT BID	% +/-
\$3,000.00	\$9,000.00	-40.0%
\$8.00	\$1,520.00	+23.1%
\$500.00	\$10,000.00	+100.0%
\$100,000.00	\$200,000.00	-25.9%
\$45.00	\$3,600.00	+80.0%
\$5.00	\$5,270.00	+25.0%
\$10.00	\$31,460.00	+25.0%
\$10,000.00	\$10,000.00	-75.0%
\$400.00	\$98,000.00	-20.0%
\$50,000.00	\$50,000.00	+150.0%
\$15,000.00	\$15,000.00	-75.0%
\$10,000.00	\$10,000.00	+0.0%
\$300.00	\$3,600.00	+566.7%
\$4,500.00	\$4,500.00	+400.0%
\$2,500.00	\$17,500.00	-37.5%
\$725.00	\$240,700.00	-9.4%
\$19,000.00	\$38,000.00	-52.5%
\$18,000.00	\$36,000.00	+80.0%
\$46.00	\$8,234.00	-29.2%
\$500.00	\$37,500.00	+66.7%
\$600.00	\$42,000.00	+50.0%
\$1,800.00	\$18,000.00	+80.0%
\$15,000.00	\$30,000.00	-50.0%
\$50,000.00	\$100,000.00	+16.3%
\$1,019,884.00		-2.2%
\$1,019,884.00		-2.2%



TEDSI INFRASTRUCTURE GROUP

Consulting Engineers

1201 E. Expressway 83 ♦ Mission, Texas 78572

February 11, 2015

Jaime Salazar
Hidalgo County Drainage District No. 1 District Manager
902 N. Doolittle Rd
Edinburg TX 78542

RE: Bid No. HCDD1-13-024-09-26C "Drainage Improvements Project South Mercedes Drain" Recommendation Award Letter

Dear Mr. Salazar:

Three contractors submitted bids for above captioned Bid No. as follows:

Bidder	TOTAL
SANCO General Contracting, LLC	\$665,343.48
Mor-Wil, LLC	\$809,988.30
Texas Cordia Construction	\$884,270.00

An error in unit price was found in Mor-Wil, LLC bid. Error did not impact apparent low bid.

Note that copies of the bid documents submitted to TEDSI for bid evaluation were missing the following documents: Conflict of Interest Questionnaire: Mor-Wil, LLC. The lack of said documents does not impact the apparent low bidder.

SANCO General Contracting, LLC is the apparent low bidder. Apparent low bid is lower than Engineer's Estimate. It is our recommendation that HCDD1 award Bid to "SANCO General Contracting, LLC" for a total of **\$665,343.48**

Should you have any questions, please do not hesitate to contact me.

Sincerely,
TEDSI INFRASTRUCTURE GROUP INC



Mark D. Corbitt, P.E., CFM, Project Manager
Enclosures: Bid Analysis, Bid tabulations

BID ANALYSIS
SOUTH MERCEDES DRAIN

ITEM A - BASE BID			
TOTAL	UNIT	SPECI NO	BID ITEM DESCRIPTION
3	MO	01 56 00	BARRICADES AND SIGNS
140	LF	01 57 00	SEDIMENT CONTROL FENCE
20	LF	01 57 00	ROCK FILTER DAM
2	EA	09 00 00	SELF PRIMING TRAILER MOUNTED CENTRIFUGAL PUMP
112	CY	31 32 00	EMBANKMENT
100	SY	31 64 00	HYDROMULCH SEEDING (w/WATERING)
280	CY	35 10 00	CHANNEL EXCAVATION
1	LS	35 23 00	DEWATERING
271	CY	35 32 00	CONC. RIP-RAP (TY. "A")
1	LS	35 80 00	EMERGENCY ACTION PLAN
1	LS	35 80 01	EMERGENCY ACTION PLAN (IMPLEMENTATION)
1	LS	35 90 00	STOP LOGS
106	CY	50 20 00	PROP. CALICHE ROAD (6")
4	EA	60 20 00	PROP THRUST BLOCKS
11	EA	60 20 00	6" CONC WALL
170	LF	60 20 00	CONC BOX (CAST IN PLACE)
1	EA	60 20 00	GATEWELL STRUCTURE
2	EA	60 20 00	CONC SUCTION BOX W/GRATE
160	LF	60 41 00	METAL BEAM GUARD FENCE (MBGF)
132	FT	60 41 00	12" STEEL PIPE SCH 40 PAINTED (OIL BASE) (W/SUCTION END CAP AND FITTINGS)
63	FT	60 41 00	18" STEEL PIPE SCH 40 PAINTED (OIL BASE) (W/SUCTION END CAP AND FITTINGS)
9	EA	60 41 00	BOLLARD
2	EA	60 66 00	CONC HEADWALL
1	EA	60 68 00	SLUICE GATES
TOTAL ITEM A			
GRAND TOTAL			

ENGINEER'S ESTIMATE	
UNIT PRICE	AMOUNT BID
\$5,000.00	\$15,000.00
\$6.50	\$910.00
\$250.00	\$5,000.00
\$135,000.00	\$270,000.00
\$25.00	\$2,800.00
\$4.00	\$400.00
\$8.00	\$2,240.00
\$40,000.00	\$40,000.00
\$500.00	\$135,500.00
\$20,000.00	\$20,000.00
\$60,000.00	\$60,000.00
\$10,000.00	\$10,000.00
\$45.00	\$4,770.00
\$900.00	\$3,600.00
\$4,000.00	\$44,000.00
\$800.00	\$136,000.00
\$40,000.00	\$40,000.00
\$10,000.00	\$20,000.00
\$65.00	\$10,400.00
\$300.00	\$39,600.00
\$400.00	\$25,200.00
\$1,000.00	\$9,000.00
\$30,000.00	\$60,000.00
\$43,000.00	\$43,000.00
\$894,420.00	
\$894,420.00	

APPARENT LOW BIDDER		
SANCO General Contracting, Inc.		
UNIT PRICE	AMOUNT BID	% +/-
\$5,000.00	\$15,000.00	+0.0%
\$7.00	\$980.00	+7.7%
\$250.00	\$5,000.00	+0.0%
\$120,000.00	\$240,000.00	-11.1%
\$60.00	\$6,720.00	+140.0%
\$3.50	\$350.00	-12.5%
\$18.00	\$5,040.00	+125.0%
\$15,000.00	\$15,000.00	-62.5%
\$238.45	\$64,619.95	-52.3%
\$1,500.00	\$1,500.00	-92.5%
\$10,000.00	\$10,000.00	-83.3%
\$5,000.00	\$5,000.00	-50.0%
\$120.00	\$12,720.00	+166.7%
\$250.00	\$1,000.00	-72.2%
\$3,500.00	\$38,500.00	-12.5%
\$551.00	\$93,670.00	-31.1%
\$38,360.00	\$38,360.00	-4.1%
\$3,500.00	\$7,000.00	-65.0%
\$85.00	\$13,600.00	+30.8%
\$200.00	\$26,400.00	-33.3%
\$290.00	\$18,270.00	-27.5%
\$750.00	\$6,750.00	-25.0%
\$2,500.00	\$5,000.00	-91.7%
\$34,863.53	\$34,863.53	-18.9%
\$665,343.48		-25.6%
\$665,343.48		-25.6%

Mor-Wil, LLC		
UNIT PRICE	AMOUNT BID	% +/-
\$2,600.00	\$7,800.00	-48.0%
\$2.60	\$364.00	-60.0%
\$1,156.76	\$23,135.20	+362.7%
\$107,965.00	\$215,930.00	-20.0%
\$41.50	\$4,648.00	+66.0%
\$1.36	\$136.00	-66.0%
\$26.00	\$7,280.00	+225.0%
\$15,500.00	\$15,500.00	-61.3%
\$211.00	\$57,181.00	-57.8%
\$3,150.00	\$3,150.00	-84.3%
\$9,450.00	\$9,450.00	-84.3%
\$735.00	\$735.00	-92.7%
\$29.00	\$3,074.00	-35.6%
\$735.00	\$2,940.00	-18.3%
\$7,350.00	\$80,850.00	+83.8%
\$735.00	\$124,950.00	-8.1%
\$10,500.00	\$10,500.00	-73.8%
\$10,500.00	\$21,000.00	+5.0%
\$504.50	\$80,720.00	+676.2%
\$278.35	\$36,742.20	-7.2%
\$286.15	\$18,027.45	-28.5%
\$520.00	\$4,680.00	-48.0%
\$26,000.00	\$52,000.00	-13.3%
\$29,195.45	\$29,195.45	-32.1%
\$809,988.30		-9.4%
\$809,988.30		-9.4%

Texas Cordia Construction		
UNIT PRICE	AMOUNT BID	% +/-
\$3,000.00	\$9,000.00	-40.0%
\$8.00	\$1,120.00	+23.1%
\$500.00	\$10,000.00	+100.0%
\$100,000.00	\$200,000.00	-25.9%
\$50.00	\$5,600.00	+100.0%
\$8.00	\$800.00	+100.0%
\$30.00	\$8,400.00	+275.0%
\$10,000.00	\$10,000.00	-75.0%
\$500.00	\$135,500.00	+0.0%
\$50,000.00	\$50,000.00	+150.0%
\$15,000.00	\$15,000.00	-75.0%
\$8,000.00	\$8,000.00	-20.0%
\$100.00	\$10,600.00	+122.2%
\$3,000.00	\$12,000.00	+233.3%
\$1,500.00	\$16,500.00	-62.5%
\$700.00	\$119,000.00	-12.5%
\$19,000.00	\$19,000.00	-52.5%
\$18,000.00	\$36,000.00	+80.0%
\$50.00	\$8,000.00	-23.1%
\$500.00	\$66,000.00	+66.7%
\$700.00	\$44,100.00	+75.0%
\$2,000.00	\$18,000.00	+100.0%
\$15,825.00	\$31,650.00	-47.3%
\$50,000.00	\$50,000.00	+16.3%
\$884,270.00		-1.1%
\$884,270.00		-1.1%

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

RFQ - ENGINEERING REFERRAL POOL

PROFESSIONAL ENGINEERING SERVICES-POOL RFQ No. HCDD1-15-001-02-18

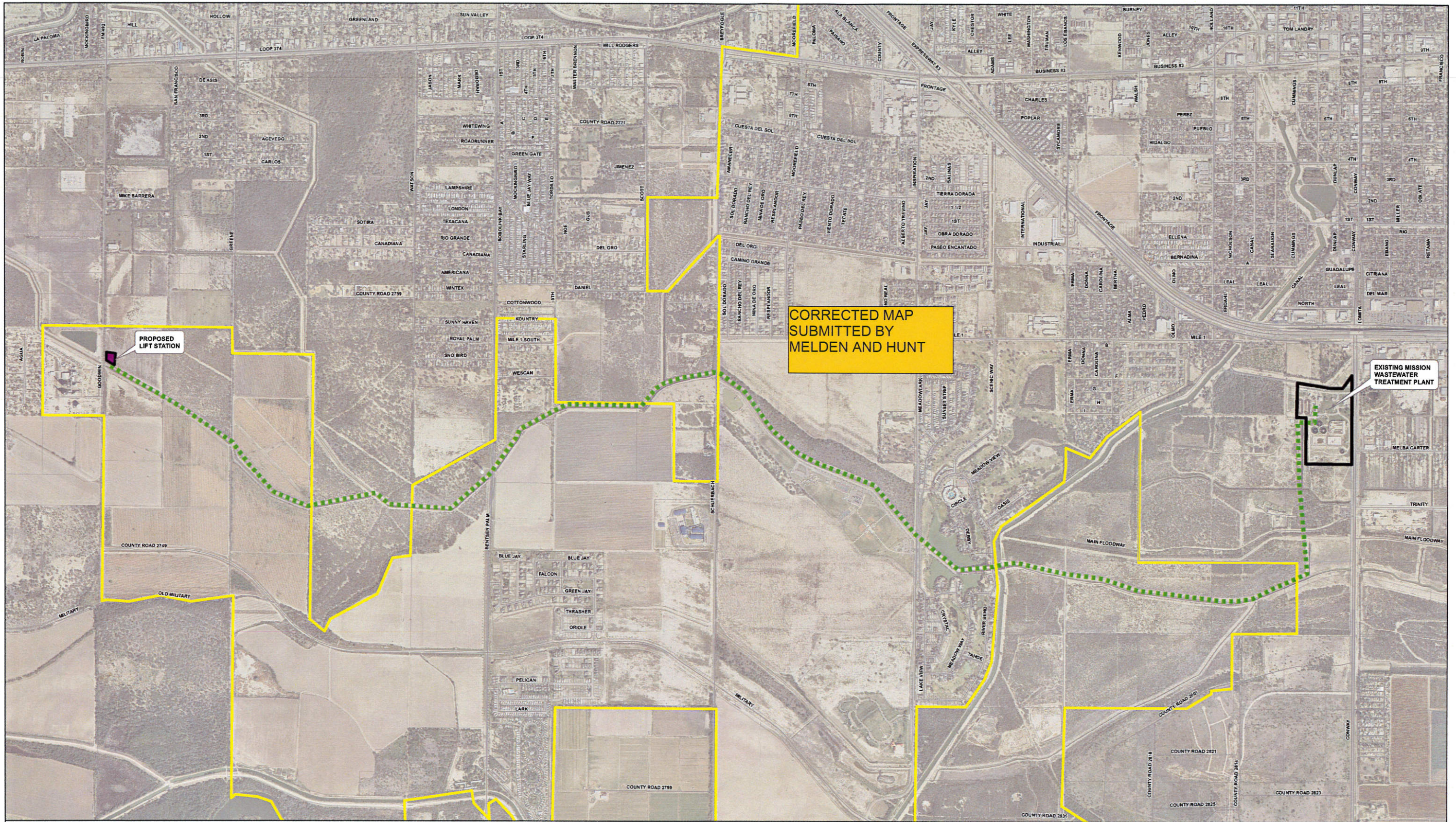
RFQ ACCEPTANCE DATE: March 03, 2015

POOL ROSTER EFFECTIVE PERIOD: 03/03/2015 through 03/03/2016

NAME OF COMPANY	Areas of Specialization								
	Civil	Structural	Geo-Technical	MEP	Mechanical	Environmental	Electrical	Highway	Other
1 Quintanilla Headley & Associates Inc., Attn: Alfonso Quintanilla, President 124 E. Stubbs Edinburg, Texas 78539 (956) 381-6480	X							x	X
2 Halff Associates, Inc. Attn: Robert L. Saenz, PE, CFM 5000 West Military Hwy., Suite 100 McAllen, Texas 78501 (956) 664-0286	X	X		X	X	X	X	X	
3 Rio Delta Engineering Attn: Gilbert J. Guerra, P.E. 921 South 10th Edinburg, Texas 78539 (956) 380-5152	X								
4 MEG Engineers Attn: Raul Palma, P.E. 5804 N Gumwood Pharr, Texas 78577 (956) 702-8500			x						x
5 Tedsa Infrastructure Group Attn: Jesse Salinas, Principal 1201 E. Expressway 83 Mission, Texas 78572 (956) 424-7898	X	x						X	x
6 L&G Engineering Transportation Cons. Attn:Reza Badiozzamani, P.E., C.F.M. 2100 W. Expressway 83 Mercedes, Texas 78570 (956) 565-9813	X	X	X			X		X	x
7 R. Gutierrez Engineering Corporation Attn: Ramiro Gutierrez, P.E. 130 East Park Pharr, Texas 78577 (956) 782-2557	X							X	

8	Raba Kistner Consultants, Inc. Attn: Martin Vila, P.E., Senior V.P. 800 E. Hackberry McAllen, Texas 78501 (956) 682-5332				X			X			X
9	Landtech Consultants, Inc. Attn: Paul Kwan, RPLS, President 2525 North Loop West Houston, Texas 77008 (713) 861-7068	X									
10	S&B Infrastructure, Ltd. Attn: Daniel Rios, P.E., Senior V.P. 5408 North 10th Street McAllen, Texas 78504 (956) 926-5000	X	X		X	X	X	X	X	X	X
11	Melden & Hunt, Inc. Attn: Fred L. Kurth, P.E., R.P.L.S. 115 W. McIntyre Edinburg, Texas 78541 (956) 381-0981	X									
12	Javier Hinojosa Engineering Attn: Javier Hinojosa, P.E. 416 E. Dove McAllen, Texas 78504 (956) 668-1588	X								X	
13	Guzman & Munoz Engineering Attn: Jose L. Muniz, P.E., S.I.T 2020 E. Expressway 83 Mercedes, TX 78570 (956) 565-4637	X								X	
14	B2Z Engineering Attn: Aron Reza Badiozzamani, P.E. P.O. Box 2724 McAllen, Texas 78502 (956) 618-0624	X	X	X						X	X
15	Dannenbaum Engineering Company Attn: Louis H. Jones, Jr., P.E. 1109 Nolana Loop, Suite 208 McAllen, Texas 78504 (956) 682-3677	X	X					X		X	

16	Cruz-Hogan Consultants, Inc. Attn: Ronnie Cruz, P.E., CFM 605 E Violet Ave., Ste. 5 McAllen, Texas 78540 (956) 682-5022	X					X			X
17	S & GE Civil Engineers Attn: Javier Garcia, P.E. 1803 Mozelle Street Pharr, Texas 78577 (956) 497-5355	X								
18	Civil Systems Engineering, Inc. Attn: Deren Li, Ph.D 2299 Lone Star Drive Suite 239 Sugar Land TX, 77479 (713) 782-3811	X					X			X
19	Naismith Engineering, Inc Attn: Anna A. Smith, PE 789 E. Washington St. Brownsville, Texas 78520 (956) 541-1155	X	X			X	X		X	
20	Urban Infrastructure Group, Inc. Attn: Craig A. Gonzalez, P.E. 407 N. Salinas Blvd. Donna, Texas 78537 (956) 464-4710	X			X		X			
21	Terracon Consultants, Inc. Attn: Mr. Jorge A. Flores, P.G. 1506 Mid Cities Drive Pharr, Texas 78577 (956) 283-8254	X		X			X		X	X
22	LeFevre Engineering & Management Consulting, LLC Attn: Richard LeFevre, PE 612 Nolana, Suit 520 McAllen, Texas 78504 (956) 664-8000	X					X		X	
23	Cortran Engineering, PLLC Attn: Yara M Corbitt, PE 3149-A Center Pointe Drive Edinburg, Texas 78539 (956) 971-0289	X	X	X			X		X	



LEGEND

- CITY OF MISSION
- Proposed Forcemain



1 inch = 800 feet

M MELDEN & HUNT INC.
 CONSULTANTS • ENGINEERS • SURVEYORS
 227 N. F.M. 3107
 HOUSTON, TX 77054
 PH: (281) 487-8258
 FAX: (281) 488-8991

BOOK NO. 10
 DATE: 01/01/13
 JOB NO. 13-001
 FILE NAME: 13-001-13-001
 ESTABLISHED 1947
 WWW.MELDENANDHUNT.COM

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AI -48676

8.

DRAINAGE DISTRICT

Meeting Date: 03/03/2015

Submitted By: Claudette Guerrero,
DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Request approval to issue payment on the following items that were procured outside of District's purchasing guidelines:

AAMCO Inv no. 128057 dated 11-21-2014 in the amount of \$65.00.
Grand Total \$65.00

G&K Services Inv no. 1103477751 dated 11-26-14 in the amount of \$35.70
G&K Services Inv no. 1103493897 dated 12-24-14 in the amount of \$35.70
G&K Services Inv no. 1103497957 dated 12-31-14 in the amount of \$35.70
G&K Services Inv no. 1103502007 dated 01-07-15 in the amount of \$35.70
Grand Total \$142.80

Mobile Relays Partners Inv no. AIR0034301 dated 12-01-14 in the amount of \$501.39
Mobile Relays Partners Inv no. AIR0034432 dated 01-01-15 in the amount of \$501.39
Mobile Relays Partners Inv no. AIR0034564 dated 02-01-15 in the amount of \$501.39
Grand Total \$1,504.17

BACKGROUND

Fiscal Impact

Attachments

AAMCO Inv#128057-Claim
GK INV#1103477751-CLAIM
GK INV#1103493897-CLAIM
GK INV#1103497957-CLAIM

GK INV#1103502007-CLAIM

Mobile Relay Inv#AIR0034301-CLAIM

Mobile Relay Inv#AIR0034432-CLAIM

Mobile Relay Inv#AIR0034564-CLAIM

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/27/2015 04:28 PM
Final Approval	Monica Badillo	02/27/2015 05:46 PM
Form Started By: Claudette Guerrero		Started On: 02/27/2015 08:44 AM
Final Approval Date: 02/27/2015		

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

902 NORTH DOOLITTLE

EDINBURG, TEXAS 78542

(956) 292-7080

FAX (956)292-7089



GODFREY GARZA, JR.
MANAGER

FINANCIAL ADMINISTRATION

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 01-26-15

TO: Jaime Salazar

FROM: Claudette Guerrero

REFERENCE: AAMCO Inv#128057

THE FOLLOWING DOCUMENT (S), I.e. ORIGINAL INVOICE IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR ACCOUNTING TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS. PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE ACCOUNTING DEPARTMENT WITH SUFFICIENT TIME TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY BOARD OF DIRECTORS.

EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED – PLEASE FOLLOW PROPER CLAIMS PROCEDURES

PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE

AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE

INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT

INSUFFICIENT FUNDING IN ACCOUNT # 433-006-44340 AVAILABLE \$ 0.00

NEEDS APPROVAL OF: _____

NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

NEEDS CORRECTION (S): _____

NEEDS ADDITIONAL DOCUMENTATION I.e.: _____

REQUIRES DISTRICT EMPLOYEE ACKNOWLEDGEMENT OF SERVICES PROVIDED AND/OR GOODS RECEIVED.

LOST INVOICE, VENDOR PROVIDED COPY ATTACHED, PLEASE RESUBMIT ALL REQUIRED DOCUMENTATION FOR PAYMENT PROCESSING (INVOICE APPROVAL, PO, REQUISITION, WORK ORDER, QUOTES).

OTHER: District's Inventory Clerk, Abran Gonzalez, failed to request purchase Order Increase; a note does not grant approval of overage and it lacks management approval for the excess amount.

COMMENTS / RECOMMENDATION: Please process item as a claim.

Email cc: Lora.Briones@hccd1.org

G.G@hccd1.org

CUSTOMER SERVICE MGR (LAST)		(FIRST)		DATE		128057	
ADDRESS		CITY		STATE/PROV		ZIP/POSTAL CODE	
YEAR		MAKE		MODEL		COLOR	
VEHICLE IDENTIFICATION NUMBER (VIN)		LIC. PLATE NO./STATE		BUSINESS PHONE		HOME PHONE	
WARRANTY CLAIM INFORMATION		ORIGINAL CENTER		ORIGINAL RO		ORIGINAL MILES	
ORIGINAL DELIVERY DATE		PROD. DATE		ENGINE SIZE		CELL PHONE	
HAT NUMBER		E-MAIL ADDRESS					



International Customer Service
 201 GIBRALTAR ROAD, HORSHAM, PA 19044
 Call toll-free: (800) 523-0401

Remit To:

14571

CLAIM

DARRELL MOTT - JIM MOHEL
 120 S 23RD ST
 MCALEEN TX 78501
 956-682-5525

An Independently owned and operated AAMCO Center

CUSTOMER DESCRIPTION OF PROBLEM

UNIT # 43
 3182710 ABRAM GONZALEZ
 AH MANUAL

VEHICLE OPERATING INFORMATION

When did you first notice the problem?
 Does it happen once in a while or all the time? Hot or Cold?
 Have you noticed any noise or vibrations?
 Has the transmission fluid been changed?
 What other services have been done to the vehicle lately?

EXTERNAL DIAGNOSTIC SERVICE AUTHORIZATION

I authorize this AAMCO Center to perform an external diagnostic service including all applicable checks at a cost of \$_____. AAMCO may operate this vehicle for purposes of testing, inspection and delivery at my risk.
 Customer Authorization X _____

TEL. AUTH. # _____ FROM _____ BY _____ DATE & TIME _____

SERVICE RECOMMENDATION

AAMCO may operate this vehicle for the purpose of testing and delivery at my risk. I understand that if a torque converter and/or hard parts are required, the cost will be in addition to the base price of \$_____. I have the right to authorize the additional cost, or to request reassembly and reinstallation of the unserviced transmission for a labor charge of \$_____ which includes the cost of disassembly and examination.

X _____ DATE/TIME/FROM _____

SERVICE	PRICE	AUTHORIZATION	DATE/TIME/FROM
<input type="checkbox"/> COMPUTER DIAGNOSTIC SERVICE	\$	X	
<input type="checkbox"/> OTHER SERVICE (See Service Description)	\$	X	
RECONDITIONED SERVICE	\$	X	
<input type="checkbox"/> 12 MONTHS/12,000 MILES WARRANTY	\$		
<input type="checkbox"/> 36 MONTHS/36,000 MILES WARRANTY	\$		
<input type="checkbox"/> LIFETIME WARRANTY	\$		
<input type="checkbox"/> HARD PARTS/ OTHER COMPONENTS	\$		
<input type="checkbox"/> TORQUE CONVERTER (Additional Cost if Required)	\$	DATE/TIME/FROM (X)	
FLEET <input type="checkbox"/> CENTRAL <input type="checkbox"/> DIRECT		PO # _____	
<input type="checkbox"/> BASE <input type="checkbox"/> MINOR	\$	FLEET/ADMIN.	
<input type="checkbox"/> CONVERTER	\$	PHONE # _____	
<input type="checkbox"/> HARD PARTS	\$		
TOTAL	\$	X	
All prices listed -- tax additional			

ADDITIONAL INFORMATION

SERVICE DESCRIPTION

Muffler Shop
 LABOR 65.00
 Rusted exhaust
 625898

ANNUAL RECHECK _____ METHOD OF PAYMENT: _____



**HIDALGO COUNTY
DRAINAGE DISTRICT**

902 N. DOOLITTLE
EDINBURG, TEXAS 78542

625898

PURCHASE ORDER

Date	Number
11/7/2014	625898 ✓

Vendor Address:
AAMCO TRANSMISSIONS
120 S. 23RD STREET
MCALLEN, TX 78501

Attention: J. CASTANEDA
Shipping Address: 902 N. Doolittle
Edinburg, TX 78542

11/10/2014
- Have PO#
unit is ready to
be taken in.

UNIT #43 MEMO REVIEWED BY J.S. ON 11/7/14

Return
somebody

Shipping Method:

11/21/14 - vendor
Completed services
on unit.
CA.

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

Item Code	Description	GL Code	Dist... Code	Quantity	Unit Price	Total	Date Received
	TRANSMISSION OVERHAUL	44340	006-...	1.00	1,295.00	1,295.00	
	TORQUE CONVERTER	44340	006-...	1.00	292.00	292.00	

Purchase Order Total: \$1,587.00

Vendor Name AAMCO TRANSMISSIONS

11/7/2014

625898

Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Total
	TRANSMISSION OVERHAUL	EA	1.00	1,295.00	1,295.00
	TORQUE CONVERTER	EA	1.00	292.00	292.00

Purchase Order Total: \$1,587.00

Authorized By:

[Signature]

11.10.14



P.O. 625898-

Hidalgo County Drainage District #1
902 N. Doolittle Rd.
Edinburg, TX 78542
Office#: (956) 292-7080
Fax#: (956) 292-7089

REQUISITION FORM

DATE: 10/29/2014

REQUESTED BY: J. Castaneda

UNIT#: #43

PREPARED BY: Adam

VENDOR'S NAME: AAMCO

PHONE: (956) 632-5525

PERSON CONTACTED: —

QTY.	PARTS #	DESCRIPTION	UNIT PRICE	TOTAL
		Unit #43 Needs transmission Overhaul, Labor & Parts.		

Approval By: Roberto de Leon
Date: 10-30-14 90

TOTAL: \$1507.⁰⁰

If over \$1,000.00 Please Attach 3 Quotes

14 -110-433-006-44340

COMMENTS: Going w/AAMCO
due to recommended warranty
price.

14 -110-415-003-

BONDS:

WARRANTY, IF APPLICABLE:

14 -110-415-003-

* Price difference due to vendor
had to repair exhaust fan drive
installation of transmission. New total

\$1652.00

ENC. SESSION: 76/4

HCDD#1

WORK ORDER
REQUEST FORM
FOR
EQUIPMENT REPAIR

1673
97
CME
2500

This form is to be filled out by the immediate supervisor and turned in to operations for assignment.

Date of Request : 8-25-14 ✓ (381-5010)

Person Making Request : J. Castaneda

Unit # : ~~43~~ 43

Mileage : 243274

Location : _____

Type of Service Requested

PM Kit: _____ Oil Change: _____ Other:

Comments: Please print who, what, when and where:

(1) TRANSMISSION Assessment required

(2) TRANSMISSION will not advance + of shift.

9/15/14 - JAIME C. obtain unit from vendor, getting additional quotes due to being above 100,000 dollars. (A) As per first vendor its the transfer case.

See reverse side.

Print Supervisor Name: ROL Signature: ROL

Assigned to : [Signature] (2)

Date Assigned : 8-25-14 (4)

Date Completed : _____

M&O Director Signature : _____

Buyers Signature _____

625898
P.O. #

11-7-14
Date

Memorandum

To: Godfrey Garza, HCDD1 District Manager
CC: Jaime Salazar, HCDD1 Purchasing Agent
From: Robert De Leon, HCDD1 Foreman RDL
Date: 10-30-14
Re: Requesting PO approval to over haul transmission on unit 43

Mr. Garza, we are requesting approval for a PO to proceed with repairs to unit 43.

Attached is a cost list for parts and labor from three different vendors for your review. Our Mechanic J. Rendon recommended that we consider AAMCO Transmissions quoted price of \$1587.00 for the job due to the three year warranty or 36,000 miles.

Please see attached quotes for your review.

Unit 43 is a 1997 GMC 2500 Regular Cab. It has 243,274 miles.

rdl fwh 10/30/14

Date: 10/27/2014

Quotes from Vendors

Bid: Unit #43 Needs Transmission
Overhaul for Parts & Labor.

Quote #1

Vendor AAMCO
(956) 632-5525
\$1,587.⁰⁰

Quote #2

Vendor Edinburg City Limits ✓
(956) 381-1010
\$1,983.⁰²

Quote #3

Vendor General Motors ✓
\$2,798.⁵⁰

Verified by

Adam Luna

EDINBURG CITY LIMITS AUTOMOTIVE GAITAN RACING!!
 3515 E. RICHARDSON RD
 EDINBURG TX 78539
 956-381-1010

Unit # 43
 243274 miles

10/21/2014 2:38 PM

page 1

Repair Order #2339 Sub-Estimate #3

DISTRICT, DRAINAGE #1
 EDINBURG TX 78542
 Day Phone : 9563182641

Vehicle : 1997 GMC Truck K1500 1/2 Ton 4WD - Pickup 5.7 L 350
 Tag/State : 1143193 /
 VIN : 1GTEK14R8VZ536373
 Last Mileage : 0
 Fleet # : 43
 Created : 9/16/2014 1:50:52 PM
 Odometer In : 0
 Srv Writer : MG
 Odometer Out : 0

Labor/Notes

Qty	Code/Tech*	Description	Unit Price	Price
7	MG*	TRANSMISSION ASSEMBLY	\$69.88	\$489.16
		Removal & Installation K1500		
0.1	MG*	(Combination) TORQUE CONVERTER R&R	\$69.88	\$6.99
1	MG*	TRANSMISSION SERVICE	\$79.99	\$79.99
		REMOVE ALL CONTAMINATED TRANSMISSION FLUID, FLUSH SYSTEM WITH CLEANER, REPLACE TRANSMISSION FILTER AND REFILL WITH PROPER TYPE AND AMOUNT OF NEW FLUID		
		Note: M - Labor Database, Copyright, Mitchell International, All Rights Reserved		
1	MG*	OVERHAUL TRANSMISSION	\$1,347.89	\$1,347.89

Parts

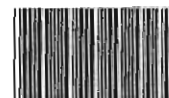
Qty	Code/Tech*	Description	Condition	Unit Price	Price
1	MG*	TRANSMISSION FILTER	New	\$18.99	\$18.99


Labor		\$1,924.03
Parts		\$18.99
Sublet/Misc.		\$0.00
Other Charges		\$40.00
Charges		\$0.00
Sales Tax	Tax @ \$1,983.02 * 0.0000%	\$0.00
	Repair Total	\$1,983.02

Tech _____ Certification # _____
 MG _____

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$5.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs.

Customer Signature _____



Part Number	Group	Description	Usage	Year	Qty	Pkg H Qty	List	Trade	Dealer
24207594	04.003	 TRANSMISSION, AUTO (SERVICE) (REMANUFACTURED-NOT FOR SALE WHERE IMPORTS ARE RESTRICTED)	K1 (03-08-16-53) 5.7R (L31), 4 SPD AUTO TRANS (M30)	1997-1997	1	1	2031.25	N.A.	1625.00
VIN: 1GTEK14R8VZ536373							Prices effective Oct 2014	2031.25	1625.00

PARTS
LABOR

\$2,112.50
686.⁰⁰

SUB TOTAL 2,798.50

WARRANTY 3yr/100K miles



[Redacted]
[Redacted]
(956) 287-8100 OFFICE
(956) 287-8153 FAX
[Redacted]

4002 SOUTH US EXPRESSWAY 281 • EDINBURG, TEXAS 78542

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

902 NORTH DOOLITTLE

EDINBURG, TEXAS 78542

(936) 292-7080

FAX (936) 292-7089



GODFREY GARZA, JR.
MANAGER

FINANCIAL ADMINISTRATION

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 02-26-2015

TO: Jaime Salazar

FROM: Claudette Guerrero

REFERENCE: GK Inv#1103477751, Inv#1103502007 and Inv#1103514280-Claims

THE FOLLOWING DOCUMENT (S), i.e. ORIGINAL INVOICE IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR ACCOUNTING TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS. PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE ACCOUNTING DEPARTMENT WITH SUFFICIENT TIME TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY BOARD OF DIRECTORS.

EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES

PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE

AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE

INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT

INSUFFICIENT FUNDING IN ACCOUNT # _____ AVAILABLE \$ _____

NEEDS APPROVAL OF: _____

NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

NEEDS CORRECTION (S): _____

NEEDS ADDITIONAL DOCUMENTATION i.e.: _____

REQUIRES DISTRICT EMPLOYEE ACKNOWLEDGEMENT OF SERVICES PROVIDED AND/OR GOODS RECEIVED.

LOST INVOICE, VENDOR PROVIDED COPY ATTACHED, PLEASE RESUBMIT ALL REQUIRED DOCUMENTATION FOR PAYMENT PROCESSING (INVOICE APPROVAL, PO, REQUISITION, WORK ORDER, QUOTES).

OTHER: _____

COMMENTS / RECOMMENDATION: services are being provided without an agreement and/or purchase order an email was sent to you on 01-26-2015 advising you of discrepancies.

Email cc: Lora.Briones@hccdd1.org

CLAIM

G&K SERVICES-CORPUS CHR:STI
410 PROBANTO
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIOALGO COUNTY DRAINAGE DISTNational Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103477751
Invoice Date: 11/26/2014
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number: 624038
Fed 10 Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

All communications and correspondence regarding billing or payment disputes, including checks designated as "PAID IN FULL" or with similar language, must be sent to the G&K Services address listed on the top left hand side of this invoice. All sales adjustments are subject to G&K management approval. Goods and services offered pursuant to a contract. Returned checks are subject to a service fee. Thank you for your business!

ORIGINAL

Message(s)

ROSA ARCE

Customer Signature

11/25/14

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Clock# Frequency	---Billing---	Quantity	Amount	T A X
	3X4 MAT, TRACKCTL, DRK GRAY	WKLY		6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY		2	\$6.00	
	DUSTMOP 24 UNTR, COMBO, RED	WKLY		3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY		2	\$0.00	
	HANDLE DUST MOP, SWIVEL, WOOD	WKLY		2	\$0.00	
	MINIMUM DIFFER.			1	\$15.23	
	ENERGY SURCHG			1	\$0.70	

14-110-415-00346080
HCDDA-ADMIN OFFICE
SERVICE FOR MATS & DUSTMOP

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70

Page 1 of 2

Page 2 of 2

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

902 NORTH DOOLITTLE

EDINBURG, TEXAS 78542

(956) 292-7080

FAX (956)292-7089



GODFREY GARZA, JR.
MANAGER

FINANCIAL ADMINISTRATION

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 01-26-2015

TO: Jaime Salazar

FROM: Claudette Guerrero

REFERENCE: G&K Services Inv#1103493897 & Inv#1103497957

THE FOLLOWING DOCUMENT (S), i.e. ORIGINAL INVOICE IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR ACCOUNTING TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS. PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE ACCOUNTING DEPARTMENT WITH SUFFICIENT TIME TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY BOARD OF DIRECTORS.

EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED – PLEASE FOLLOW PROPER CLAIMS PROCEDURES

PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE

AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE

INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT

INSUFFICIENT FUNDING IN ACCOUNT # 415-003-4608 AVAILABLE \$ 0.00

NEEDS APPROVAL OF: District's Authorized M&O Personnel

NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

NEEDS CORRECTION (S): _____

NEEDS ADDITIONAL DOCUMENTATION i.e.: _____

REQUIRES DISTRICT EMPLOYEE ACKNOWLEDGEMENT OF SERVICES PROVIDED AND/OR GOODS RECEIVED.

LOST INVOICE, VENDOR PROVIDED COPY ATTACHED, PLEASE RESUBMIT ALL REQUIRED DOCUMENTATION FOR PAYMENT PROCESSING (INVOICE APPROVAL, PO, REQUISITION, WORK ORDER, QUOTES).

OTHER: Purchase Order no. 624038 has reached the 48week period specified; please make necessary arrangements to issue a new purchase order since vendor has been submitting invoices w/o an approved purchase order.

COMMENTS / RECOMMENDATION: Please have these two items processed as claims.

Email cc: Lora.Briones@hcd1.org

G.G@hcd1.org

"CLAIM" 96

P.O. # 624038 Closed out
Due to Reaching Alloted Amt.

G&K SERVICES-CORPUS CHRISTI
410 PROBANDT
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIOGLGO COUNTY DRAINAGE DIST National Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103493897
Invoice Date: 12/24/2014
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number: 624038
Fed ID Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

All communications and correspondence regarding billing or payment disputes, including checks designated as "PAID IN FULL" or with similar language, must be sent to the G&K Services address listed on the top left hand side of this invoice. All sales adjustments are subject to G&K management approval. Goods and services offered pursuant to a contract. Returned checks are subject to a service fee. Thank you for your business!

ORIGINAL

ROSA ARCE

Customer Signature 12/23/14

Message(s)

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Clock# Frequency	---Billing--- Quantity	Amount	T A X
	3X4 MAT, TRACKCTL, DRK GRAY	WKLY	6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY	2	\$6.00	
	DUSTMOP 24 UNTR, COMBD, RED	WKLY	3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY	2	\$0.00	
	HANDLE DUST MOP, SWIVEI, WOOD	WKLY	2	\$0.00	
	MINIMUM DIFFER.		1	\$15.23	
	ENERGY SURCHG		1	\$0.70	

1A -110-415-003 46080
SERVICE FOR MATS & DUSTMOPS

X
APPROVALS

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70



**HIDALGO COUNTY
DRAINAGE DISTRICT**

902 N. DOOLITTLE
EDINBURG, TEXAS 78542

624038

Date	Number
1/8/2014	624038

PURCHASE ORDER

Vendor Address:
G&K SERVICES
410 PROBANDT
SAN ANTONIO, TX 78204

Attention:
Shipping Address: 902 N. Doolittle
Edinburg, TX 78542

HCDD1-ADMN OFFICE. SERVICE FOR MATS & DUSTMOPS
(48 WEEKS, JANUARY 2014 THRU DECEMBER 2014)

Shipping Method:

VENDOR NOTES

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

Item Code	Description	GL Code	Dist... Code	Quantity	Unit Price	Total	Date Received
	SERVICE FOR MATS & DUSTMOPS	46080	003-...	48.00	35.70	1,713.60	

Purchase Order Total: \$1,713.60

Vendor Name G&K SERVICES

1/8/2014

624038

Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Total
	SERVICE FOR MATS & DUSTMOPS	WEEKS	48.00	35.70	1,713.60

Purchase Order Total: \$1,713.60

Authorized By:

P.O. # 624038



Hidalgo County Drainage District #1
902 N. Doolittle Rd.
Edinburg, TX 78542
Office#: (956) 292-7080
Fax#: (956) 292-7089

REQUISITION FORM

DATE: 1-8-13

REQUESTED BY: Jaime Salazar

UNIT#: HCDD1-OFFICE

PREPARED BY: Norma Reyna

VENDOR'S NAME: G & K Services

PHONE: () _____

PERSON CONTACTED: _____

QTY.	PARTS #	DESCRIPTION	UNIT PRICE	TOTAL
48	Weeks	Service for Mats & Dustmops	\$ 35.70	\$1,713.60
		From Jan 2014 Thru Dec 2014		}

Approval By: [Signature]
Date: 1-8-14 [Signature]

TOTAL: \$1,713.60

If over \$1,000.00 Please Attach 3 Quotes 14-110-415-00346080

PARTS ORDERED BY: _____ DATE: _____

PARTS RECEIVED BY: _____ DATE: _____

ENC. SESSION: 7385

COMMENTS: _____

WARRANTY, IF APPLICABLE: _____

"CLAIM"

G&K SERVICES-CORPUS CHRISTI
410 PROBANDT
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIDALGO COUNTY DRAINAGE DISTNational Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103497957
Invoice Date: 12/31/2014
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number:
Fed ID Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

All communications and correspondence regarding billing or payment disputes, including checks designated as "PAID IN FULL" or with similar language, must be sent to the G&K Services address listed on the top left hand side of this invoice. All sales adjustments are subject to G&K management approval. Goods and services offered pursuant to a contract. Returned checks are subject to a service fee. Thank you for your business!

ORIGINAL

Rosa Arce ✓

Customer Signature 01/08/15

Message(s)

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Frequency	Clock#	----Billing----	Quantity	Amount	T A X
	3X4 HAT, TRACKCTL, DRK GRAY	WKLY			6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY			2	\$6.00	
	DUSTMOP 24 UNTR, COMBO, RED	WKLY			3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY			2	\$0.00	
	HANDLE DUST MOP, SWIVEL, WOOD	WKLY			2	\$0.00	
	MINIMUM DIFFER.				1	\$15.23	
	ENERGY SURCHG				1	\$0.70	

LY-110-415-00346080
HCDD1 DUSTMOPS
&
MATS SERVICES

X
APPROVALS.

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70



**HIDALGO COUNTY
DRAINAGE DISTRICT**

902 N. DOOLITTLE
EDINBURG, TEXAS 78542

624038

PURCHASE ORDER

Date	Number
1/8/2014	624038

Vendor Address:
G&K SERVICES
410 PROBANDT
SAN ANTONIO, TX 78204

Attention:
Shipping Address: 902 N. Doolittle
Edinburg, TX 78542

HCDDI-ADMN OFFICE. SERVICE FOR MATS & DUSTMOPS
(48 WEEKS, JANUARY 2014 THRU DECEMBER 2014)

Shipping Method:

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

Item Code	Description	GL Code	Dist... Code	Quantity	Unit Price	Total	Date Received
	SERVICE FOR MATS & DUSTMOPS	46080	003-...	48.00	35.70	1,713.60	

Purchase Order Total: \$1,713.60

Vendor Name G&K SERVICES

1/8/2014

624038

Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Total
	SERVICE FOR MATS & DUSTMOPS	WEEKS	48.00	35.70	1,713.60

Purchase Order Total: \$1,713.60

Authorized By:

[Handwritten Signature]



P.O. # 624038

Hidalgo County Drainage District #1
902 N. Doolittle Rd.
Edinburg, TX 78542
Office#: (956) 292-7080
Fax#: (956) 292-7089

REQUISITION FORM

DATE: 1-8-13

REQUESTED BY: Jaimé Salazar

UNIT#: HCDD1-OFFICE

PREPARED BY: Norma Reyna

VENDOR'S NAME: G & K Services

PHONE: () _____

PERSON CONTACTED: _____

QTY.	PARTS #	DESCRIPTION	UNIT PRICE	TOTAL
48	Weeks	Service for Mats & Dustmops	\$ 35.70	\$1,713.60
		From Jan 2014 Thru Dec 2014		2

Approval By: [Signature]
Date: 1-8-14 [Signature]

TOTAL: \$1,713.60

If over \$1,000.00 Please Attach 3 Quotes 14-110-415-00346080

PARTS ORDERED BY: _____ DATE: _____

PARTS RECEIVED BY: _____ DATE: _____

ENC. SESSION: 7385

COMMENTS: _____

WARRANTY, IF APPLICABLE: _____

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

902 NORTH DOOLITTLE

EDINBURG, TEXAS 78542

(956) 292-7080

FAX (956)292-7089



GODFREY GARZA, JR.
MANAGER

FINANCIAL ADMINISTRATION

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 01-26-2015

TO: Jaime Salazar

FROM: Claudette Guerrero

REFERENCE: G&K Services Inv#1103493897 & Inv#1103497957

THE FOLLOWING DOCUMENT (S), i.e. ORIGINAL INVOICE IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR ACCOUNTING TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS. PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE ACCOUNTING DEPARTMENT WITH SUFFICIENT TIME TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY BOARD OF DIRECTORS.

EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED – PLEASE FOLLOW PROPER CLAIMS PROCEDURES

PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE

AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE

INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT

INSUFFICIENT FUNDING IN ACCOUNT # 415-003-4608 AVAILABLE \$ 0.00

NEEDS APPROVAL OF: District's Authorized M&O Personnel

NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

NEEDS CORRECTION (S): _____

NEEDS ADDITIONAL DOCUMENTATION i.e.: _____

REQUIRES DISTRICT EMPLOYEE ACKNOWLEDGEMENT OF SERVICES PROVIDED AND/OR GOODS RECEIVED.

LOST INVOICE, VENDOR PROVIDED COPY ATTACHED, PLEASE RESUBMIT ALL REQUIRED DOCUMENTATION FOR PAYMENT PROCESSING (INVOICE APPROVAL, PO, REQUISITION, WORK ORDER, QUOTES).

OTHER: Purchase Order no. 624038 has reached the 48week period specified; please make necessary arrangements to issue a new purchase order since vendor has been submitting invoices w/o an approved purchase order.

COMMENTS / RECOMMENDATION: Please have these two items processed as claims.

Email cc: Lora.Briones@hcd1.org

G.G@hcd1.org

"CLAIM" 96

P.O. # 624038 Closed out
Due to Reaching Alloted Amt.

G&K SERVICES-CORPUS CHRISTI
410 PROBANDT
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIOGLGO COUNTY DRAINAGE DISTNational Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103493897
Invoice Date: 12/24/2014
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number: 624038
Fed ID Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

All communications and correspondence regarding billing or payment disputes, including checks designated as "PAID IN FULL" or with similar language, must be sent to the G&K Services address listed on the top left hand side of this invoice. All sales adjustments are subject to G&K management approval. Goods and services offered pursuant to a contract. Returned checks are subject to a service fee. Thank you for your business!

ORIGINAL

ROSA ARCE

Customer Signature 12/23/14

Message(s)

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Clock# Frequency	---Billing--- Quantity	Amount	T A X
	3X4 MAT, TRACKCTL, DRK GRAY	WKLY	6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY	2	\$6.00	
	DUSTMOP 24 UNTR, COMBD, RED	WKLY	3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY	2	\$0.00	
	HANDLE DUST MOP, SWIVEI, WOOD	WKLY	2	\$0.00	
	MINIMUM DIFFER.		1	\$15.23	
	ENERGY SURCHG		1	\$0.70	

1A -110-415-003 46080
SERVICE FOR MATS & DUSTMOPS

X
APPROVALS

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70



**HIDALGO COUNTY
DRAINAGE DISTRICT**

902 N. DOOLITTLE
EDINBURG, TEXAS 78542

624038

Date	Number
1/8/2014	624038

PURCHASE ORDER

Vendor Address:
G&K SERVICES
410 PROBANDT
SAN ANTONIO, TX 78204

Attention:
Shipping Address: 902 N. Doolittle
Edinburg, TX 78542

HCDD1-ADMN OFFICE. SERVICE FOR MATS & DUSTMOPS
(48 WEEKS, JANUARY 2014 THRU DECEMBER 2014)

Shipping Method:

VENDOR NOTES

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

Item Code	Description	GL Code	Dist... Code	Quantity	Unit Price	Total	Date Received
	SERVICE FOR MATS & DUSTMOPS	46080	003-...	48.00	35.70	1,713.60	

Purchase Order Total: \$1,713.60

Vendor Name G&K SERVICES

1/8/2014

624038

Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Total
	SERVICE FOR MATS & DUSTMOPS	WEEKS	48.00	35.70	1,713.60

Purchase Order Total: \$1,713.60

Authorized By:

P.O. # 624038



Hidalgo County Drainage District #1
902 N. Doolittle Rd.
Edinburg, TX 78542
Office#: (956) 292-7080
Fax#: (956) 292-7089

REQUISITION FORM

DATE: 1-8-13

REQUESTED BY: Jaime Salazar

UNIT#: HCDD1-OFFICE

PREPARED BY: Norma Reyna

VENDOR'S NAME: G & K Services

PHONE: () _____

PERSON CONTACTED: _____

QTY.	PARTS #	DESCRIPTION	UNIT PRICE	TOTAL
48	Weeks	Service for Mats & Dustmops	\$ 35.70	\$1,713.60
		From Jan 2014 Thru Dec 2014		}

Approval By: [Signature]
Date: 1-8-14 [Signature]

TOTAL: \$1,713.60

If over \$1,000.00 Please Attach 3 Quotes 14-110-415-00346080

PARTS ORDERED BY: _____ DATE: _____

PARTS RECEIVED BY: _____ DATE: _____

ENC. SESSION: 7385

COMMENTS: _____

WARRANTY, IF APPLICABLE: _____

"CLAIM"

G&K SERVICES-CORPUS CHRISTI
410 PROBANDT
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIDALGO COUNTY DRAINAGE DISTNational Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103497957
Invoice Date: 12/31/2014
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number:
Fed ID Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

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ORIGINAL

Rosa Arce ✓

Customer Signature 01/08/15

Message(s)

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Clock# Frequency	----Billing----	Quantity	Amount	T A X
	3X4 HAT, TRACKCTL, DRK GRAY	WKLY		6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY		2	\$6.00	
	DUSTMOP 24 UNTR, COMBO, RED	WKLY		3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY		2	\$0.00	
	HANDLE DUST MOP, SWIVEL, WOOD	WKLY		2	\$0.00	
	MINIMUM DIFFER.			1	\$15.23	
	ENERGY SURCHG			1	\$0.70	

LY-110-415-00346080
HCDD1 DUSTMOPS
&
MATS SERVICES

X
APPROVALS.

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70



**HIDALGO COUNTY
DRAINAGE DISTRICT**

902 N. DOOLITTLE
EDINBURG, TEXAS 78542

624038

PURCHASE ORDER

Date	Number
1/8/2014	624038

Vendor Address:
G&K SERVICES
410 PROBANDT
SAN ANTONIO, TX 78204

Attention:
Shipping Address: 902 N. Doolittle
Edinburg, TX 78542

HCDDI-ADMN OFFICE. SERVICE FOR MATS & DUSTMOPS
(48 WEEKS, JANUARY 2014 THRU DECEMBER 2014)

Shipping Method:

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

Item Code	Description	GL Code	Dist... Code	Quantity	Unit Price	Total	Date Received
	SERVICE FOR MATS & DUSTMOPS	46080	003-...	48.00	35.70	1,713.60	

Purchase Order Total: \$1,713.60

Vendor Name G&K SERVICES

1/8/2014

624038

Item Code	Item Description	Unit of Measure	Quantity	Unit Price	Total
	SERVICE FOR MATS & DUSTMOPS	WEEKS	48.00	35.70	1,713.60

Purchase Order Total: \$1,713.60

Authorized By:

[Handwritten Signature]



P.O. # 624038

Hidalgo County Drainage District #1
902 N. Doolittle Rd.
Edinburg, TX 78542
Office#: (956) 292-7080
Fax#: (956) 292-7089

REQUISITION FORM

DATE: 1-8-13

REQUESTED BY: Jaime Salazar

UNIT#: HCDD1-OFFICE

PREPARED BY: Norma Reyna

VENDOR'S NAME: G & K Services

PHONE: () _____

PERSON CONTACTED: _____

QTY.	PARTS #	DESCRIPTION	UNIT PRICE	TOTAL
48	Weeks	Service for Mats & Dustmops	\$ 35.70	\$1,713.60
		From Jan 2014 Thru Dec 2014		2

Approval By: [Signature]
Date: 1-8-14 [Signature]

TOTAL: \$1,713.60

If over \$1,000.00 Please Attach 3 Quotes 14-110-415-00346080

PARTS ORDERED BY: _____ DATE: _____

PARTS RECEIVED BY: _____ DATE: _____

ENC. SESSION: 7385

COMMENTS: _____

WARRANTY, IF APPLICABLE: _____

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

902 NORTH DOOLITTLE

EDINBURG, TEXAS 78542

(936) 292-7080

FAX (936) 292-7089



GODFREY GARZA, JR.
MANAGER

FINANCIAL ADMINISTRATION

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 02-26-2015

TO: Jaime Salazar

FROM: Claudette Guerrero

REFERENCE: GK Inv#1103477751, Inv#1103502007 and Inv#1103514280-Claims

THE FOLLOWING DOCUMENT (S), i.e. ORIGINAL INVOICE IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR ACCOUNTING TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS. PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE ACCOUNTING DEPARTMENT WITH SUFFICIENT TIME TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY BOARD OF DIRECTORS.

EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES

PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE

AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT

VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE

INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT

INSUFFICIENT FUNDING IN ACCOUNT # _____ AVAILABLE \$ _____

NEEDS APPROVAL OF: _____

NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS):

NEEDS CORRECTION (S): _____

NEEDS ADDITIONAL DOCUMENTATION i.e.: _____

REQUIRES DISTRICT EMPLOYEE ACKNOWLEDGEMENT OF SERVICES PROVIDED AND/OR GOODS RECEIVED.

LOST INVOICE, VENDOR PROVIDED COPY ATTACHED, PLEASE RESUBMIT ALL REQUIRED DOCUMENTATION FOR PAYMENT PROCESSING (INVOICE APPROVAL, PO, REQUISITION, WORK ORDER, QUOTES).

OTHER: _____

COMMENTS / RECOMMENDATION: services are being provided without an agreement and/or purchase order an email was sent to you on 01-26-2015 advising you of discrepancies.

Email cc: Lora.Briones@hccdd1.org

"CLAIM"

G&K SERVICES-CORPUS CHRISTI
410 PROBANDT
SAN ANTONIO, TX 78204-2850
Phone: (210) 225-3381

Remit To:
P.O. BOX 842385
BOSTON, MA 02284-2385

HIDALGO COUNTY DRAINAGE DIST National Account
FIELD MAINT & OPERATIONS DIR 002603
902 N DOOLITTLE
EDINBURG, TX 78541
Customer Number: 39077-01
Service Agreement: 100040119
Contact: ROY QUINTERO

Invoice Number: 1103502007
Invoice Date: 01/07/2015
Payment Method: CHARGE
Bill-To Number: 3907701
P.O. Number:
Fed ID Number: 41-1670526
Route - Sale Rep: 47 - Rogelio M

All communications and correspondence regarding billing or payment disputes, including checks designated as "PAID IN FULL" or with similar language, must be sent to the G&K Services address listed on the top left hand side of this invoice. All sales adjustments are subject to G&K management approval. Goods and services offered pursuant to a contract. Returned checks are subject to a service fee. Thank you for your business!

ORIGINAL

Message(s)

Rosa Arce

Customer Signature 01/08/15

Last Name: arce

Wearer Number	Wearer Name Product Description	Locker/ Clock# Frequency	----Billing----	Quantity	Amount	T A X
	3X4 MAT, TRACKCTL, DRK GRAY	WKLY		6	\$11.52	
	4X6 MAT, TRACKCTL, BLACK	WKLY		2	\$6.00	
	DUSTMOP 24 UNTR, COMBO, RED	WKLY		3	\$2.25	
	MOP FRM 24, COLAPSBL, -	WKLY		2	\$0.00	
	HANDLE DUST MOP, SWIVEL, WOOD	WKLY		2	\$0.00	
	MINIMUM DIFFER.			1	\$15.23	
	ENERGY SURCHG			1	\$0.70	

15-110-415-003 46080

SUB TOTAL: \$35.70
TAX: \$0.00
TOTAL: \$35.70
=====

FEB 23 2015

3:59 AM (PM)

BY: *Rosa Arce*

Mobile Relays Partners, LTD
515 S. 12Th. St
P.O. Box 1808
McAllen TX, 78505-1808
(956)682-5224

12/01/2014

INVOICE AIR0034301

CUST P.O.

PAST DUE

Bill To: 117303

Ship To: 117303

Name HIDALGO CO. DRAINAGE #1
Address 902 NORTH DOOLITTLE RD.
TOWER LEASE ACCOUNT
EDINBURG TX, 78539
ATTN: ANA

HIDALGO CO. DRAINAGE #1
902 NORTH DOOLITTLE RD.
TOWER LEASE ACCOUNT
EDINBURG TX, 78539
ATTN: ANA

Qty	Description	Loc	Unit Price	Total
1.00	ON SITE MCALLEN		501.3900	501.39

Subtotal : 501.39
Freight : 0.00

QUESTIONS? CALL: (956)682-5224

Total Amount Due: 501.39

Zimbra

claudette.guerrero@hcdd1.org

Acct No. 117303-Annual Agreement Tower Rental**From :** Claudette Guerrero <claudette.guerrero@hcdd1.org>

Thu, Feb 26, 2015 09:38 AM

Subject : Acct No. 117303-Annual Agreement Tower Rental

1 attachment

To : dvega@mobilerelays.com**Cc :** JOEY GARZA <jose.garza@hcdd1.org>, Jaime Salazar <jaime.salazar@hcdd1.org>, Lora Briones <lora.briones@hcdd1.org>

Ms. Vega,

We request your assistance in providing our Buyer, Jaime Salazar, with an annual agreement for the remainder of 2015 for air-time services for the District's two way radios. Please be advised that the following invoices will be placed as claims due to no agreement being in place and lacking a purchase order to secure these services:

1. AIR0034301 12-01-2014 \$501.39
2. AIR0034432 01-01-2015 \$501.39 **Please provide us with a copy**
3. AIR0034564 02-01-2015 \$501.39

Your prompt attention is greatly appreciated to avoid further unauthorized charges.

Please feel to contact our office at the number shown below should you have any questions and/or concerns.

Thank you,



Claudette Guerrero, Accountant
Hidalgo County Drainage District No. 1
 902 N. Doolittle
 Edinburg, Texas 78542
 Off: (956)292-7080 ext: 5804
 Fax: (956)292-7089
claudette.guerrero@hcdd1.org



Signature(claudette)acct2013.jpg
 32 KB

FEB 23 2015

3:59 AM PM
BY: Rosa Arce

Mobile Relays Partners, LTD
515 S. 12Th. St
P.O. Box 1808
McAllen TX, 78505-1808
(956)682-5224

Statement

Customer Information

Name HIDALGO CO. DRAINAGE #1
Address 902 NORTH DOOLITTLE RD.
TOWER LEASE ACCOUNT
EDINBURG TX, 78539

Date : 02/19/2015
Account : 117303

Date	Invoice No	Description	Amount Due	Total Due
12/01/2014	AIR0034301	RECURRING DISPATCH	501.39	501.39
01/01/2015	AIR0034432	RECURRING DISPATCH	501.39	1002.78
02/01/2015	AIR0034564	RECURRING DISPATCH	501.39	1504.17

Current	30 Days	60 Days	90 Days	120 Days	Total Amount Due:	1504.17
501.39	501.39	501.39	0.00	0.00		

ACCOUNT IS PAST DUE, PLEASE PAY TO AVOID DISCONNECT.

PAST DUE

Zimbra

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Ms. Vega,

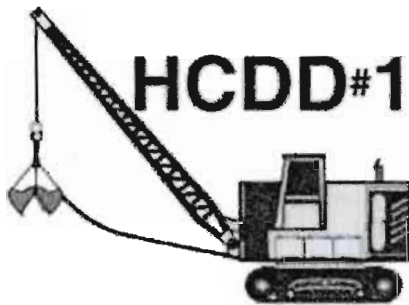
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 Fax: (956)292-7089
 claudette.guerrero@hcdd1.org



Signature(claudette)acct2013.jpg
 32 KB

RECEIVED
HIDALGO COUNTY
DRAINAGE DISTRICT #1

FEB 23 2015

3:59 AM
BY: ROSA ARCE

Mobile Relays Partners, LTD
515 S. 12Th. St
P.O. Box 1808
McAllen TX, 78505-1808
(956)682-5224

02/01/2015

INVOICE AIR0034564

CUST P.O.

Bill To: 117303

Ship To: 117303

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TOWER LEASE ACCOUNT
EDINBURG TX, 78539
ATTN: ANA

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902 NORTH DOOLITTLE RD.
TOWER LEASE ACCOUNT
EDINBURG TX, 78539
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Qty	Description	Loc	Unit Price	Total
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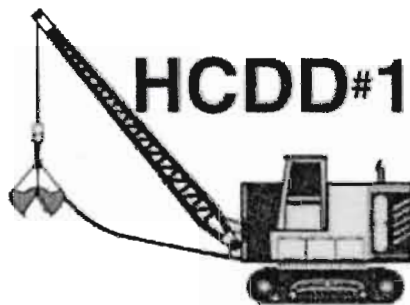
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