

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



April 22, 2020

Commissioners Court
100 E. Cano, 1st Floor
Edinburg, TX 78539

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Judge and Commissioners,

At the beginning of the COVID-19 emergency, Hidalgo County Tax Office attempted to make purchases of supplies that were in need to follow the guidelines set for by the President. These supplies included, but were not limited to, hand sanitizer, gloves, masks, and disinfectant wipes. Our offices needed those items urgently in order to minimize interruptions to operational activity.

Our front line employees were completing transactions which required them to be in close proximity to taxpayers and to handle currency and documents. Our balancing rooms were handling even larger amounts of paper currency. Facilities Management and Safety Department were able to help but were also in short of essential supplies. I was aware that our attempts to procure personal protective equipment and hygiene products were running into difficulties. Our Chief of Operations, Eva Mireles, and I felt that we needed to provide these items to our employees for their safety immediately.

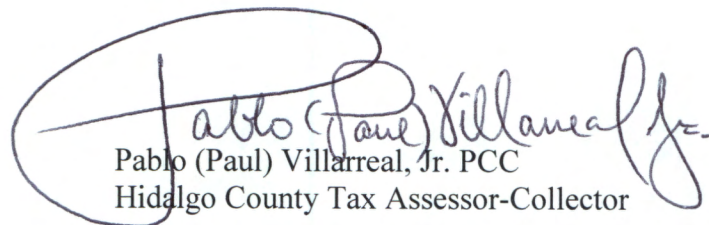
Unfortunately, the attempts to make these purchases through normal channels, through vendors our office normally uses, ran into issues. The vendors made the decision to serve their customers at hospitals, first responders, and long term-facilities. Due to this decision by our vendors, our orders were delayed, put on back order, or outright cancelled. Our employees and customers were now going to use hand sanitizer and cleaning supplies at a higher rate than we had anticipated at all of our 8 locations.

Due to this unexpected emergency the inventory at the time was not enough. We made these purchases for the exclusive use at our substation offices. We had to improvise and bought items such as plastic bottles, alcohol, and aloe vera to make personal hand sanitizers for each of our employees. We made disinfectant spray in order for our employees to clean their areas after a transaction or at the end of the day.



This emergency required us to go outside the normal course of action. The purchases we made were for the immediate safety of our employees. At the time, we did not see any other option due to these unforeseen circumstances. We humbly request Commissioner's Court allow us to be reimbursed for the purchases attached.

Thank you,

A handwritten signature in cursive script that reads "Pablo (Paul) Villarreal, Jr.". The signature is written in dark ink and is somewhat stylized, with a large loop at the beginning and a long tail at the end.

Pablo (Paul) Villarreal, Jr. PCC
Hidalgo County Tax Assessor-Collector

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR
HIDALGO COUNTY, TEXAS

PURCHASE AFFIDAVIT

THE STATE OF TEXAS

COUNTY OF HIDALGO

I, PAUL VILLARREAL, do hereby state that the items listed on the receipts attached were purchased for the exclusive use of Hidalgo County during the COVID-19 Emergency. These items were for supplies recommended by CDC Personal Protective Equipment; masks; and gloves in order to attempt to minimize the exposure to our employees and customers before, during and after a transaction.

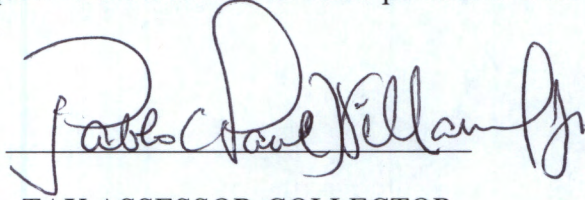
These emergency purchases were made due to the lack of availability from current vendors. Attempts to make purchases through normal channels were delayed due to backorder or outright cancellations due to vendors prioritizing Health Care industry.

(PLEASE SEE ATTACHED FOR PURCHASES MADE)

I further state that I was authorized to make such purchases.

I therefore request reimbursement of these purchases from Hidalgo County and that payment be made payable to me.

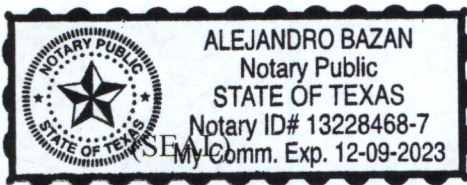
SIGNATURE:



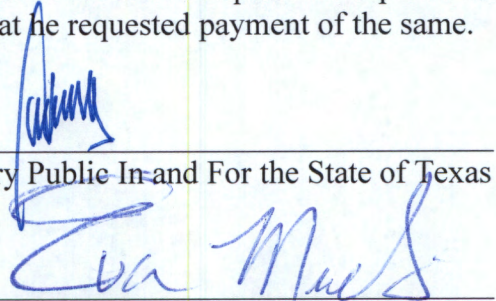
TITLE:

TAX ASSESSOR-COLLECTOR

Before me Alejandro Bazan, a Notary Public, appeared PAUL VILLARREAL and on his/her oath deposed and stated that the foregoing facts as set forth in the above request for expense reimbursement are true and correct in every respect. He/She further stated that he requested payment of the same.



Notary Public In and For the State of Texas



Approval of Department Head

Approval of County Auditor

VENDOR	DATE	ORDER #	AMOUNT
Amazon	3/25/2020	993849	\$ 139.35
Amazon	3/25/2020	3976214	\$ 37.88
Amazon	3/28/2020	857058	\$ 89.31
Amazon	3/30/2020	1963437	\$ 90.73
		TOTAL	\$ 357.27

Final Details for Order #111-0981902-0993849[Print this page for your records.](#)**Order Placed:** March 24, 2020**Amazon.com order number:** 111-0981902-0993849**Order Total: \$139.35****Shipped on March 25, 2020****Items Ordered**

	Price
15 of: <i>xmke96 Face Mask Anti-Fog Mask Anti-Saliva Isolation Cap Anti-Dust Spray Splash Dust-Proof Protection Full-Face Mask Bucket Cap Black</i>	\$7.59

Sold by: xmke96 ([seller profile](#))

Condition: New

Shipping Address:

Pablo Villarreal Jr
 2206 YELLOW ROSE DR
 EDINBURG, TX 78539-6430
 United States

Shipping Speed:

Standard Shipping

Payment information**Payment Method:**

Amazon.com Visa Signature | Last digits: 1482

Billing address

Pablo Villarreal Jr
 2206 YELLOW ROSE DR
 EDINBURG, TX 78539-6430
 United States

Item(s) Subtotal: \$113.85

Shipping & Handling: \$14.85

Total before tax: \$128.70

Estimated tax to be collected: \$10.65

Grand Total: \$139.35**Credit Card transactions**

Visa ending in 1482: March 25, 2020: \$139.35

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-2497599-3976214[Print this page for your records.](#)**Order Placed:** March 24, 2020**Amazon.com order number:** 111-2497599-3976214**Order Total: \$37.88****Shipped on March 25, 2020****Items Ordered**1 of: *MedPride Powder-Free Nitrile Exam Gloves, Large, Box/100*Sold by: Comdek ([seller profile](#))

Condition: New

Price

\$34.99

Shipping Address:Pablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States**Shipping Speed:**

Standard Shipping

Payment information**Payment Method:**

Amazon.com Visa Signature | Last digits: 1482

Billing addressPablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States

Item(s) Subtotal: \$34.99

Shipping & Handling: \$0.00

Total before tax: \$34.99

Estimated tax to be collected: \$2.89

Grand Total: \$37.88**Credit Card transactions**

Visa ending in 1482: March 25, 2020: \$37.88

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-7636600-0857058[Print this page for your records.](#)**Order Placed:** March 24, 2020**Amazon.com order number:** 111-7636600-0857058**Order Total: \$89.31****Shipped on March 28, 2020****Items Ordered**1 of: *AMMEX Medical Indigo Nitrile Gloves, Case of 1000, 4 mil, Size Medium, Latex Free, Powder Free, Textured, Disposable, Non-Sterile, AINPF44100***Price**

\$82.50

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:Pablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States**Shipping Speed:**

Two-Day Shipping

Payment information**Payment Method:**

Amazon.com Visa Signature | Last digits: 1482

Item(s) Subtotal: \$82.50

Shipping & Handling: \$0.00

Total before tax: \$82.50

Estimated tax to be collected: \$6.81

Grand Total: \$89.31**Billing address**Pablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States**Credit Card transactions**

Visa ending in 1482: March 28, 2020: \$89.31

To view the status of your order, return to [Order Summary](#).

Final Details for Order #111-8347996-1963437[Print this page for your records.](#)**Order Placed:** March 24, 2020**Amazon.com order number:** 111-8347996-1963437**Order Total: \$90.73****Shipped on March 30, 2020****Items Ordered**10 of: *20pcs Face Mouth Cover Disposable Guard tool Surgical masque anti pollution 3 Layers for protection*Sold by: BARCOTY Office ([seller profile](#))

Condition: New

Price

\$7.85

Shipping Address:Pablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States**Shipping Speed:**

Standard Shipping

Payment information**Payment Method:**Amazon.com Visa Signature | Last digits: 1482
Rewards Points

Item(s) Subtotal: \$78.50

Shipping & Handling: \$12.00

Total before tax: \$90.50

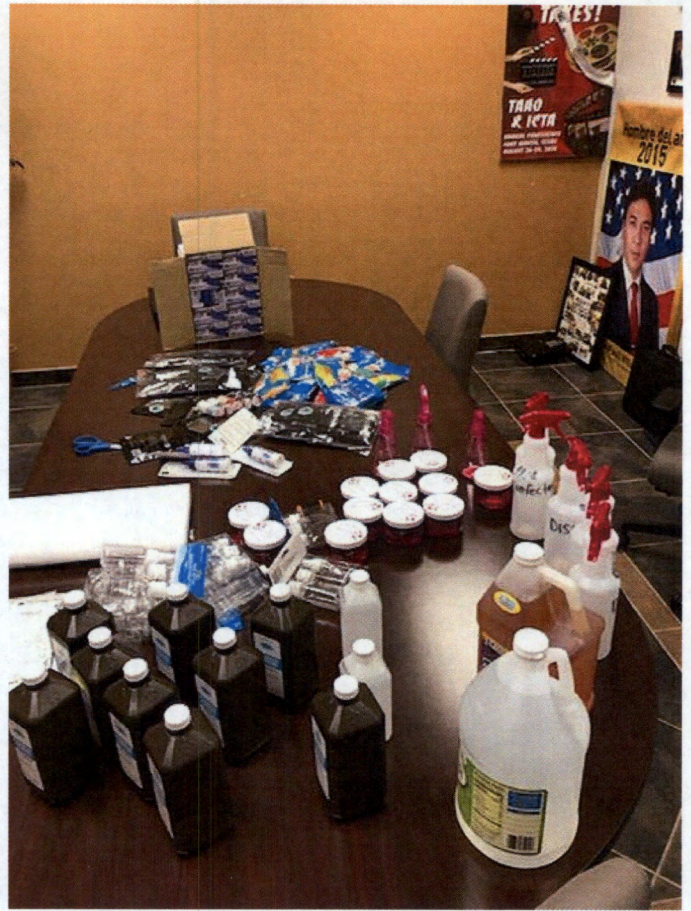
Estimated tax to be collected: \$7.50

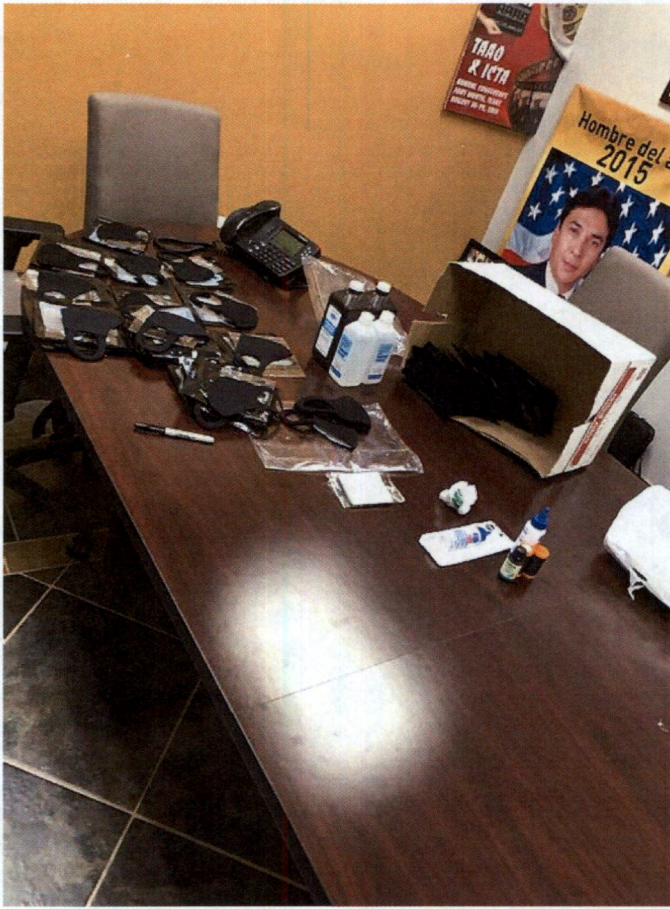
Rewards Points: -\$7.27

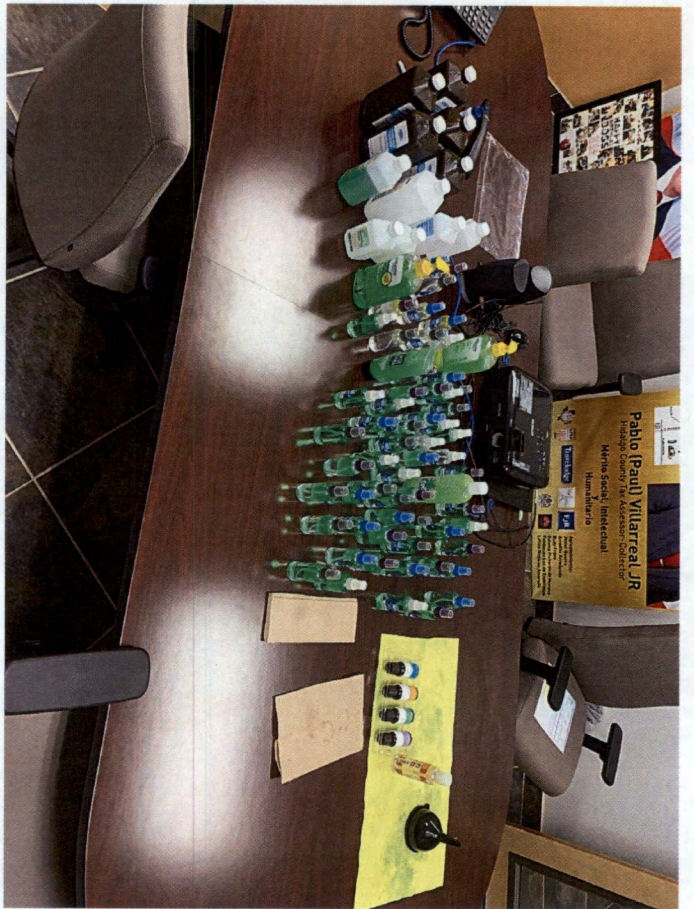
Grand Total: \$90.73**Billing address**Pablo Villarreal Jr
2206 YELLOW ROSE DR
EDINBURG, TX 78539-6430
United States**Credit Card transactions**

Visa ending in 1482: March 30, 2020: \$90.73

To view the status of your order, return to [Order Summary](#).











Alex Bazan <alex.bazan@hidalgocountytax.org>

Important information about your recent order

1 message

Staples' CCO Joanne Harris <staples@email.biz.staples.com>

Mon, Mar 16, 2020 at 3:24 PM

Reply-To: staples@sr.staplesadvantage.com

To: alex.bazan@hidalgocountytax.org

We apologize for canceling your order and are working diligently with our suppliers to meet all of our customers' needs

[View images](#)

Dear Valued Staples Customer,

Due to the Coronavirus (COVID-19), Staples has seen unprecedented demand for many products, especially hand sanitizer, N95 masks, gloves, and disinfectants.

We are working diligently with our suppliers to replenish this inventory, but our fulfillment timeframe has temporarily become unreasonable. Therefore, we have made the difficult decision to first serve our customers who are on the front lines combatting the spread of COVID-19, like hospitals, first responders, and long-term care facilities.

As a result, you are receiving this notification because we can no longer fulfill your back order in a reasonable timeframe, and it will be canceled. You will receive a formal cancellation notice shortly.

We recognize the needs of all our customers are important and we apologize. We've made this decision to prioritize our health care customers for the greater good of our communities and we ask for your understanding.

When we return to a stable inventory position, we will refresh our sites and products will be made available to all.

We appreciate your understanding.

Sincerely,

Joanne Harris
Chief Commercial Officer

This email was sent by Staples Contract & Commercial LLC, [500 Staples Drive, Framingham, MA 01702](#).

[Privacy Policy](#)



Order# 7305745915

Order placed: March 09, 2020 at 5:42 PM

Total items: 12

DELIVERIES

Mar 11, 2020 -12 items

Delivered to: (TAXASSESSOR) 2804 S Business Hwy 281, Tax Assessor, Edinburg, TX 78539

Order summary

Merchandise	
Total:	\$68.89
Shipping:	FREE
Tax:	\$0.00
Total:	\$68.89

Accounting information

PO
813457

Payment method










A/R \$68.89

Billing Address

2804 S Business Hwy
281
Tax Assessor
Edinburg, TX, 78539

Shipping Address

Taxassessor
Alex Bazan
Hidalgo County
2804 S Business Hwy
281
Tax Assessor
Edinburg, TX, 78539

Items for delivery		12 items in box	
Delivered on: Mar 11, 2020			
 	Staples Pastel Multipurpose Paper, 20 lbs, 8.5" x 11", Assorted, 400/Pack (14804)	1 @ \$8.05 PK	\$8.05
	Item: 679481 Model: 14804 CIN: 679481		\$8.05
	ECO AUTO		
	Staples Medium Binder Clips, Medium, Black, 12/Pack (15351)	3 @ \$3.06 PK	\$9.18
	Item: 103549 Model: 15351 CIN: 103549		\$9.18
	AUTO		
 	BIC Velocity Retractable Ballpoint Pens, Medium Point, Black Ink, Dozen (16264/VLG11)	3 @ \$6.21 DZ	\$18.63
	Item: 434934 Model: 16264/VLG11BK CIN: 434934		\$18.63
	ECO AUTO		
 	BIC Velocity Retractable Ballpoint Pens, Medium Point, Blue Ink, Dozen (16263/VLG11BL)	3 @ \$6.21 DZ	\$18.63
	Item: 431464 Model: 16263/VLG11BL CIN: 431464		\$18.63
	ECO AUTO		
 	Staples® Topwinder Correction Tape, 10/Pack (51666)	2 @ \$7.20 PK	\$14.40



Item: 24323552 | Model: 51666 | CIN:
24323552

\$14.40

AUTO

Cancelled

3 items

On Contract



Clorox Disinfecting Wipes Value
Pack, Bleach Free Cleaning Wipes
- 225 Wipes (30208)

Item: 1949018 | Model: 30208 | CIN:
1949018

QTY: 3

AUTO



Alex Bazan <alex.bazan@hidalgocountytax.org>

Your Staples Order #7305745915 order status

1 message

Staples <orders@staplesadvantage.com>
To: alex.bazan@hidalgocountytax.org

Tue, Mar 17, 2020 at 10:43 AM



Your order 7305745915 has been cancelled.

ORDER INFORMATION:

Date: Mar 09, 2020 | 05:42 PM ET
Order#: 7305745915
Account#: 1031245
PO#: 813457

[View order](#)

Cancelled



The following items have been canceled and will not be fulfilled.

We are currently experiencing unprecedented demand for many products, particularly hand sanitizer and cleaning supplies. We apologize for any inconvenience this may have caused.



Clorox Disinfecting Wipes Value Pack, Bleach Free Cleaning Wipes - 225 Wipes (30208)
1949018 | Model: 30208

Qty: 3



Have a question about your order? Try our [Help Center](#) for quick and easy order cancellations, returns, tracking, and more.

IDEAS, INSIGHTS AND MORE



STAY CONNECTED



Staples, [500 Staples Drive, Framingham, MA 01702](#)

Order# 7306351376

Order placed: March 23, 2020 at 12:05 PM


Total items: 22

DELIVERIES


Apr 09, 2020 -
20 items

Mar 24, 2020 -2
items

Delivered to: (TAXASSESSOR) 2804 S Business Hwy 281, Tax Assessor, Edinburg, TX 78539

Items for delivery		20 items in 2 boxes	
Delivered on: Apr 09, 2020			
	On Contract *FIRST RESPONDERS & HEALTHCARE ONLY* Ambitex L5201 Series Powder-Free Cream Latex Gloves, Large, 100/Box (LLG5201)	20 @ \$3.35 BX	\$67.00 <hr/> \$67.00
	Item: 931436 Model: LLG5201 CIN: 931436 <div style="border: 1px solid gray; padding: 2px; display: inline-block;">AUTO</div>		

Delivered to: (TAXASSESSOR) 2804 S Business Hwy 281, Tax Assessor, Edinburg, TX 78539

Items for delivery		2 items in 2 boxes	
Delivered on: Mar 24, 2020			
	On Contract Coastwide Professional™ 55-60 Gal. Trash Bags, Low Density, 1.3 Mil, Clear, 20 Bags/Roll, 5 Rolls (CW25528)	2 @ \$29.12 CT	\$58.24 <hr/> \$58.24
	Item: 847292 Model: CW25528/H7658PC CIN: 847292 <div style="border: 1px solid gray; padding: 2px; display: inline-block;">AUTO</div>		

Order summary

Merchandise
 Total: \$125.24
 Shipping: **FREE**
 Tax: \$0.00
Total: \$125.24

Accounting information

PO
814123

Payment method

A/R \$125.24

Billing Address

2804 S Business Hwy
281
Tax Assessor
Edinburg, TX, 78539

Shipping Address

Taxassessor
Alex Bazan
Hidalgo County
2804 S Business Hwy
281
Tax Assessor
Edinburg, TX, 78539

Order Detail



Status:	Processed
Reference Number:	4953658-0
Order Date:	3/10/2020
Account Number:	498: HIDALGO CO TAX OFFICE
Submitted By:	Alejandro Bazan

315 South Closner
 Edinburg, TX 78539
 Phone: (210) 650-3995 Fax: (210) 650-5506 GatewayP.com
 Gateway Printing (support@gatewayp.com)

Bill To:	Ship To:
HIDALGO CO TAX OFFICE 2802 S BUS HWY 281 EDINBURG, TX 78539	Attention: Blank Attention HIDALGO CO TAX OFFICE 2802 S BUS HWY 281 EDINBURG, TX 78539
PCA Contract #: PCA CONTRACT# 3-207-18	PO #: 813539

#	SKU	Description And Comments	Qty	Unit	Price	Extended	
1	GOJ962504EA	SANITIZER,PURELL2LITER,CR	30	Each	\$23.27	\$698.10	
						Items:	\$698.10
						Shipping:	\$0.00
						Subtotal:	\$698.10
						Tax:	\$0.00
						Total:	\$698.10

Thank you.



Alex Bazan <alex.bazan@hidalgocountytax.org>

Re: OUT OF STOCK

1 message

Alex Bazan <alex.bazan@hidalgocountytax.org>
To: Iris Badillo <iris@gatewayp.com>
Cc: "mireles, eva" <eva.mireles@hidalgocountytax.org>

Thu, Mar 12, 2020 at 4:50 PM

please proceed with the order.

On Thu, Mar 12, 2020 at 4:46 PM Iris Badillo <iris@gatewayp.com> wrote:

Good Afternoon,

In reference to an online order with po 813539. The item GOJ962504EA is out of stock with an ETA between March 26 -June 30. Please let me know if you would like to proceed to wait or remove item off the order.

Thank you

Iris Badillo
Customer Service Representative
Office: 956-219-2004 | Fax: 956-316-0253
Web: gatewayp.com



Requisition

Req # 00413766

PO #

Date: 04/17/20

Bill To:

Vendor: 118397
 VILLARREAL, PABLO JR.
 C/O TAX OFFICE

Ship To: TAX ASSESSOR-COLLECTOR
 2804 S. BUS. HWY 281
 EDINBURG TX 78539-6243

Contract No:
 Special Instructions:

Contact: ALEX BAZAN
 956-289-7472

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DUE TO COVID-19 EMERGENCY, AND THE LACK OF SUPPLY AVAILABILITY WITH VARIOUS VENDORS, REIMBURSEMENT IS NEEDED FOR THE FOLLOWING EMERGENCY PURCHASES RECOMMENDED BY CDC WHICH WERE MADE FOR HIDALGO COUNTY TAX OFFICE USE FOR PERSONAL PROTECTIVE EQUIPMENT FOR OUR EMPLOYEES TO KEEP OPERATIONS AS SAFE AS POSSIBLE.		
		THE EMERGENCY PURCHASES WERE FOR MASKS AND GLOVES FOR EMPLOYEES		
		DO NOT DUPLICATE ORDER		
1.00	EACH	AMAZON 3/25/2020 ORDER # 0993849 - \$139.35	139.35	139.35
1.00	EACH	AMAZON 3/25/2020 ORDER# 3976214 - \$37.88	37.88	37.88
1.00	EACH	AMAZON 3/28/2020 ORDER# 0857058 - \$89.31	89.31	89.31
1.00	EACH	AMAZON 3/30/2020 ORDER # 1963437 - \$90.73	90.73	90.73
		<u>Account No</u>	<u>Encumbrance</u>	
		0-1100-415-15-140-001-0-610	357.27	
			Freight	.00
			Total	357.27

Authorized By: _____