

**AI-42952** **Purchasing Department 24. E. 1.**

**CC REGULAR**

**Meeting Date:** 02/11/2014

**Submitted For:** Y. Ramon-HC Elec. **Submitted By:** Marty Salazar, PURCHASING DEPT.  
Adm.

**Department:** PURCHASING DEPT.

**Information**

**CAPTION**

A. Acceptance and approval of a claim from STAPLES ADVANTAGE Invoice #3212575992 in the amount of \$17.34 arising from PO#699546 as supplies are used through the year as detailed in Memo dated 01-29-14 and do not fall under the HC Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses;

B. Requesting exception from Hidalgo County's adopted Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses(as not applicable) for all upcoming duly requisitioned and processed POs due to unknown amount of people that will be attending at any of the meetings/trainings that are conducted by Elections and as further explained and detailed in Memo dated 01-30-14.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** **ACCT. #:** 1100-414-00-130-001-0-XXX

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

**BUDGETARY IMPACT:**

Funding available as of 2-7-14 (Object code 601,607,630)

Item A: PO has been issued with accompanying account information; PO# 699546

Item B: Elections would need to secure PO for procurement of said refreshment and related supplies

**Attachments**

Memo

Staples-Elections

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing - Internal	Marty Salazar	01/31/2014 04:52 PM
Budget & Management	dtamez	02/03/2014 10:52 AM
Auditor's Office	Monica Salinas	02/07/2014 05:18 PM
Form Started By: Marty Salazar		Started On: 01/31/2014 11:48 AM
Final Approval Date: 02/07/2014		



# Purchase Order COUNTY OF HIDALGO

PO# 699546

DATE: 10/14/13

PAGE NO: 1 OF 1



**PO TYPE:**

VENDOR: 319449                      REQ: 00245103  
 PHONE: (800)793-0468  
 FAX: (866)572-8032              EMAIL:

**SHIP TO: ELECTIONS**

101 S. 10TH AVENUE  
 EDINBURG TX 78539

STAPLES BUSINESS ADVANTAGE  
 3711 BRIARPARK DRIVE, SUITE 275  
 HOUSTON TX 77042

**CONTACT:**

SITE: ELECTIONS

**SPECIAL INSTRUCTIONS:**

**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. Our 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.

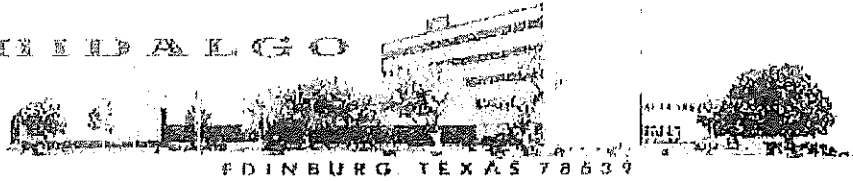
QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
		Buyboard 407-12		
8		CO Staples Tote, Clear Base, clear lid, 3 gallon; item#805703	14.17	113.36
10		CO Designjet Heavyweight Coated Ink Jet Paper, 35-lb., 42"x100" Roll; item#HEWC6569C	80.32	803.20
10		CO DesignJet Heavyweight Coated Ink Jet Paper, 35-lb, 24"x100 Foot Roll; item#HEWC6029C	33.68	336.80
1		CO Brewrite 12 Cup Coffee Filters, 1,000/pk; item#440098	8.99	8.99
1		CO Dixie Plastic Stirrers, Red & White, 1,000, Bx; item#415506	4.10	4.10
1		CO N'Joy Pure Cane Sugar Value Pack, 20 oz. Canister, 3/Pk; item#236240	4.25	4.25
20		CO Staples Soft Grip Binder Clips, 2"Width, 1" Capacity, Black, 6/Pk; item#657188	1.77	35.40
5		CO Staples Multipack Binder Clips, Mini, 3/5" Width, 1/4" Capacity, 144/Pk; item# 566942	6.70	33.50
<b>TOTAL:</b>				1,339.60
REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233  ***** For Hidalgo County use only 3-1100-414-00-130-001-0-601 3-1100-414-00-130-001-0-607 3-1100-414-00-130-001-0-630				

~~1,326.36~~ 1322.24  
~~8.99~~  
~~4.25~~ 17.34

RECEIVED BY  
 COUNTY AUDITOR  
 2014 JAN 3 AM 10 25

Authorized by: *Martha L Salazar*

COUNTY OF HIDALGO



HIDALGO COUNTY AUDITOR'S OFFICE  
County Administration Building 3rd Floor  
2808 S. 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)

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: 12/27/2013

TO: Rosie Diaz

DEPARTMENT: (130) ELECTIONS

FROM: Erica M. Espinosa

PHONE: (956)-318-2511 ext 4632

REFERENCE: STAPLES BUSINESS ADVANTAGE Invoice #3212575992

THE FOLLOWING DOCUMENT (S), i.e. Invoice #3212575992 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: Please clarify purpose of coffee filters, beverage stirrers, and sugar.
- COMMENTS / RECOMMENDATION:

2014 JAN 10 AM 11 08  
RECEIVED BY  
COUNTY AUDITOR

When Mrs. Ramon hold meetings only.

COPY

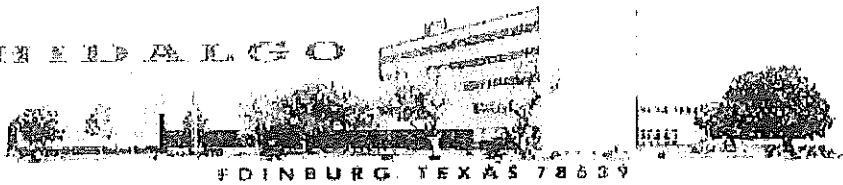
COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 08/2010



HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TUJERINA JUDGE, 92ND D.C.	RODOLFO DELGADO JUDGE, 93RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139TH D.C.	ROSE GUERRA REYNA JUDGE, 206TH D.C.	JUAN R. PARTIDA MARIO E. RAMIREZ, JR. JUDGE, 275TH D.C.	NOE GONZALEZ JUDGE, 332ND D.C.	LETICIA LOPEZ JUDGE, 370TH D.C. OVERSEER	AIDA SALINAS FLORES JUDGE, 389TH D.C.	JUDGE, 398TH D.C.
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COUNTY OF HIDALGO



EDINBURG, TEXAS 78539

**HIDALGO COUNTY AUDITOR'S OFFICE**  
County Administration Building 3rd Floor  
2808 S. Business Highway 281  
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HIDALGO COUNTY AUDITOR'S OFFICE  
P. O. BOX 689  
EDINBURG, TEXAS 78540-0689

**COMMENTS / RECOMMENDATION:** The following items: coffee filters, beverage stirrers and sugar cannot be processed. Based on the Hidalgo County Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses

**Purpose**

The policy provides guidelines to departments concerning when non-travel meals, refreshments, and related expenses may be paid for with the County Funds. The procedures set forth below are prescribed by Hidalgo County Auditor and are to be followed regarding the payment of reimbursement of non-travel or reimbursement of non-travel meals, refreshments and related expenses.

**Item C. Prohibited Expenditures**

Expenditures of County funds for the following are specifically prohibited:

- Alcoholic beverages
- Supplies for coffee breaks, office refreshments, etc.
- Regularly scheduled staff meetings
- Social events such as celebrating holidays or birthdays
- Employee recognition, volunteer recognition, or thank-you events
- The cost of meals or refreshments covered by registration fee
- Charitable or political functions.

COUNTY AUDITOR'S FORM: RE-CA-020  
REVISED: 09/2010



**HIDALGO COUNTY DISTRICT  
JUDGES**

JAIME E. TIERINA	RODOLFO DELGADO	J. R. "BOBBY" FLORES	ROSE GUERRA REYNA	JUAN R PARTIDA	MARIO E. RAMIREZ, JR.	NOE GONZALEZ	LETICIA LOPEZ	AIDA SALINAS FLORES
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.





INVOICE DATE	CUSTOMER	SUMMARY INVOICE
10/19/13	DAL 1031245	8027394867
PLEASE PAY BY	TERMS	AMOUNT DUE
11/18/13	Net 30 Days	2,912.98

# INVOICE DETAIL

Staples Advantage

Federal ID #:04-3390816

HILDAGO COUNTY ELECTIONS DEPT  
 ATTN: ACCOUNTS PAYABLE  
 101 S 10TH AVE  
 EDINBURG, TX 78539

HILDAGO COUNTY  
 ATTN: MELANIE ESPARZA  
 101 S 10TH ST  
 ELECTION DEPT  
 EDINBURG, TX 78540

# COPY

Bill to Account: ELEC1

Ship to Account: ELECTION

Budget Ctr:  
 P O Number: 699546  
 Ordered by: MELANIE ESPARZA

Release:  
 Job:

Invoice Number: 3212575992  
 Order: 7107317820-000-001  
 Order Date: 10/14/13

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price
1	805708	12 QT REINFORCED BUCKLE TOTE	8		EA	8	14.17	113.36
2	HEWC6569C	PAPER HVYWG35LB 42 X100	10	10	RL		80.32	.00
3	HEWC6029C	PAPER HVYWG35LB, 24" X100"	10	10	RL		33.68	.00
4	440098	FILTERS COFFE 12 CUP CAPACITY	1		CT	1	8.99	8.99
5	415508	PLASTIC BEVERAGE STIRRERS	1		BX	1	4.10	4.10
6	236240	SUGAR 20 OZ 3 PK	1		PK	1	4.25	4.25
7	586942	CLIP MINI DINDER 9/16 BK 144CT	5		PK	5	6.70	33.50
8	657188	SPLS SOFTGRIP LG CLIP BLK 6CT	20		PK	20	1.77	35.40
Freight:			.00					.00
Tax: (.0000%)								.00
Sub-Total:								199.60
Total:								199.60

Balance to follow

RECEIVED BY  
 COUNTY AUDITOR  
 2013 NOV 18 AM 11:08  
 RECEIVED BY  
 COUNTY AUDITOR  
 10-14-13  
 699546  
 182.26  
 17.34

Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4103  
 Make checks payable to Staples Advantage, Dept DAL PO Box 83689, Chicago IL 60696-3689

JAN 31 2014  
9:56

## Memorandum

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**To:** Martha Salazar  
**From:** Yvonne Ramon *YR*  
**Date:** 01/30/14  
**Re:** M.1 "Non-Travel Meals, Refreshments, and related Expenses Claim"

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Every year before the elections are going to be held we have multiple training/meeting with entities, poll works, judges, department heads, party chairs, County Commissioners, Ballot Board and there staff. Within the year we order coffee, stirrers, sugar, cream, water bottles, coffee filters and sometimes sweet bread. We are not able to give an exact amount that we will need within the year since we do not know how many elections we will be running or if there will be a run off. Please be aware that it's very hard for us to follow the M.1 "Non-Travel Meals, Refreshments, and Related Expenses Claim" due to unknown amount of people that will be attending at any of the meetings/trainings that we provide. On many occasions these meeting run from 5-8 hours. At this point we do not provide any other meals, saving the county funds.

Thank you

**AGENDA  
HIDALGO COUNTY  
COMMISSIONERS COURT MEETING  
February 11, 2014  
9:30 A.M.**

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

1. Roll Call
2. Pledge of Allegiance
3. Prayer
4. Approval of Consent Agenda
5. Executive Officer - Valde Guerra:
  - A.
    1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."
    2. Requesting engagement with the firm of \_\_\_\_\_ for the "Provision of Legal Services/Representation in connection with Litigation" and authority to submit letter of engagement
  - B. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following: – PRESENTATION
    - 1) Renovations to Former Administration Building 1st and 2nd Floors
    - 2) Update on other ongoing county owned building construction and renovation repair projects
    - 3) Emergency situations occurring since last agenda meeting
  - C. AI-43031 Approval of Resolution in support for the application of Orchard Estates, LP to the Texas Department of Housing and Community Affairs for 2014 Competitive Nine-Percent Housing Tax Credits and for the Development of Orchard Estates Apartments to be located on 10+/- Acres of Land on the East Side of Stewart Road, North of Mile 4 in the ETJ of Alton, Hidalgo County, Texas 78573 – APPROVED
  - D. AI-42872 Approval to accept settlement check from GEICO Insurance Company in the amount of \$1,199.92 on behalf of Adult Probation to settle auto accident. (Adult Probation) – APPROVED
  - E. AI-42819 Tropical Texas Behavioral Health (1100):
    1. Approval of payment to Tropical Texas Behavioral Health for FY 2014 county allocation of required local match in the amount of \$850,076.00 for DSHS Contract #2014-039599-001 in accordance with Texas Health & Safety Code Section 534.066 with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by County Auditor – APPROVED

E. Elections Department

1. AI-42952 A. Acceptance and approval of a claim from STAPLES ADVANTAGE Invoice #3212575992 in the amount of \$17.34 arising from PO#699546 as supplies are used through the year as detailed in Memo dated 01-29-14 and do not fall under the HC Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses; – APPROVED  
  
B. Requesting exception from Hidalgo County's adopted Accounting Procedures Manual, Non-Travel Meals, Refreshments, and Related Expenses(as not applicable) for all upcoming duly requisitioned and processed POs due to unknown amount of people that will be attending at any of the meetings/trainings that are conducted by Elections and as further explained and detailed in Memo dated 01-30-14. – APPROVED ONLY FOR TRAINING ELECTION WORKERS

F. Sheriff's Office

1. AI-42246 Presentation of sole bid received as detailed in tabulation sheet contained herein meeting all specifications/requirements for the purpose of award and approval of contract for Request of Bid titled: Hidalgo County Sheriff's Office- " Repair-Installation & Removal of Communication & Radio Tower Misc. Equipment" through project No.: 2014-001-02-11-SGS. – APPROVED
2. AI-42908 a. As recommended by HC S/O for HCCC to exercise and approved County's option to terminate (under Article 11-Termination and Suspension) as stated in the current agreement with Prodigy Construction Management, LLC, for "Law Enforcement/Adult Detention Facilities Roof & Related Repairs Project," by providing/forwarding a thirty (30) day written notice of termination citing budgetary constraints as cause; – APPROVED  
  
b. Requesting acceptance and approval of Invoice No. 4 in the amount of \$12,363.76, from contracted vendor, Prodigy Construction Management, LLC in connection with contract C-13-010-03-05, construction management services for the "Law Enforcement/Adult Detention Facilities Roof & Related Repairs Project". – APPROVED
3. AI-42947 Acceptance and approval of claims arising from PO#s 693384 & 696430 to Mike Young Printing for the following: – APPROVED  
  
Invoice #21506 for \$156.75;  
Invoice #21573 for \$ 89.98

which constitute amounts due to check printing overruns that the Sheriff's Department accepted/kept and is utilizing but not included in original requisition or POs.

G. Co. Wide

1. AI-42766 Presentation of bids received as detailed and attached herein for the purpose of award and approval of contract document with the vendor meeting all specifications and/or requirements as attached hereto for: Hidalgo County-Electrical Materials & Supplies-RFB No. 2013-278-12-18-MEG. – APPROVED

25. Open Forum

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

29. Open Session:  
Commissioners' Court may reconvene into Open Session for the discussion regarding the agenda items listed
30. Adjourn