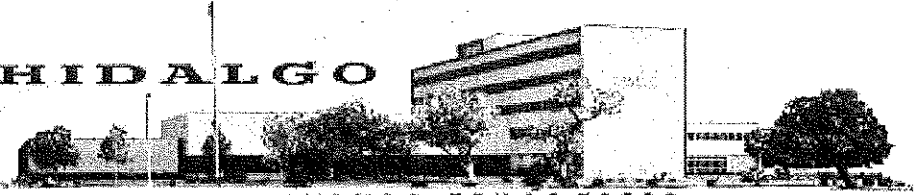


ORIGINAL

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

For faster processing of payment,
PLEASE RESUBMIT INVOICE WITH THIS
PAGE AS THE COVER PAGE. Do not
remove any pages attached.

MAILING ADDRESS:
HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 08/11/2017

TO: Mario Sifuentes

DEPARTMENT: (220) FACILITIES MANAGEMENT

FROM: Genny Gonzalez

PHONE: (956)-318-2511 ext 4626

REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2647692

THE FOLLOWING DOCUMENT (S), i.e. Invoice #813 2647692 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
SIGNATURE OR DATE NOT PRESENT
SYSTEM SHOWS INVOICE PAID
INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
NEEDS APPROVAL OF:
NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
NEEDS CORRECTION(S):
NEEDS ADDITIONAL DOCUMENTATION i.e.,:
OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY, RODOLFO DELGADO, J. R. 'BOBBY' FLORES, ROSE GUERRA REYNA, JUAN R. PARTIDA, MARIO E. RAMIREZ, JR., NOE GONZALEZ, LETICIA LOPEZ, L. KENO VASQUEZ, ISRAEL RAMON, JR., RENEE R. BETANCOURT
JUDGE, 92ND D.C. JUDGE, 93RD D.C. JUDGE, 139TH D.C. JUDGE, 206TH D.C. JUDGE, 275TH D.C. JUDGE, 332ND D.C. JUDGE, 370TH D.C. JUDGE, 389TH D.C. JUDGE, 398TH D.C. JUDGE, 430TH D.C. JUDGE, 449TH D.C.
OVERSEER

INVOICE NUMBER 813 2647692 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/05/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172468 MCALLEN TX 78501  
 A/R NUMBER RTE# A4890  
 CUSTOMER HIDALGO CTY ALAMO CRC



PAYMENT AMOUNT \$ 81326476925

- Please Detach and Return With Payment -



UniFirst Holdings, Inc.  
 515 EAST BEECH AVENUE

MCALLEN TX 78501 PAGE 001

INVOICE 813 2647692 DATE 7/05/17 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT # 753313

SHIP TO: 1140538  
 HIDALGO CTY ALAMO CRC BLD  
 1427 S. TOWER RD  
 ALAMO TX 78516

BILL TO: 1172468  
 HIDALGO CTY FAC. /INV/H3  
 ATTN: NANCY PONCE  
 2808 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 756/686-0218 • 800/683-7368 RTE# A4890

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 VIST GREAT 1		5	7.50			8/14	5	
		MOP HANDLE		1				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		24" DRY MOP		4	1.00			8/14	4	

INVOICE SUB-TOTAL

TOTAL SERVICE CHARGES

AMOUNT DUE

8.50

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NB \_\_\_\_\_

*Rolando Rivera*  
*Rolando Rivera*

8/30/: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

RECEIVED  
 JUL 10 2017  
 Facilities Management


001 = 1.00  
 17-1100-419-40-220-050-0-340 = 7.50  
 GOOD SERVICES RECEIVED BY:  
*Rolando Rivera* ON 7-5-17

INVOICE RECEIVED BY:  
*Nancy Ponce* ON 7-10-17

RECEIVED BY  
 COUNTY AUDITOR  
 2017 JUL 11 AM 9 44




FACILITIES MANAGEMENT  
County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

UNI- FIRST - Inv# 813 2647692 - 7-1100-419-40-220-001-0- PO#754444 \$8.50 *f*

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You  
  
Irene Salinas  
Facilities Management

2017 JUL 11 AM 9 45

RECEIVED BY  
COUNTY AUDITOR

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016  
Submitted For: Marty Salazar, PURCHASING DEPT.  
Submitted By: Vangie Garcia, PURCHASING DEPT.  
Department: PURCHASING DEPT.

---

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

---

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

---

Attachments

Extension and Contract-UniFirst Holdings

1295

---

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 5/16  
Al= 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

PHONE:

REQ: 00311028

EMAIL:

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT  
3100 S. BUSINESS HWY 281  
EDINBURG TX 78539

CONTACT: MSIFUENTES (956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24'' DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36'' DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		TOTAL:		14,000.00
		***** For Hidalgo County use only		
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha L Salazar

**ORIGINAL**

**COUNTY OF HIDALGO**



**EDINBURG, TEXAS 78539**

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

For faster processing of payment,  
please resubmit invoice with this page  
as the cover page. **DO NOT REMOVE**  
ANY PAGES ATTACHED.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 08/11/2017

TO: Mario Sifuentes

DEPARTMENT: (220) FACILITIES MANAGEMENT

FROM: Genny Gonzalez

PHONE: (956)-318-2511 ext 4626

REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2647267

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #813 2647267* IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M. SINGLETERRY RODOLFO DELGADO, R. "BOBBY" FLORES ROSE GUERRA REYNA JUAN R. PARTIDA MARIO E. RAMIREZ, JR. NOE GONZALEZ LETICIA LOPEZ L. KENO VASQUEZ ISRAEL RAMON, JR. RENE R. BETANCOURT  
JUDGE, 92ND D.C. JUDGE, 93RD D.C. JUDGE, 139TH D.C. JUDGE, 206TH D.C. JUDGE, 275TH D.C. JUDGE, 332ND D.C. JUDGE, 370TH D.C. JUDGE, 389TH D.C. JUDGE, 398TH D.C. JUDGE, 430TH D.C. JUDGE, 449TH D.C. OVERSEER

INVOICE NUMBER 813 2647267 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# 83580  
 CUSTOMER HIDALGO CTY MCALLEN HE



PAYMENT AMOUNT \$ \_\_\_\_\_ 81326472673

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647267 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO: 1140664  
 HIDALGO CTY MCALLEN HEALT  
 300 E. HACKBERRY  
 MCALLEN TX 78501

BILL TO: (3) 1172463  
 HIDALGO CTY FAC./INV/M3  
 ATTEN: NANCY PONCE  
 2805 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 956/686-0218, 800/683-7368 RTE# 83580

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 U1ST GREAT I		4	6.00			6/14	4	
		MAT-4X6 U1ST GREAT I		1	2.00			6/14	1	
		MOP HANDLE		1				2/16		
		MOPS-COLLAPSIBLE MOP		1				2/16		
		24" DRY MOP		4	1.00			6/14	4	

INVOICE SUB-TOTAL 9.00

TOTAL SERVICE CHARGES ~~4.00~~ 14/01

AMOUNT DUE

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN Frika Burola, Frika Burola

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

7 -1100-419-40-220-050-0-340 = 8.00  
 COI = 1.00

RECEIVED  
 JUL 10 2017

Facilities Management


GOOD SERVICES RECEIVED BY:  
Frika Burola ON 7-4-17

INVOICE RECEIVED BY:  
Nancy Ponce ON 7-10-17


RECEIVED BY  
 COUNTY AUDITOR



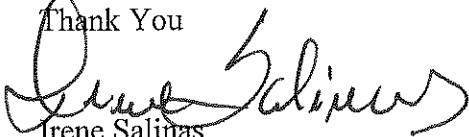
FACILITIES MANAGEMENT  
County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

*UNI- FIRST - Inv# 813 2647267 7-1100-419-40-220-001-0- PO#754444 \$9.00* 

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You  
  
Irene Salinas  
Facilities Management

2017 JUL 11 AM 9 45

RECEIVED BY  
COUNTY AUDITOR

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:  
Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

Attachments

Extention and Contract-UniFirst Holdings  
1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 <sup>5/16</sup>  
At = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

PHONE:

REQ: 00311028

EMAIL:

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT  
3100 S. BUSINESS HWY 281  
EDINBURG TX 78539

CONTACT: MSIFUENTES (956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

**VENDOR NOTES**

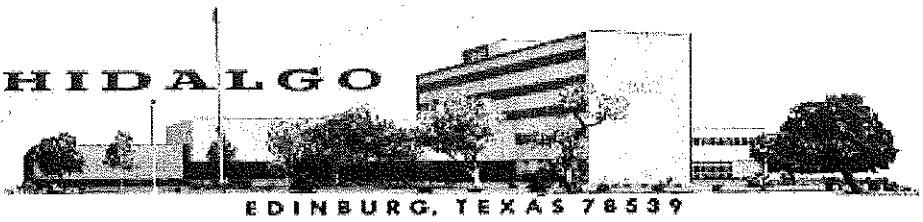
1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24" DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36" DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
<b>TOTAL:</b>				<b>14,000.00</b>
*****				
For Hidalgo County use only				
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha L Salazar *ms*

ORIGINAL

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

For faster processing of payment, please resubmit invoice with this page as the cover page. DO NOT REMOVE ANY PAGES ATTACHED.

MAILING ADDRESS:
HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 08/11/2017

TO: Mario Sifuentes

DEPARTMENT: (220) FACILITIES MANAGEMENT

FROM: Genny Gonzalez

PHONE: (956)-318-2511 ext 4626

REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2647256

THE FOLLOWING DOCUMENT (S), i.e. Invoice #813 2647256 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

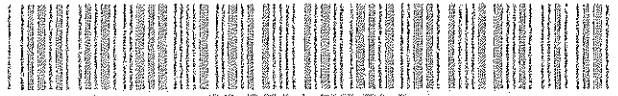
- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
SIGNATURE OR DATE NOT PRESENT
SYSTEM SHOWS INVOICE PAID
INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
NEEDS APPROVAL OF:
NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
NEEDS CORRECTION(S):
NEEDS ADDITIONAL DOCUMENTATION i.e.,:
OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY RODOLFO DELGADO, JR. 'BOBBY' FLORES ROSE GUERRA REYNA JUAN R. PARTIDA MARIO E. RAMIREZ, JR. NOE GONZALEZ LETICIA LOPEZ L. KENO VASQUEZ ISRAEL RAMON, JR. RENEE R. BETANCOURT
JUDGE, 92ND D.C. JUDGE, 93RD D.C. JUDGE, 139TH D.C. JUDGE, 206TH D.C. JUDGE, 275TH D.C. JUDGE, 332ND D.C. JUDGE, 370TH D.C. OVERSEER JUDGE, 389TH D.C. JUDGE, 398TH D.C. JUDGE, 430TH D.C. JUDGE, 449TH D.C.

INVOICE NUMBER 813 2647256 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# A3100  
 CUSTOMER HIDALGO CTY FCT#2 TAX



PAYMENT AMOUNT \$ 10.00 81326472561

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647256 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 759313

SHIP TO: 1140263  
 HIDALGO CTY FCT#2 TAX OFF  
 300 HALL ACRES  
 PHARR TX 78577

BILL TO: (3) 1172463  
 HIDALGO CTY FAC. / INV/M3  
 ATTEN: NANCY PONCE  
 2808 S. BUSINESS HWY 281  
 ERINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 956/686-0218 , 800/683-7358 RTE# A3100

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 U1ST GREAT I		2	3.00			6/14	2	
		MAT-4X6 U1ST GREAT I		3	6.00			6/14	3	
		MOP HANDLE		1				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		24" DRY MOP		4	1.00			6/14	4	
		INVOICE SUB-TOTAL			10.00					
		TOTAL SERVICE CHARGES								

AMOUNT DUE

THIS IS YOUR ONLY INVOICE- NET 30 DAYS. PLEASE SIGN Yadira Garza

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*  
 \*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*

RECEIVED  
 JUL 10 2017  
 Waste Management

SH 6 AM 11 JUL 2017

RECEIVED BY  
 COUNTY AUDITOR

001 = 1.00  
 7-1100-419-40-220-050-0-340-900

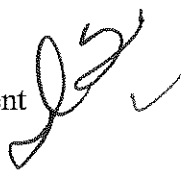
GOOD SERVICES RECEIVED BY:  
Yadira Garza ON 7-4-17

INVOICE RECEIVED BY:  
Nancy Ponce ON 7-10-17

*[Handwritten signature]*



FACILITIES MANAGEMENT  
County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

UNI- FIRST - Inv# 813 2647256 - 7-1100-419-40-220-001-0- PO#754444 \$10.00 *q*

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You



Irene Salinas  
Facilities Management

RECEIVED BY  
COUNTY AUDITOR  
2017 JUL 11 AM 9 45

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

---

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

---

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

---

Attachments

Extension and Contract-UniFirst Holdings

1295

---

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-10 <sup>5/16</sup>  
At = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT

3100 S. BUSINESS HWY 281

EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES

(956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

**VENDOR NOTES**

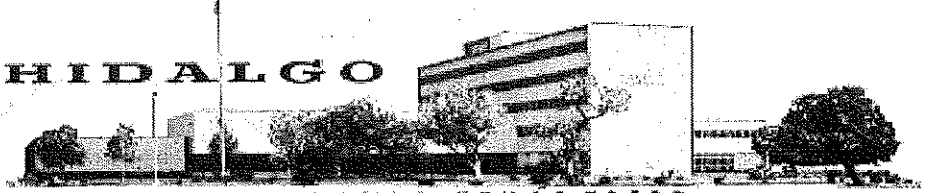
1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24'' DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36'' DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
<b>TOTAL:</b>				<b>14,000.00</b>
*****				
For Hidalgo County use only				
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha L Salazar *msl*

ORIGINAL

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

For faster processing of payment,
PLEASE RESUBMIT INVOICE WITH THIS
PAGE AS THE COVER PAGE. Do not
remove any pages attached.

MAILING ADDRESS:
HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 08/11/2017

TO: Mario Sifuentes

DEPARTMENT: (220) FACILITIES MANAGEMENT

FROM: Genny Gonzalez

PHONE: (956)-318-2511 ext 4626

REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2647255

THE FOLLOWING DOCUMENT (S), i.e. Invoice #813 2647255 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
SIGNATURE OR DATE NOT PRESENT
SYSTEM SHOWS INVOICE PAID
INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
NEEDS APPROVAL OF:
NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
NEEDS CORRECTION(S):
NEEDS ADDITIONAL DOCUMENTATION i.e.,:
OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020
REVISED: 08/2010

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY RODOLFO DELGADO, R. "BOBBY" FLORES ROSE GUERRA REYNA JUAN R. PARTIDA MARIO E. RAMIREZ, NOE GONZALEZ LETICIA LOPEZ L. KENO VASQUEZ ISRAEL RAMON, JR. RENEE R. BETANCOURT
JUDGE, 92ND D.C. JUDGE, 93RD D.C. JUDGE, 139TH D.C. JUDGE, 206TH D.C. JUDGE, 275TH D.C. JUDGE, 332ND D.C. JUDGE, 370TH D.C. JUDGE, 389TH D.C. JUDGE, 398TH D.C. JUDGE, 430TH D.C. JUDGE, 449TH D.C. OVERSEER

INVOICE NUMBER 013 2647255 - REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# A3890  
 CUSTOMER HIDALGO CTY PCT#2 JP B



PAYMENT AMOUNT \$ 81326472550

- Please Detach and Return With Payment -

**UniFirst U1st** UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647255 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO 1140280  
 HIDALGO CTY PCT#2 JP BOBB  
 300 HALL ACRES  
 PHARR TX 78577

BILL TO (3) 1172463  
 HIDALGO CTY FAC. /INV/HQ  
 ATTN: NANCY PONCE  
 2808 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 755/486-0218, 800/683-7368 RTE# A3890

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3/45 VIST GREAT I		2	3.00			6/14	2	
		NOP HANDLE		1				11/15		
		NOPS-COLLAPSIBLE NOP		1				11/15		
		24" DRY NOP		3	.75			6/14	3	

INVOICE SUB-TOTAL

3.75

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVOICE- NET 30 DAYS. PLEASE SIGN

*Yadira Garcia*

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ ND \_\_\_\_\_

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

001 = .75

7 -1100-419-40-220-050-0-340 = 3.00

RECEIVED

JUL 10 2017

*NP*

Colliers Management

GOOD SERVICES RECEIVED BY:

*Yadira Garcia* 7-4-17

INVOICE RECEIVED BY:

*Nancy Ponce* 7-10-17


*DS*

2017 JUL 11 AM 9 45


RECEIVED BY COUNTY AUDITOR



FACILITIES MANAGEMENT  
County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

UNI- FIRST - Inv# 813 2647255 - 7-1100-419-40-220-001-0- PO#754444 \$3.75 

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You



Irene Salinas  
Facilities Management

2017 JUL 11 PM 9 45  
RECEIVED BY  
COUNTY AUDITOR

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

---

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

---

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

---

Attachments

Extention and Contract-UniFirst Holdings

1295

---

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



C17-057-05-16 5/16  
At = 5/16/17

# Purchase Order COUNTY OF HIDALGO

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT

3100 S. BUSINESS HWY 281

EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES

(956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice onch Purchase Order singly. Original Invoices are required customer copy may be accepted. Oul number must appear on all Invoices, bills of lading, and packages.
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		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
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1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24'' DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36'' DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		<b>TOTAL:</b>		14,000.00
		***** For Hidalgo County use only		
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar

**ORIGINAL**

**COUNTY of HIDALGO**



**EDINBURG, TEXAS 78539**

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

For faster processing of payment,  
PLEASE RESUBMIT INVOICE WITH THIS  
PAGE AS THE COVER PAGE. Do not  
remove any pages attached.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE:** 08/11/2017

**TO:** Mario Sifuentes

**DEPARTMENT:** (220) FACILITIES MANAGEMENT

**FROM:** Genny Gonzalez

**PHONE:** (956)-318-2511 ext 4626

**REFERENCE:** UNIFIRST HOLDINGS, INC Invoice #813 2647254

THE FOLLOWING DOCUMENT (S), i.e. Invoice #813 2647254 IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

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- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
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- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M. SINGLETERRY	RODOLFO DELGADO	J. R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 206TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C.	JUDGE, 389TH D.C.	JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.

INVOICE NUMBER 813 2647254 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# A3600  
 CUSTOMER HIDALGO CTY JP J.J. MU



81326472542

PAYMENT AMOUNT \$

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647254 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO 1140273  
 HIDALGO CTY JP J.J. MUMDZ  
 300 HALL ACRES  
 PHARR TX 78577

BILL TO (3) 1172463  
 HIDALGO CTY FAC./INV/H3  
 ATTEN: NANCY PONCE  
 2802 S. BUSINESS HWY 381  
 EBINSBURG TX 78529

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 956/686-0218 , 800/683-7348 RTE# A3600

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		NAT-3X5 WIST GREAT I		2	3.00			6/14	2	
		MOP HANDLE		1				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		24" DRY MOP		3	.75			6/14	3	
INVOICE SUB-TOTAL					3.75					
TOTAL SERVICE CHARGES										
AMOUNT DUE										

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN Vadira Garza

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ DT \_\_\_\_\_ NO \_\_\_\_\_

B/30/:\*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

RECEIVED

JUL 10 2017

Facilities Management

1100-419-40-220-050-0-340 = 3.00  
 GOOD SERVICES RECEIVED BY:  
Vadira Garza 7-4-17

INVOICE RECEIVED BY:


Nancy Ponce 7-10-17

SH 6 WY 11 700 2102

RECEIVED BY COUNTY AUDITOR



FACILITIES MANAGEMENT  
County Of Hidalgo


TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

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UNI- FIRST - Inv# 813 2647254 - 7-1100-419-40-220-001-0- PO#754444 \$3.75 †

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You

  
Irene Salinas  
Facilities Management

2017 JUL 11 PM 9 15

RECEIVED BY  
COUNTY AUDITOR

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

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BACKGROUND

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Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:  
Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

Attachments

Extension and Contract-UniFirst Holdings  
1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 <sup>5/16</sup>  
At = 59677

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

PHONE:

REQ: 00311028

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT

3100 S. BUSINESS HWY 281

EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES

(956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ.# 7

**VENDOR NOTES**

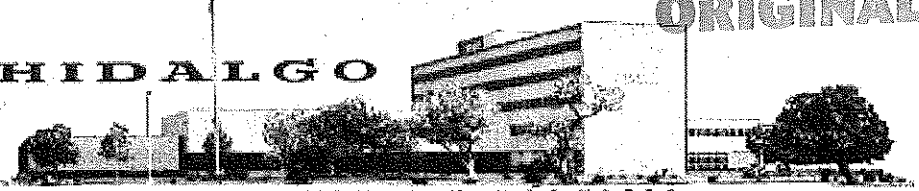
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2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
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4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
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QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24" DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36" DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
<b>TOTAL:</b>				<b>14,000.00</b>
*****				
For Hidalgo County use only				
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar mlw

# COUNTY of HIDALGO

**ORIGINAL**



EDINBURG, TEXAS 78539

**HIDALGO COUNTY AUDITOR'S OFFICE**  
Hidalgo County Administration Building  
2808 South Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577

For faster processing of payment,  
PLEASE RESUBMIT INVOICE WITH THIS  
PAGE AS THE COVER PAGE. Do not  
remove any pages attached.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

## OFFICE OF THE COUNTY AUDITOR

### NOTICE OF DISCREPANCY AND/OR ADVISORY

**DATE:** 08/11/2017

**TO:** Mario Sifuentes

**DEPARTMENT:** (220) FACILITIES MANAGEMENT

**FROM:** Genny Gonzalez

**PHONE:** (956)-318-2511 ext 4626

**REFERENCE:** UNIFIRST HOLDINGS, INC Invoice #813 2647253

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #813 2647253* IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

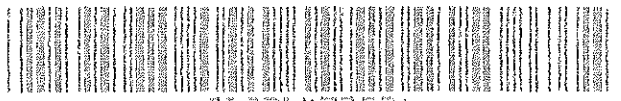
- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

### HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY	RODOLFO DELGADO, JR.	"BOBBY" FLORES	ROSE GUERRA	REYNA JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 206TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C.	JUDGE, 389TH D.C.	JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.

INVOICE NUMBER 813 2647253 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# H3280  
 CUSTOMER HIDALGO CTY FACIL. MGMT RECEIVED BY



PAYMENT AMOUNT \$COUNTY AUDITOR 8132647253+

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647253 DATE 7/04/17 PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

**SHIP TO**  
 1140257  
 HIDALGO CTY FACIL. MGMT  
 3100 S BUSINESS HWY 281  
 EDINBURG TX 78539

**BILL TO**  
 1172463  
 HIDALGO CTY FAC. /INV/H3  
 ATTN: NANCY PONCE  
 2508 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 756/686-0218 / 800/683-7368 RTE# H3280

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 U1ST GREAT I		3	4.50			6/14	3	
		MAT-3X10 U1ST GREAT		1	3.00			6/14	1	
		MOP HANDLE		1				11/15		
		MOP HANDLE		1				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		34" DRY MOP		2	.50			6/14	2	
		36" DRY MOP		2	.74			6/14	2	

INVOICE SUB-TOTAL

8.74

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*Nancy Ponce*

SOIL PICK UP COUNT SH \_\_\_\_\_ FT \_\_\_\_\_ DT \_\_\_\_\_ NO \_\_\_\_\_

7-317

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

RECEIVED

JUL 03 2017

Facilities Management

GOOD SERVICES RECEIVED BY:

*Nancy Ponce* ON 7-317

INVOICE RECEIVED BY:

*Nancy Ponce* ON 7-317

*[Handwritten signature]*

8810023038 ©2007 RR Donnelley. All rights reserved. - 0667

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

Attachments

Extention and Contract-UniFirst Holdings

1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 5/16  
At = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 of 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT  
3100 S. BUSINESS HWY 281  
EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES (956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

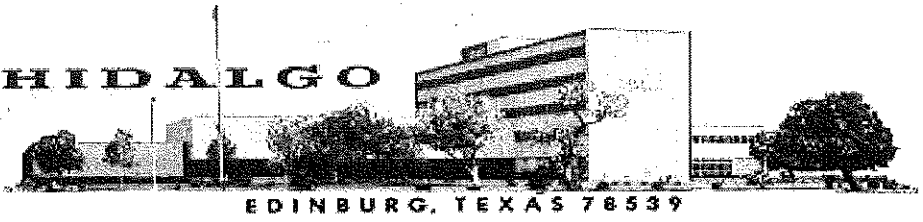
1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
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1.00	EACH	CC 36" DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		<b>TOTAL:</b>		14,000.00
		***** For Hidalgo County use only		
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar

**ORIGINAL**

**COUNTY of HIDALGO**



**EDINBURG, TEXAS 78539**

**HIDALGO COUNTY AUDITOR'S OFFICE**  
Hidalgo County Administration Building  
2808 South Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
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**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE:** 08/11/2017

**TO:** Mario Sifuentes

**DEPARTMENT:** (220) FACILITIES MANAGEMENT

**FROM:** Genny Gonzalez

**PHONE:** (956)-318-2511 ext 4626

**REFERENCE:** UNIFIRST HOLDINGS, INC Invoice #813 2647251

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #813 2647251* IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M. SINGLETERRY	RODOLFO DELGADO, R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT	
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 205TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C. OVERSEER	JUDGE, 389TH D.C.	JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.

INVOICE NUMBER 813 2647251 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172443 MCALLEN TX 78501  
 A/R NUMBER RTE# H3510  
 CUSTOMER HIDALGO CTY ADULT PROR



RECEIVED BY  
 PAYMENT AMOUNT COUNTY AUDITOR

- Please Detach and Return With Payment -

2017 JUL 3 PM 3:44



UniFirst Holdings, Inc.  
 515 EAST BEECH AVENUE  
 MCALLEN TX 78501

PAGE 001  
 TX 78501

INVOICE 813 2647251 DATE 7/04/17 PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO  
 1140242  
 HIDALGO CTY ADULT PROR.  
 3100 S. HWY 281 STE B  
 EDINBURG TX 78539

BILL TO  
 1172443  
 HIDALGO CTY FAC. /INV/H3  
 ATTN: NANCY PONCE  
 2808 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 956/686-0218, 800/683-7348 RTE# H3510

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		BAT-3X5 VIST GREAT I		1	1.50			6/14	1	
		BAT-4X6 VIST GREAT I		5	10.00			6/14	5	
		MOP HANDLE		3				11/15		
		MOP HANDLE		1				11/15		
		MOPS-COLLAPSIBLE MOP		3				11/15		
		MOPS-COLLAPSIBLE MOP		1				11/15		
		24" DRY MOP		13	3.25			6/14	13	
		36" DRY MOP		10	3.70			6/14	10	

INVOICE SUB-TOTAL

18.45

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVOICE - NET 30 DAYS. PLEASE SIGN

*Robert Castaneda*

SOIL PICK UP COUNT SN \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

001 = 6.95  
 17-1100-419-40-220-050-0-340 = 11.50

GOOD SERVICES RECEIVED BY:

*Robert Castaneda* ON 7-3-17

INVOICE RECEIVED BY:

*Nancy Ponce* ON 7-3-17

RECEIVED  
 JUL 03 2017

Facilities Management

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**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:  
Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

Attachments

Extention and Contract-UniFirst Holdings  
1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 5/16  
At = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT

3100 S. BUSINESS HWY 281

EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES

(956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

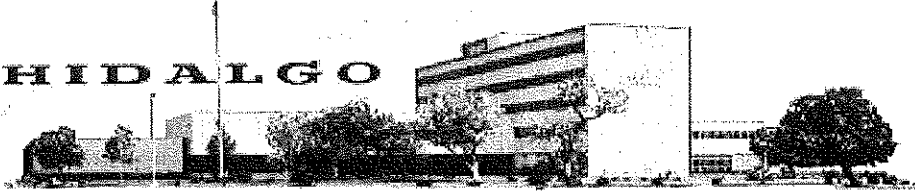
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		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar

**ORIGINAL**

**COUNTY of HIDALGO**



**EDINBURG, TEXAS 78539**

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

For faster processing of payment,  
PLEASE RESUBMIT INVOICE WITH THIS  
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remove any pages attached.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE:** 08/11/2017

**TO:** Mario Sifuentes

**DEPARTMENT:** (220) FACILITIES MANAGEMENT

**FROM:** Genny Gonzalez

**PHONE:** (956)-318-2511 ext 4626

**REFERENCE:** UNIFIRST HOLDINGS, INC Invoice #813 2647250

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #813 2647250* IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M. SINGLETERRY RODOLFO DELGADO, JR. "BOBBY" FLORES ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 206TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C.	JUDGE, 389TH D.C.
					JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.
					OVERSEER		

INVOICE NUMBER 813 2447250  
 INVOICE DATE 7/04/17  
 CUSTOMER# (BILL TO) 1172463  
 A/R NUMBER  
 CUSTOMER HIDALGO CTY FORENSIC A

REMIT TO: UniFirst Holdings, Inc.  
 515 EAST BEECH AVENUE  
 MCALLEN TX 78501

RTE# H3780  
 RECEIVED BY  
 COUNTY AUDITOR



PAYMENT AMOUNT \$

- Please Detach and Return With Payment -



UniFirst Holdings, Inc.  
 515 EAST BEECH AVENUE  
 MCALLEN TX 78501

PAGE 001  
 TX 78501

INVOICE 813 2447250 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO 1140259  
 HIDALGO CTY FORENSIC AUT  
 3100 S. HWY 281 STE A  
 EDINBURG TX 78539

BILL TO (3) 1172463  
 HIDALGO CTY FAC./INV/H3  
 ATTEN: NANCY PONCE  
 2809 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 756/686-0218 / 800/683-7368 RTE# H3780

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		NAT-4X6 U1ST GREAT I		4	4.00			6/14	2	
		POP HANDLE		1				11/15		
		24" DRY POP		5	1.25			6/14	5	

INVOICE SUB-TOTAL

5.25

TOTAL SERVICE CHARGES

AMOUNT DUE

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*Olga Montero*

SOIL PICK UP COUNT SH \_\_\_\_\_ FT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

8/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

001 = 1.25  
 7 -1100-419-40-220-050-0 340 = 4.00

RECEIVED  
 JUL 03 2017  
 Facilities Management

GOOD SERVICES RECEIVED BY:

*Olga Montero* ON 7-317

INVOICE RECEIVED BY:

*Nancy Ponce* ON 7-317

*[Handwritten signature]*

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

---

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

---

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:

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

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

---

Attachments

Extention and Contract-UniFirst Holdings

1295

---

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 5/16  
Al = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT  
3100 S. BUSINESS HWY 281  
EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES (956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

- Do not add to, or alter this Purchase Order. This Order is not renewable.
- TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
- This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
- Invoice each Purchase Order singly. Original Invoices are required, customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
- Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24'' DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36'' DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		TOTAL:		14,000.00
		***** For Hidalgo County use only		
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar

**ORIGINAL**

**COUNTY of HIDALGO**



EDINBURG, TEXAS 78539

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

For faster processing of payment,  
PLEASE RESUBMIT INVOICE WITH THIS  
PAGE AS THE COVER PAGE. Do not  
remove any pages attached.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 08/11/2017

TO: Mario Sifuentes

DEPARTMENT: (220) FACILITIES MANAGEMENT

FROM: Genny Gonzalez

PHONE: (956)-318-2511 ext 4626

REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2647246

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #813 2647246** IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

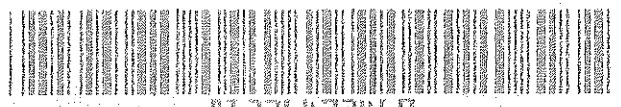
- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY RODOLFO DELGADO, JR.	"BOBBY" FLORES ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT		
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 205TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C. OVERSEER	JUDGE, 389TH D.C.	JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.

INVOICE NUMBER 813 2647246 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 7/04/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# A3680  
 CUSTOMER HIDALGO CTY HEALTH DEF



PAYMENT AMOUNT \$ \_\_\_\_\_

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2647246 (1) DATE 7/04/17 (2) PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 755313

SHIP TO: 1140246  
 HIDALGO CTY HEALTH DEPT  
 300 HALL ACRES  
 PHARR TX 78577

BILL TO: (3) 1172463  
 HIDALGO CTY FAC. /INV/H3  
 ATTEN: NANCY PONCE  
 2808 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 758/686-0218, 800/683-7368 RTE# A3680

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 WIST GREAT I		3	4.50			6/14	3	
		MAT-4X5 WIST GREAT I		2	4.00			6/14	2	
		MOP HANDLE		2				12/15		
		MOPS-COLLAPSIBLE MOP		2				12/15		
		24" DRY MOP		4	1.00			6/14	4	
INVOICE SUB-TOTAL						9.50				
TOTAL SERVICE CHARGES										
AMOUNT DUE										

THIS IS YOUR ONLY INVOICE - NET 30 DAYS. PLEASE SIGN: Yadira Garcia

EDIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

B/30/: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*


RECEIVED  
 JUL 10 2017

Facilities Management  
 SH 6 WY 11 700 2017  
 RECEIVED BY  
 COUNTY AUDITOR


001 = 1.00  
 340 8.50  
 -1100-419-40-220-050-0-  
 GOOD SERVICES RECEIVED BY:  
Yadira Garcia 7-4-17  
 INVOICE RECEIVED BY:  
Nancy Ponce 7-10-17



FACILITIES MANAGEMENT  
County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor  
ATTN: Genny Gonzalez  
FROM: Irene Salinas, Facilities Management   
DATE: July 10, 2017  
REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

*UNI- FIRST - Inv# 813 2647246 - 7-1100-419-40-220-001-0- PO#754444 \$9.50* 

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You  
  
Irene Salinas  
Facilities Management

2017 JUL 11 PM 9 45  
RECEIVED BY  
COUNTY AUDITOR

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

---

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

Extension effective June 30, 2016 ending June 29, 2017.

---

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

---

Attachments

Extention and Contract-UniFirst Holdings

1295

---

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-10 5/16  
Al= 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT  
3100 S. BUSINESS HWY 281  
EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES (956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

### VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24" DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36" DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		<b>TOTAL:</b>		14,000.00
		***** For Hidalgo County use only		
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha Salazar

**ORIGINAL**

**COUNTY of HIDALGO**



**EDINBURG, TEXAS 78539**

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

For faster processing of payment,  
PLEASE RESUBMIT INVOICE WITH THIS  
PAGE AS THE COVER PAGE. Do not  
remove any pages attached.

**MAILING ADDRESS:**  
HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**OFFICE OF THE COUNTY AUDITOR**

**NOTICE OF DISCREPANCY AND/OR ADVISORY**

**DATE: 08/10/2017**

**TO: Mario Sifuentes**

**DEPARTMENT: (220) FACILITIES MANAGEMENT**

**FROM: Genny Gonzalez**

**PHONE: (956)-318-2511 ext 4626**

**REFERENCE: UNIFIRST HOLDINGS, INC Invoice #813 2646377**

THE FOLLOWING DOCUMENT (S), i.e. *Invoice #813 2646377* IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
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- SIGNATURE OR DATE NOT PRESENT
- SYSTEM SHOWS INVOICE PAID
- INSUFFICIENT FUNDING IN ACCOUNT #                      AVAILABLE \$
- NEEDS APPROVAL OF:
- NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- NEEDS CORRECTION(S):
- NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- OTHER: We are unable to pay this invoice due to the County contract extension expired on 06/29/17, and we didn't renew contract with this vendor. Please verify with Purchasing Dept how they want to proceed to pay this service.
- COMMENTS / RECOMMENDATION:

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010

**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M. SINGLETERRY	RODOLFO DELGADO, R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R. PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	L. KENO VASQUEZ	ISRAEL RAMON, JR.	RENEE R. BETANCOURT	
JUDGE, 92ND D.C.	JUDGE, 93RD D.C.	JUDGE, 139TH D.C.	JUDGE, 206TH D.C.	JUDGE, 275TH D.C.	JUDGE, 332ND D.C.	JUDGE, 370TH D.C. OVERSEER	JUDGE, 389TH D.C.	JUDGE, 398TH D.C.	JUDGE, 430TH D.C.	JUDGE, 449TH D.C.

INVOICE NUMBER 813 2646377 REMIT TO: UniFirst Holdings, Inc.  
 INVOICE DATE 6/30/17 515 EAST BEECH AVENUE  
 CUSTOMER# (BILL TO) 1172463 MCALLEN TX 78501  
 A/R NUMBER RTE# 86310  
 CUSTOMER HIDALGO CTY SAFETY DIV



PAYMENT AMOUNT \$ \_\_\_\_\_  
 RECEIVED BY \_\_\_\_\_  
 COUNTY AUDITOR

- Please Detach and Return With Payment -



UniFirst Holdings, Inc. PAGE 001  
 515 EAST BEECH AVENUE MCALLEN TX 78501

INVOICE 813 2646377 DATE 6/30/17 PAYMENT TERMS CHARGE PURCHASE ORDER 754444 CONTRACT # 753313

SHIP TO: 1140194  
 HIDALGO CTY SAFETY DIV.  
 5905 W 10TH ST STE 5  
 MCALLEN TX 78504

BILL TO: (3) 1172463  
 HIDALGO CTY FAC. /INV/HQ  
 ATTN: NANCY PONCE  
 5908 S. BUSINESS HWY 281  
 EDINBURG TX 78539

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: 956/686-0218, 800/583-7366 RTE# 86310

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		MAT-3X5 DIST GREAT I		1	1.50			5/14	1	
		MAT-4X6 DIST GREAT I		1	2.00			6/14	1	
		MOP HANDLE		1				12/15		
		MOPS-COLLAPSIBLE MOP		1				12/15		
		24" DRY MOP		3	.75			6/14	3	
INVOICE SUB-TOTAL					4.25					

TOTAL SERVICE CHARGES \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_

THIS IS YOUR ONLY INVOICE- NET 30 DAYS. PLEASE SIGN

*Rosie Luna* 6/29/17  
 Rosie Luna

SOIL PICK UP COUNT SH \_\_\_\_\_ PT \_\_\_\_\_ QT \_\_\_\_\_ NO \_\_\_\_\_

6/30/17: \*\* HAVE THEM PRINT THEIR NAME WHEN SIGNING\*\*  
 \*\*\*BRING BACK ORIGINAL COPY FOR SPECIAL BILLING\*\*\*  
 \*\*\*\*\*PRINT NAME, DATED, & SIGNED\*\*\*\*\*

001 = .75  
 340 = 3.50  
 ☐ -1100-419-40-220-050-0

GOOD SERVICES RECEIVED BY:

Rosie Luna ON 6-30-17

INVOICE RECEIVED BY:

Nancy Ponce ON 7-5-17

*[Handwritten signature]*

RECEIVED  
 JUL 05 2017

Facilities Management



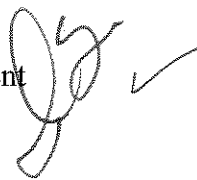
RECEIVED BY  
COUNTY AUDITOR

2017 JUL 6 AM 9 45

## FACILITIES MANAGEMENT County Of Hidalgo

TO: Raymundo Eufrazio, CEO, Hidalgo County Auditor

ATTN: Genny Gonzalez

FROM: Irene Salinas, Facilities Management 

DATE: July 05, 2017

REF: Pay From Copy

The following document being submitted is only a duplicate of the original, may this serve to pay from copy for receipt. Therefore please approve and process for payment.

*UNI- FIRST - Inv# 813 2646377 } 7-1100-419-40-220-001-0- PO#754444 \$4.25*

Thank you in advance for your consideration to this matter, if you have any questions or require additional information please call me at 956-289-7856 ext. 4355.

Thank You



Irene Salinas  
Facilities Management

**APPROVED**

AI-53685

Purchasing Department  
12. N.

CC CONSENT

Meeting Date: 03/22/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval to exercise the County's option to extend the additional (final) year of Contract #C-14-016-05-20 to RFB No: 2014-016-03-19-CGA, under the same rates, terms and conditions with UniFirst Holdings, Inc. for the provision of "Mats, Dust Mops and Shop Towels-Hidalgo County.

BACKGROUND

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Fiscal Impact

FISCAL YEAR: 2016 ACCT. #:  
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:  
Various department/precinct users

Services on an as needed basis- obj. code (possible): 340.

Attachments

Extention and Contract-UniFirst Holdings  
1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	03/10/2016 01:53 PM
Budget & Management	Veronica Ortiz	03/11/2016 10:04 AM



# Purchase Order COUNTY OF HIDALGO

C17-057-05-16 <sup>5/16</sup>  
Al = 5/16/17

PO# 754444

DATE: 01/09/17

PAGE NO: 1 OF 1

PO TYPE:

VENDOR: 36927

REQ: 00311028

PHONE:

EMAIL:

SHIP TO: FACILITIES MANAGEMENT DEPARTMENT

3100 S. BUSINESS HWY 281

EDINBURG TX 78539

UNIFIRST HOLDINGS, INC  
515 EAST BEECH AVENUE  
MCALLEN TX 78501

CONTACT: MSIFUENTES

(956) 289-7850

SITE: FACILITIES MANAGEMENT

CONTRACT NO: E-16-126-03-22

SPECIAL INSTRUCTIONS: REQ # 7

**VENDOR NOTES**

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
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QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		E-16-126-03-22 EXP: 6/29/17		
1.00	EACH	CC 3 X 4 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 FLOOR MATS @ \$1.50	2,000.00	2,000.00
1.00	EACH	CC 3 X 10 FLOOR MATS @ \$3.00	2,000.00	2,000.00
1.00	EACH	CC 4 X 6 FLOOR MATS @ \$2.00	2,000.00	2,000.00
1.00	EACH	CC 3 X 5 SCRAPPER @ \$1.00	2,000.00	2,000.00
1.00	EACH	CC 24" DRY/DUST MOPS @ \$0.25	2,000.00	2,000.00
1.00	EACH	CC 36" DRY/DUST MOPS @ \$0.375	2,000.00	2,000.00
		<b>TOTAL:</b>		14,000.00
***** For Hidalgo County use only				
		7-1100-419-40-220-001-0-340	4,000.00	
		7-1100-419-40-220-050-0-340	10,000.00	

Authorized by: Martha L Salazar *ms*