



## **MINUTES**

**JANUARY 3, 2017**

### **BRAZOS COUNTY COMMISSIONERS COURT**

#### **REGULAR MEETING**

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A regular meeting of the Commissioners' Court of Brazos County, Texas was held in the Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Tuesday, January 3, 2017 with the following members of the Court present:

Duane Peters, County Judge, Presiding;  
Steve Aldrich, Commissioner of Precinct 1;  
Sammy Catalena, Commissioner of Precinct 2;  
Nancy Berry, Commissioner of Precinct 3;  
Irma Cauley, Commissioner of Precinct 4;  
Karen McQueen, County Clerk.

The attached sheets contain the names of the citizens and officials that were in attendance.

1. Invocation and Pledge of Allegiance

- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Cauley

2. Call for Citizen input and/or concerns

There was no citizen's input.

Judge Peters welcomed the two new Commissioners to the Court.

Commissioner Aldrich stated he is honored to serve on the Court and is looking forward to working with everyone.

Commissioner Berry echoed Commissioner Aldrich's statement and said she is also

looking forward to serving on the Court.

**Consider and take action on agenda items 3-11:**

3. Proclamation 17-001 designating February 11, 2017 as 2-1-1 Day in support of the valuable program.

The Court approved a Proclamation designating February 11, 2017 as 2-1-1 Day. The Court along with the mayors of the Cities of Bryan and College Station support 2-1-1 Texas, an Area Information Center of the Texas Health and Human Services Commission.

A copy of the proclamation is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

4. Authorization for the County Judge to sign the Certification under the Energy Policy Act for Patterson Architects for work done during the Courthouse Renovations.

A copy is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

5. Request approval for Out of State Travel for Jail Administrator Wayne Dicky to Washington, D. C. to attend the National Sheriff's Association Conference February 4-8, 2017

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

6. Permission to Advertise RFP # 17-251 Surveillance Video System Upgrade for the Brazos County Detention Center.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

7. Approval of evaluation committee for RFP 17-251, Surveillance Video System Upgrade for the Brazos County Detention Center:
  - a. Jerald Phelps
  - b. Kevin Stuart
  - c. Irma Cauly
  - d. Nina Means

- e. Trevor Lansdown
- f. Legal (non-voting)
- g. Purchasing (non-voting)

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

8. Commissioners Court minutes for the following dates:

- a. December 6, 2016 - Regular Meeting
- b. December 13, 2016 - Regular Meeting
- c. December 20, 2016 - Regular Meeting
- d. December 27, 2016 - Regular Meeting

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

9. Budget Amendments.

Budget Amendments FY 16/17 14.1 - 14.3

- 14.1 Reallocate funds for General Capital Improvement - Sheriff's Office.
- 14.2 Reallocate funds for General Capital Improvement - Constable, Precinct 3.
- 14.3 Reallocate funds for General Capital Improvement - Expo Complex.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

10. Personnel Change of Status.

Personnel Action Forms

A copy of the Personnel Change of Status requests is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

11. Payment of Claims.

- No Claims

12. Sheriff's report on inmate population.

Sheriff Chris Kirk welcomed Commissioner Aldrich and Commissioner Berry to the

Court.

Sheriff Kirk stated there were 614 inmates in jail, 545 inmates are male and 69 are female, 33 have electronic monitors and 20 are pending for monitors.

13. Announcement of interest items and possible future agenda topics.

There were no announcements.

14. Call for Citizen input and/or concerns

There was no citizen's input.

15. Adjourn.

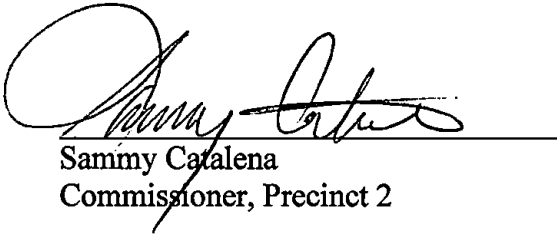
The foregoing minutes of the Commissioners Court meeting held January 3, 2017 have been examined and are approved in open Court this 6th day of February, 2017, in Bryan, Brazos County, Texas.



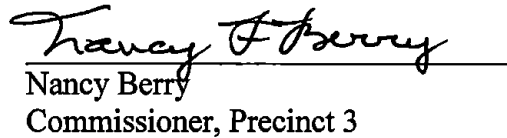
Duane Peters  
County Judge



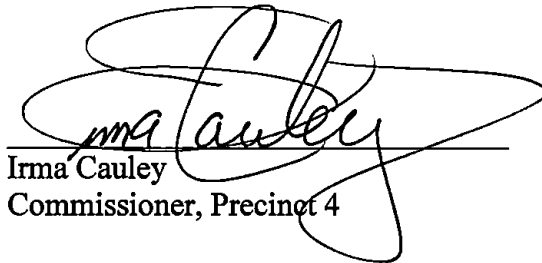
Steve Aldrich  
Commissioner, Precinct 1



Sammy Catalena  
Commissioner, Precinct 2



Nancy Berry  
Commissioner, Precinct 3

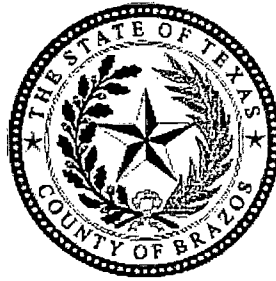


Irma Cauley  
Commissioner, Precinct 4

Attest:



Karen McQueen  
County Clerk



**BRAZOS COUNTY  
BRYAN, TEXAS**

**FILED**

2016 DEC 29 P 3:47

GAREN McQUEEN, COUNTY CLERK  
BRAZOS COUNTY, BRYAN, TEXAS

*Jesus Romo*

**NOTICE OF MEETING AND AGENDA**

**BRAZOS COUNTY COMMISSIONERS COURT**

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET IN  
REGULAR SESSION ON JANUARY 3, 2017 AT 10:00 AM IN THE  
COMMISSIONERS COURTROOM OF THE COUNTY ADMINISTRATION  
BUILDING, 200 SOUTH TEXAS AVE., SUITE 106, BRYAN, TX 77803**

- 
1. Invocation and Pledge of Allegiance  
- U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Cauley
  2. Call for Citizen input and/or concerns

**Consider and take action on agenda items 3-11:**

- 
3. Proclamation 17-001 designating February 11, 2017 as 2-1-1 Day in support of the valuable program.
  4. Authorization for the County Judge to sign the Certification under the Energy Policy Act for Patterson Architects for work done during the Courthouse Renovations.
  5. Request approval for Out of State Travel for Jail Administrator Wayne Dicky to Washington, D. C. to attend the National Sheriff's Association Conference February 4-8, 2017
  6. Permission to Advertise RFP # 17-251 Surveillance Video System Upgrade for the Brazos County Detention Center.
  7. Approval of evaluation committee for RFP 17-251, Surveillance Video System Upgrade for the Brazos County Detention Center:
    - a. Jerald Phelps
    - b. Kevin Stuart
    - c. Irma Cauly
    - d. Nina Means
    - e. Trevor Lansdown
    - f. Legal (non-voting)
    - g. Purchasing (non-voting)

8. Commissioners Court minutes for the following dates:

- a. December 6, 2016 - Regular Meeting
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9. Budget Amendments.

Budget Amendments FY 16/17 14.1 - 14.3

10. Personnel Change of Status.

Personnel Action Forms

11. Payment of Claims.

- No Claims

12. Sheriff's report on inmate population.

13. Announcement of interest items and possible future agenda topics.

14. Call for Citizen input and/or concerns

15. Adjourn.

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## PUBLIC COMMENTS

Public Comment during the Commission Meeting may be for all matters, both on and off the agenda, and be limited to four minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment at the Commission meeting. Members of the public are reminded that the Brazos County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Brazos County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court Citation.

It is not the intention of the Brazos County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, or County employees, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:

1. cancellation of a speaker's time;
2. removal from the Commissioners Court;
3. a Contempt Citation; and/or
4. such other and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

The County Commissioners Court can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners Court. However, responses from the County Judge or Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Commissioners Court will consider, the County Judge and/or Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, recite existing policy in response to an inquiry or to ask that a matter be listed on a future agenda. See Texas Open Meetings Act Section 551.042.

## INVOCATION

Any invocation that may be offered before the official start of the Court meeting shall be to and for the benefit of the Court. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Court and do not necessarily represent the religious beliefs or views of the Court in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Court.

The Commissioners Courtroom of the County Administration Building, 200 South Texas Ave., Suite 106, Bryan, TX 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.



# BRAZOS COUNTY COMMISSIONER'S COURT

3<sup>rd</sup> DAY OF January, 2017  
10:00 AM/PM, \_\_\_\_\_

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

KAREN McQUEENCounty ClerkSho WeymanCounty Clerk's OfficeMarc HaglundD.C.Chaplain of St. JohnChaplainJohn R. ButlerConstable Pct 4J.P. WenzelConstable Pct 3Chris KirkWayne DickeyERIC CAUDWELLBCITJim StewartChief Deputy (Sheriff's Office)Maggie SeeAuditALAN MUNGELR&BBob B. B. B.CBDr. VanceThruPatrick GossCitizen

# BRAZOS COUNTY COMMISSIONER'S COURT

3rd DAY OF January, 2017  
10:00 AM/~~PM~~,

Name

(PLEASE PRINT)

BILL OLIVER

Irene Jett

Alanna Spurr

JAMES EDGE

Jennifer Salazar

Leticia Lora

WM. CHARLES WENST

E. FERRIS SPURS

Nina Means

LAURA T DAVIS

Ruth McLeod

Donald Lango

AMANDA RUTLEDGE

Leslie Contreras

Candice Gallego

Organization

(PLEASE PRINT)

Utah

Budget

Brazos Centers

CONG FLORES

HR

Auditor

Purch.

BCIES

Budget

TREAS

County Comm.

Constable pt 2

purchasing

Purchasing

Comm. Court



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 1/3/2017  
ITEM: Proclamation 17-001 designating February 11, 2017 as 2-1-1 Day in support of the valuable program.  
TO: Commissioners Court  
DATE: 12/28/2016  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">PROCLAMATION for 2-1-1 Day 2017.doc</a>	Proclamation	Cover Memo

# Proclamation

## Offices of the Mayor & County Judge

**WHEREAS**, *2-1-1 Texas*, an Area Information Center of the Texas Health and Human Services Commission and operated regionally by United Way of the Brazos Valley, aims to connect the people of the Brazos Valley with health and human services through information and referral; and

**WHEREAS**, *2-1-1 Texas* is the nationally abbreviated dialing code for free access to health and human services information and an easy-to-remember, universally recognizable number that makes it possible for people in need to navigate the complex and ever-growing maze of human services; and

**WHEREAS**, *2-1-1 Texas* serves persons all over the great state of Texas and is available twenty-four hours a day, seven days a week and can be mobilized in times of disaster as a central point for disseminating public information, and after the danger has passed, help victims with recovery assistance and put members of the public who wish to donate or volunteer to help in recovery efforts in contact with the proper entities; and

**WHEREAS**, *2-1-1 Texas*, maintains more than 1,250 health and human resources in the Brazos Valley Regional database and directs citizens to resources such as food, shelter, utility assistance, housing and rental assistance, clothing, employment opportunities, childcare, health care, immunizations, voting precinct locations, prescription assistance, counseling, and various other services; and

**WHEREAS**, *2-1-1 Texas* is a quick, one-stop telephone resource connecting people in the Brazos Valley Region to a variety of resources, so that they no longer have to wonder "where to call," and *2-1-1 Texas* Information & Referral Specialists have answered over 400,000 inquiries since its inception in 2002; and

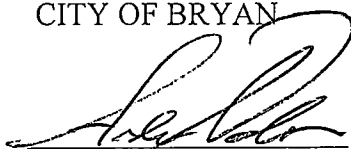
**WHEREAS**, employers can refer their employees to *2-1-1 Texas* for assistance, instead of spending time trying to help employees with questions that *2-1-1* could answer, allowing employees to be more productive and less likely to spend company time searching for assistance on personal matters; and

**WHEREAS**, *2-1-1 Texas* is the Emergency Information and Referral Line listed in the Brazos County Interjurisdictional Emergency Management Plan, providing support to the Brazos Valley during natural disasters or emergency situations, and helping to support *2-1-1 Texas* here in the Brazos Valley will allow others throughout the nation to know about the *2-1-1 Texas* services and bring *2-1-1 Texas* to the remainder of our nation's aid in times of need.

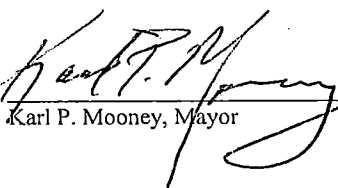
**NOW, THEREFORE:** I, Andrew Nelson, as Mayor of the City of Bryan, and I, Karl P. Mooney, as Mayor of the City of College Station, and I, Duane Peters, as County Judge of Brazos County, do hereby proclaim February 11, 2017 as

## 2-1-1 Day

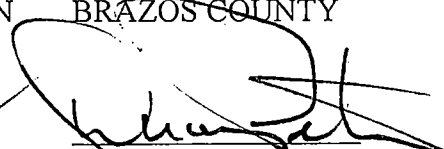
CITY OF BRYAN

  
Andrew Nelson, Mayor

CITY OF COLLEGE STATION

  
Karl P. Mooney, Mayor

BRAZOS COUNTY

  
Duane Peters, County Judge



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 1/3/2017  
ITEM: Authorization for the County Judge to sign the Certification under the Energy Policy Act for Patterson Architects for work done during the Courthouse Renovations.  
TO: Commissioners Court  
DATE: 12/29/2016  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Certification From Judge Peters.pdf](#)

**Description**

Certification

**Type**

Cover Memo

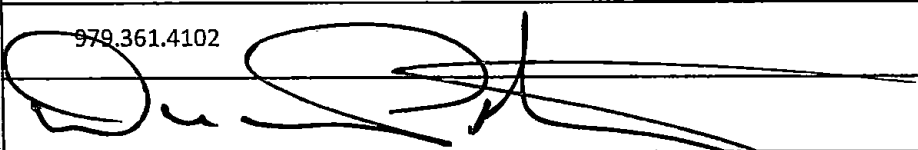


800.236.6519 [www.engineeredtaxservices.com](http://www.engineeredtaxservices.com)  
 Headquarters: 303 Evernia St, Suite 300, West Palm Beach, FL 33401  
 Additional Office Locations in Principal Cities Nationwide  
 Nationally & Professionally Licensed Engineering firm

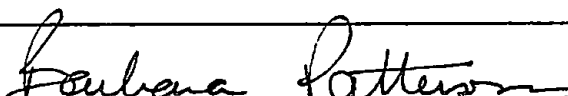
In an effort to support sustainable building, we are seeking certification under the Energy Policy Act that the following property meets an energy efficiency standard set forth in the Act. To do so, we need to verify the following basic information about the property:

Property Information:	
The address of the building is:	300 E. 26th. Street Bryan, Texas 77803
The total cost of the property placed in service was:	12,000,000
The date the property was placed in service was:	7/2015 and 11/2016
Amount of Allocation under 179D:	

Under penalties of perjury, I declare that I have examined this allocation letter and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete.

Authorized Representative at the Property:	
Name:	The Honorable Duane Peters, County Judge
Address:	200 South Texas Avenue, Bryan, Texas 77803
Phone:	979.361.4102
Signature:	

I also understand that the designer will provide an explanation of the energy efficiency features of the building and its projected annual energy costs, and the basis of the subject building must be reduced by the amount of the 179D deduction allocated to the designer and as indicated in the 179D certification.

Authorized Representative of the Designer:	
Name:	Barbara Patterson
Company:	Patterson Architects
Address:	701 South Texas Avenue, Bryan, Texas 77803
Phone:	979-775-6036
Signature:	



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Brazos County Office of the Sheriff  
- Detention Center

NUMBER:

DATE OF COURT MEETING: 1/3/2017

ITEM: Request approval for Out of State Travel for Jail Administrator Wayne Dicky to Washington, D. C. to attend the National Sheriff's Association Conference February 4-8, 2017

TO: Commissioners Court

FROM: Wayne Dicky, CJM, CCE

DATE: 12/29/2016

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

REQUIREMENTS: Approval

NOTES/EXCEPTIONS: Lodging, Airfare and Conference Registration will be paid by American Jail Association.

ACTION REQUESTED OR  
ALTERNATIVES: Approval

**ATTACHMENTS:**

**File Name**

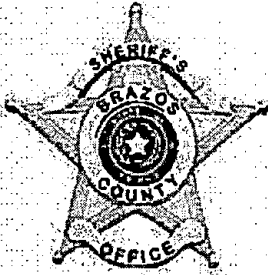
[DICKY-Out.ofState.DC-2017-02.pdf](#)

**Description**

Out of State request memo

**Type**

Cover Memo



# BRAZOS COUNTY OFFICE OF THE SHERIFF CHRISTOPHER C. KIRK

W. JAMES STEWART, CHIEF DEPUTY  
WAYNE DICKY, JAIL ADMINISTRATOR

1700 Highway 21 West  
BRYAN, TEXAS 77803-1300

To: County Judge Duane Peters  
Commissioner Steve Aldrich  
Commissioner Sammy Catalena  
Commissioner Nancy Berry  
Commissioner Irma Cauley

From: Jail Administrator Wayne Dicky *W.D.*

Date: January 3, 2017

Subject: Request for Approval of Out of State Travel

The Sheriff's Office - Jail Administration Division is requesting approval of out of state travel for Jail Administrator Wayne Dicky to attend the National Sheriff's Association Conference in Washington, D.C. February 4-8, 2017.

Lodging, Airfare, and Conference Registration will be paid by American Jail Association.

cc: Sheriff Christopher C. Kirk

**APPROVED**

*[Signature]* *1/3/17*  
Duane Peters  
County Judge Date







**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Purchasing                      NUMBER:

DATE OF COURT MEETING: 1/3/2017

ITEM: Permission to Advertise RFP # 17-251 Surveillance Video System Upgrade for the Brazos County Detention Center.

TO: Commissioners Court

FROM: Leslie Contreras

DATE: 12/28/2016

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Request to Advertise.doc](#)

**Description**

Request to Advertise

**Type**

Backup Material



# Brazos County Purchasing Department

200 S. TX AVE., SUITE 352 BRYAN, TX 77803  
PHONE (979) 361-4290 FAX (979) 361-4293

## BRAZOS COUNTY BID/RFP/RFQ DOCUMENTATION SHEET

The Purchasing Department would like to request Commissioner's Court approval to advertise and go out for Bid on the following:

DATE: December 28, 2016

BID NUMBER: 17-251

TITLE: Surveillance Video System Upgrade for the Brazos County Detention Center

REQUESTING DEPARTMENT: Brazos County Detention Center

APPROVAL SIGNATURE:

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line.

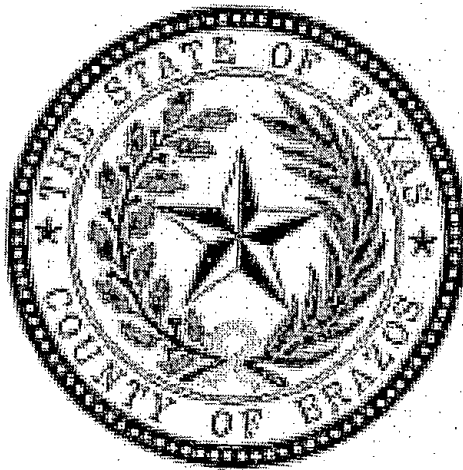
Duane Peters, County Judge

DATE APPROVED:

1/3/17

**REQUEST FOR PROPOSAL**

**SURVEILLANCE VIDEO SYSTEM UPGRADE  
FOR BRAZOS COUNTY DETENTION CENTER**



**RFP # 17-251**  
**DUE DATE: Tuesday, January 24, 2016**  
**At 2:00 p.m. CST**

**Brazos County**  
**Administration Building**  
**200 S. Texas Ave., Ste. 352**  
**Bryan, TX 77803**  
**(979) 361-4294**

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### **Timeline**

Release of RFP	Friday, January 6, 2017
1 <sup>st</sup> Advertisement	Friday, January 6, 2017
2 <sup>nd</sup> Advertisement	Friday, January 13, 2017
Pre-Proposal Meeting	Tuesday, January 17, 2017 at 2:00 p.m. CST
Question Deadline	Wednesday, January 18, 2017 at 5:00 p.m. CST
Proposal Deadline	Tuesday, January 24, 2017 at 2:00 p.m. CST
Anticipated Award	February 2016

## INTRODUCTION

Proposals are solicited from qualified Vendors for the upgrade of the current surveillance video system located at the Brazos County Detention Center (BCDC). The Upgrade will include additional cameras in areas lacking sufficient coverage, conversion to digital signal and new video management software.

### A. TERMS AND CONDITIONS

The following instructions apply to all proposals and become a part of terms and conditions of any proposal submitted to the Brazos County Purchasing Department, unless otherwise specified elsewhere in this proposal request. All Vendors are required to be informed of these terms and conditions, and those of Brazos County, and will be held responsible for having done so.

1. Definitions: In order to simplify the language throughout this proposal, the following definitions shall apply:

- a. BRAZOS COUNTY - The government of Brazos County, Texas, and its authorized representatives.
- b. COMMISSIONERS' COURT - The elected officials of Brazos County, Texas, given the authority to exercise such powers and jurisdiction of all County business as conferred by the State Constitution and Laws.
- c. CONTRACT - An agreement between the County and a Supplier to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity specified.
- d. CONTRACTOR - The successful Vendor(s) of this proposal request.
- e. COUNTY - Same as Brazos County.
- f. REVIEW COMMITTEE - A committee appointed by Commissioners Court to review and evaluate proposals.
- g. VENDOR - The offeror submitting a proposal in response to this RFP.

- 2. Upon acceptance and approval by the Commissioners' Court, this proposal effects a working contract between Brazos County and the selected Contractor for the period designated.
- 3. Brazos County shall not be responsible for any verbal communication between any employee of the County and any potential Contractor. Only written specifications and written price quotations will be considered.
- 4. The County reserves the right to accept or reject in part or in whole, any proposals submitted, and to waive any technicalities for the best interest of the County.
- 5. Brazos County reserves the right to reject any proposal that does not fully respond to each specified item.
- 6. Vendor must include Employer / Tax Identification Number.

7. Should there be a change in ownership or management of the selected Contractor; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable.
8. Although the cost of services to be provided is an essential part of the Proposal, Brazos County is not obligated to award a contract on the sole basis of cost.
9. Proposals must show full firm name, mailing address and telephone number and be manually signed by an authorized sales or quotation representative of the Vendors. Firm name and authorized signature shall appear in each space provided.
10. In the event of a needed change in the specifications sent to Vendors, it is understood that all the foregoing terms shall apply to the addendum or addenda. The addendum shall be posted to the Online Bidding System at <http://brazosbid.cstx.gov/>.
11. It is our policy not to furnish proposal results over the phone. Proposal results will be posted on the Online Bidding System.
12. With the exception of interviews and other contacts initiated by Brazos County relevant to the selection process, Vendors, their employees or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, in regard to this RFP. Any such contact will be grounds for rejection of the Vendor's proposal.
13. Proposals must be received by the Purchasing Department prior to the date and time specified. Late proposals will not be accepted for any reason. Proposals will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a proposal be considered if submitted to any other person or department other than specifically instructed Purchasing Department.
14. The County may cancel this contract at any time for any reason, provided that a thirty day written notice is given.
15. It is the intent and purpose of Brazos County to solicit competitive responses through the RFP process. It shall be the Vendor's responsibility to advise the County of any language requirement or any combination thereof, that inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Brazos County Purchasing Department no later than five (5) business days prior to the proposal opening date. A review of such notification will be made.
16. This RFP process shall adhere to Texas Local Government Code, Chapter 262. All firms deemed to be qualified will be given fair and equal consideration, and discussions may be conducted with these entities. For the purpose of obtaining best and final offers, the proposals may be revised before awarding the contract. Oral negotiations shall be confirmed in writing prior to contract award. However, the contract may be awarded without presentations and conferences.

## B. SPECIAL PROVISIONS:

1. Questions and inquiries about this Request for Proposal should be directed to: log into <http://brazosbid.cstx.gov>, locate RFP 17-251 Surveillance Video System Upgrade for the Brazos County Detention Center, click QUESTIONS, enter the questions or information needed and SUBMIT. All questions must be submitted by January 25, 2016 in order to be answered before the RFP due date.
2. Fill out the proposal completely and return one (1) original and five (5) copies in a sealed envelope/package clearly marked "Request for Proposal No. 17-251" to the Brazos County Purchasing Office, Brazos County Administration Building, 200 South Texas Avenue, Suite 352, Bryan, Texas 77803-5327.
3. There is no expressed or implied obligation for Brazos County to reimburse responding service providers for any expenses incurred in preparing proposals in response to this request. Brazos County will not reimburse responding offerers for these expenses.
4. During the evaluation process, Brazos County reserves the right, in the best interest of the County, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. Brazos County also reserves the right to have a meeting with Vendor(s) after proposals have been evaluated.
5. At the public opening, there will be no disclosure of contents, and proposals will be kept secret during the negotiation process. Except for trade secrets and confidential information which the Vendor identifies as proprietary, all proposals will be open for public inspection after the contract has been awarded and executed.
6. The contract shall be awarded to the responsible Vendor whose proposal is determined to be the best evaluated offer resulting from negotiations, considering the relative importance of price and other factors set forth in this request for proposal.
7. All proposals reasonably susceptible to being selected will be given fair and equal consideration, and discussions may be conducted with these proposers. For the purpose of obtaining best & final offers, the proposals may be revised before awarding the contract. Oral negotiations must be confirmed in writing prior to contract award. However, a contract may be awarded without any negotiation of proposals.
8. Your response to this proposal should be clear and concise addressing all requirements listed above and any other factors not specifically mentioned which would be advantageous to Brazos County.
9. It is the responsibility of the Vendor to meet and obey all applicable Federal and State Licensing and certification requirements. This will be done at the Vendor's expense, with no expense to the County. All applicable federal, state, and local laws, rules and regulations governing telecommunications service contracts will apply to the Contract throughout and deemed incorporated in the Contract.

10. The County will provide space and electric power for the surveillance video system and equipment. The County will have no liability to Vendor for fraud, theft, casual damage or loss from whatever cause to Vendor's equipment including, without limiting the foregoing, vandalism/damage inflicted by the inmates Vendors equipment or Vendors system.
11. Contractor will be working inside of a secure detention facility where inmates are housed. The safety of everyone; including inmates, contractors and detention officers alike is Brazos County's highest priority. Contractor's will be require to adhere to all of the rules and regulations given to them from County officials at all times for the safety of everyone. Cell phones, bags, purses, weapons and/or other contraband will NOT be allowed in to detetion areas at any time.

#### **C. PRESENT COUNTY VIDEO SURVEILANCE SYSTEM**

1. The Brazos County Detention Center currently has an analog DVR system that includes Pelco and Bosch cameras and recorders. There are approximately one hundred fifty (150) cameras and approximately ten (10) DVRs

#### **D. MISCELLANEOUS REQUIREMENTS**

1. Each Vendor should enclose a copy of the terms and conditions of their standard Contract.
2. Vendors should make every attempt to use technoligical terminology in their bid that is common to the industry and technology used by the County. Comparable terminology may be substituted where appropriate if Vendor provides clear and concise definitions.
3. Any material submitted by the Vendor that is considered confidential in nature must be clearly marked as such. Due to applicable laws and regulations concerning public documents, the County makes no representation that any such material will be kept confidential.

#### **E. INSURANCE REQUIREMENTS**

1. The Bidder shall instruct his insurance agent or carrier to furnish to the County a Certificate of Insurance attesting to the issuance of the following parts of this section. Please note that such Certificates of Insurance and any required bonds must be issued and then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any deliveries can be made.
2. The Bidder shall furnish and keep in full force the following insurance during the term of this Contract:
  - a. Statutory Workmen's Compensation and Employer's Liability Insurance with waiver of subrogation.
  - b. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 CSL with Brazos County named as an additional insured.
  - c. Comprehensive Automotive Liability with single limits of \$1,000,000 for Bodily Injury and Property Damage Liability.
  - d. Cargo Insurance to sufficiently cover materials transported.



3. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Bidder receives notification of award.

#### **F. HOLD HARMLESS**

1. The Contractor agrees to hold harmless Brazos County from any and all claims and liability due to the acts of the Contractor's employees and the operation of his equipment. The Contractor also agrees to hold harmless Brazos County from any and all expenses, including attorney fees, incurred by Brazos County in litigation or otherwise resisting such claims or liabilities as a result of the Contractor's employees' activities. Further, the Contractor agrees to protect, indemnify and hold harmless Brazos County from and against all claims, demands and causes of action of every kind and character brought by any employees of the Contractor against Brazos County due to personal injuries and/or death to such employee resulting from any neglect act, by either commission or omission on the part of the Contractor or Brazos County.

#### **G. BONDING REQUIREMENTS**

1. The successful bidder must provide to the Purchasing Department, a performance bond and a payment bond, each in the amount of 100% if the total contract sum within ten (10) calendar days after receipt of notification of bid award. Such bonds shall be executed by a corporate surety duly authorized and admitted to do business in the State of Texas and licensed in the State of Texas to issue surety bonds with a Best Rating "A" or better. BRAZOS COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY SURETY COMPANY PROPOSED BY THE BIDDER. IN THE EVENT BRAZOS REJECTS THE PROPOSED SURETY COMPANY THE BIDDER WILL BE AFFORDED FIVE (5) ADDITIONAL DAYS TO SUBMIT THE REQUIRED BONDS ISSUED BY A SURETY COMPANY ACCEPTABLE TO BRAZOS COUNTY.

#### **H. PREVAILING WAGE RATES**

1. The Contractor shall be responsible for following all provisions of Chapter 2258 of the Government Code relating to the payment of prevailing wages. The wage rates to be used are included in **Exhibit A** attached. A contractor or subcontractor who violates this section shall pay to Brazos County \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated on **Exhibit A**.

#### **I. INVOICES & PAYMENTS**

1. Payments to Contractors will not be made if the Contractor cannot produce a Brazos County Purchase Order. Vendors shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the Contractor. When multiple deliveries and/or services are required, the Vendor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a milestone charge will be billed and paid within thirty (30) days upon receipt of invoice. The Contractor will provide an invoice for each milestone in which Brazos County is responsible for payment,

during the duration of the contract. If Contractor chooses to bill by milestones, Contractor must provide a milestone payment schedule. Prior to any and all payments made for goods and/or services provided under this contract, the Vendor should provide his Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service. **Retainage of 5% will be withheld from each invoice for the duration of the contract until the County accepts the work as 100% complete and receives all warranties, manuals, releases of lien and other closeout documents. Upon acceptance by the County, retainage will be released to the contractor.**

#### **J. EVALUATION FACTORS**

1. After receipt of proposals, Brazos County will use the following criteria in the selection process:
  - a. 10% Installation Plan/Timeline
  - b. 40% Total Cost
  - c. 30% System Design, Performance, and Features
  - d. 20% References

#### **K. RFP SUBMISSION - GENERAL**

1. **Each Vendor must prepare a written proposal no more than twenty (20) pages.** All pages of the response must be numbered. RFP's shall be formatted consistent with the specific sections and numbered paragraphs and must respond to each on an individual basis. Failure to address any item shall be interpreted as non-responsive. Vendors must respond to all paragraphs and submit the following:
  - a. Letter of Transmittal
  - b. Vendor Qualifications
  - c. Summary of Compliance with all RFP Specifications
  - d. References
  - e. Financial Statement
  - f. Installation Plan/Timeline
  - g. System and Product Proposal
  - h. Total Cost
2. An authorized representative of the Vendor must sign each RFP response. Additionally, it should include the name(s) of the person(s) authorized to negotiate with the County.
3. Original and six (6) copies of the RFP response, written clearly and legibly, must be and submitted in a sealed envelope plainly marked on the outside "SEALED BID NO. 17-251 - DO NOT OPEN WITH REGULAR MAIL."
4. **VENDOR QUALIFICATIONS**
  - a. The Contractor shall be a factory authorized and certified installer of the security equipment supplied in this project and shall have been regularly engaged in the installation

of the type of surveillance equipment, hardware, and software specified herein for a period of not less than five (5) years. The contractor shall be factory trained on the surveillance system and products they propose and shall submit with their proposal a certificate from the manufacturer indicating their satisfactory completion of training.

- b. The Contractor, all employees and subcontractors, shall be authorized to perform work in a secure detention facility and pass a back ground check preformed by Brazos County.
- c. Contractor shall provide the following in their statement of qualifications
  - 1) Years and nature of experience in video surveillance installation business.
  - 2) The Vendor must include a description of all litigation in which a judgment was made against the Vendor has been party to during the previous two (2) years.

## 5. REFERENCES

- a. Vendor must provide a list of 5 references that the County may contact, including postal address, telephone number and **email address**. IT IS NOT ACCEPTABLE TO RESPOND THAT VENDOR'S CUSTOMER REFERENCES ARE PROPRIETARY INFORMATION. Vendors are advised that references will be contacted without further consent or approval of the Vendor.
- b. In the event Vendor has, for any reason, failed to complete an installation contract, Vendor must describe in the reference section of its response such contracts including the name and address of the customer and the reason for the failure to complete the contract.

## 6. FINANCIAL STATEMENTS

- a. Vendor must provide a copy of audited financial statements.

## 7. SUBCONTRACTORS

- a. If any part of the work is or will be subcontracted, the Vendor shall provide the name and address of the subcontractor within the bid response. All subcontracted work will be bound by the same terms as contained in the Contract. Vendor will be held responsible for all work performed by the subcontractor.

## L. TECHNICAL REQUIREMENTS

- 1. This section specifies the minimum requirements for the video surveillance system upgrades and expansion for the surveillance refresh at the Brazos County Detention Center (BCDC). The video surveillance system shall include but is not limited to:
  - a. Video Management Software (VMS)
  - b. Video Surveillance Cameras and Accessories
  - c. Network Switching and Cabling
  - d. Servers and Storage

2. The system, upon completion, shall include the following
  - a. Network Video Encoding for the roughly one hundred eighty (180) existing analog surveillance cameras at the BCDC.
  - b. Fifty one (51) new IP surveillance cameras, including the cabling, licensing, and any other items needed to make them fully functional with your recommended VMS.
  - c. The Video Management System (VMS) shall be integrated with the Access Control System (ACS) at the BCDC.
  - d. Network switching and cabling infrastructure needed to make system functional, while also allowing room for future growth of the system.
  - e. Server hardware and video storage needed to meet system requirements, while also allowing for future growth of the system.
  - f. Uninterruptible Power Supplies (UPS) for all equipment.
  - g. All programming needed for a full integration with the existing ACS including camera pop-ups, alarm triggers, etc.
  - h. All programming of VMS shall include camera setup, user permissions, preset views, licensing and client installations.
  - i. System will not reside on the County Network; however, the County has an existing fiber infrastructure throughout the jail with strands available to use by the Vendor if they so choose. Fiber infrastructure drawing attached.
3. Quality Assurance
  - a. The VMS shall be from a manufacturer that specializes in network surveillance systems with a minimum of five (5) years' experience.
4. Delivery, Storage and Handling
  - a. Contractor shall coordinate with the County for storage of equipment during installation. The County may be able to provide the Contractor with an on-site, secure, dry storage area for all equipment during the duration of the installation
  - b. Products shall be stored in manufacturer's unopened packaging until ready for installation.
  - c. Brazos County will NOT pay for any off-site storage.
5. Warranty, Service Agreement and Documentation
  - a. Contractor shall provide any software maintenance patches and version updates or upgrades at no-additional cost to the County for a period of three (3) years which shall include two (2) preventative maintenance site visits per year.
  - b. In proposal submission Vendor shall provide a quote with for additional years two (2) years of support and updates for software products.
  - c. All hardware, software and installation shall be warranted for a minimum period of one (1) year.
  - d. Prior to final payment of retainage, all warranties, manuals, release of liens, etc. must be received and adopted by the County

## 6. Video Management Software

- a. Contractor shall provide an enterprise level video management system containing the following key functions and capabilities
  - 1) The system shall operate in a Microsoft Windows environment. It shall be an IT server based solution purpose-built for the capture, processing, storage and retrieval of digital video and supporting audio, alarm, associated systems (access control, etc.), and other surveillance data.
  - 2) The VMS shall support a wide range of deployments including new, all-IP camera environments as well as incorporating existing analog cameras, cabling and other security and IT infrastructure where appropriate to maximize existing investments.
  - 3) The VMS shall have the ability to write to iSCSI and Fiber SAN. The VMS storage volume can be configured in RAID 6 or 10.
  - 4) The VMS shall support all leading industry-standard compression formats including Motion JPEG, MPEG-4 & H.264.
  - 5) The VMS shall simultaneously handle recording, archiving, retrieving, playback and live distribution of video and audio. The software shall operate in a continuous recording mode or according to a programmed time/date schedule. Recording functions may also be triggered by events and motion detection.
  - 6) Live and archived video/audio data shall be available to authorized users at any time over local network connections.
  - 7) The VMS shall be capable of exporting images and video clips in a non-proprietary format, to local storage or CD/DVD's without third party software. All images or clips shall include an executable player that verifies no tampering has occurred and can be played on standard PC's.
  - 8) The VMS shall allow a user to custom record/export a series of cameras being focused on. This provides the ability to record/export the cameras of interest when tracking a suspect across multiple cameras.
  - 9) The VMS shall be capable of integrated operation with other security related systems such as Access Control Systems (ACS), Central Station Monitoring Systems (CSMS) and Video Analytics Systems (VAS) or applications.
  - 10) The VMS shall support redundant/failover recording in the case of lost connection with the primary server.

## 7. Licensing

- a. The VMS manufacturer shall license the software on a per video channel basis only, in such a way that there are no license fees associated with client applications, site installation, user accounts, add-on features or other license fees. The licensing program should include the following characteristics
  - 1) IP Camera/Encoder license shall not be tied to a specific piece of hardware (MAC Address).

- 2) Camera licenses may be moved between servers.
- 3) All server and camera licenses are transferrable without requiring action of any type from the manufacturer.
- 4) All VMS Client software applications and modules shall be included in the base VMS software cost. This should include, but not be limited to, the Admin Console, Video Client, Mapping, Web Client, etc.
- 5) Client applications can be installed on an unlimited number of machines, and they may all be running simultaneously without additional required licensing.
- 6) The VMS manufacturer shall allow for trade-in or conversion of the encoding hardware for the equivalent number of IP camera licenses in the future allowing the user to switch from analog cameras to IP cameras without incurring additional licensing cost.

#### 8. System hardware requirements

- a. All system hardware, other than cameras and camera network switches shall require multiple points of failure to protect the system from any unnecessary downtime or video loss. The system hardware shall include the following items
  - 1) Servers shall meet the following requirements:
    - a) There shall be two (2) servers, one (1) for production and one (1) for redundancy.
    - b) Servers shall have dual power supplies, each connected to a different circuit.
    - c) Servers shall have four (4) Network Interface Controllers (NIC) for the following uses
      - i. One (1) Dual Port SFP+ NIC (One (1) port for production network, one (1) port for iSCSI)
      - ii. One (1) Dual Port SFP+ NIC (One redundant port for production network, one (1) redundant port for iSCSI)
  - 5) Servers shall have One (1) Remote Management Console(iDRAC/iLO/CIMC)
  - 6) Servers shall have two (2) hard drives for the following use:
    - a) Two (2) hard drives configured in a RAID1 for the Server Operating System.
    - b) Hard drives shall be at least 146GB, 15k SAS drives.
  - 7) All power supplies and hard drives shall be hot-swappable.
  - 8) All other specifications shall meet requirements from VMS manufacturer with future growth figured into submitted configuration.
  - 9) Recommended Product: Dell PowerEdge 630

#### 9. Storage shall meet the following requirements

- a. Storage shall be in the form of SAN storage and shall meet the following specifications:
  - 1) SAN(s) shall meet the storage and throughput requirements of one hundred eighty (180) encoded analog cameras and fifty one (51) IP cameras. This video will be recorded at fifteen (15) frames per second at an average bitrate of 2Mbps. This video

will be recorded twenty four (24) hours a day and will need to be stored for at least thirty (30) days. Vendor will be required to show calculations for throughput and storage.

- 2) Contractor will provide a future plan for moving to two hundred fifty (250) IP cameras, including additional hardware that would need to be purchased to move forward.
- 3) Video will be written to storage over a private iSCSI network.
- 4) SAN(s) shall meet the following requirements:
  - a) SAN(s) shall have dual power supplies, each connected to a different power circuit.
  - b) SAN(s) shall have two controllers, one for redundancy and failover. Both controllers being active are also acceptable.
  - c) Each controller shall have three NICs for the following uses:
    - i. Two (2) SFP+ NICs, one (1) for redundancy and failover.
    - ii. One (1) RJ45 NIC for remote management.
  - d) Storage shall be configured in either of the following options:
    - i. RAID 6 with a hot spare.
    - ii. RAID 10
  - e) All power supplies, controllers and hard drives shall be hot swappable.
- 5) Recommended Product
  - a) HP MSA 1040 – RAID 10
  - b) 2 – HP MSA 2040 – RAID 10

10. Network Switching – Network switches shall meet the following minimum requirements

- a. Top Rack Switch
  - 1) Twenty four (24) SFP ports and four (4) SFP+ Uplink ports, two (2) for redundancy and failover
  - 2) Dual power supplies, each connected to a different source.
- b. Endpoint Switches - 48, 1GbaseT, PoE+ Ports and 1, 1Gps, SFP Uplink Port
- c. iSCSI Switches
  - 1) Sixteen (16) SFP+ Ports
  - 2) Stacking module for interconnect between switches.
- d. All SFP(+) ports with fiber transceivers shall be connected via fiber-optic cable. Type of cable (50 Micron multi-mode, single-mode) will be determined based on switch placement.
- e. See attached network diagram for further clarification.
- f. Recommended Products
  - 1) Top Rack Switch
    - a) HPE 5406R w/2 8-Port SFP+ Modules – JL095A
    - b) Two (2) Power Supplies – J98228A
    - c) One (1) 24-Port SFP Module – J9988A

- 2) Endpoint Switches: HPE 2530 – J9772A
- 3) Management Switch: HPE 2530 – J9772A
- 4) iSCSI Switches: Dell N4032F – 210-ABVT
  - a) Stacking Modules – 409-BBCP
  - b) Dell DAC Cables – 470-AAGP

11. Network video encoders shall meet the following requirements

- a. Encoders shall be in either an individual appliance or chassis/blade configuration.
- b. No stand-alone or encoder blade shall have more than 6 inputs.
- c. Encoders shall feature up to D1 (720x480) resolution per channel.
- d. Encoders shall feature up to 30FPS, per channel.
- e. Encoders shall feature both Motion JPEG and H.264 video compression.
- f. Encoders shall feature PTZ support.
- g. If using a chassis/blade configuration, chassis shall have redundant NICs and power supplies.
- h. Encoders shall be installed in a standard 19" rack.

12. IP cameras shall meet the following requirements

- a. All Cameras shall be vandal resistant.
- b. Camera models/types shall be determined by Contractor based on best use-case of coverage area.
- c. All Cameras shall have a default resolution of at least 1920x1080.

13. Network cabling

- a. All aspects of the cable network installation will be done according to EIA/TIA Category 6 568A standards and the National Electric Code.
- b. Please be aware of plenum rated areas; use proper installation methods and practices for those areas.
- c. A pull string must be provided with each major trunk and in every conduit for future additions.
- d. The network must be installed to Category 6 specifications, using 568-B pin-outs.
- e. All pathways through fire rated walls must be sleeved and filled with fire blocking material. Fire wall sleeves should be no more than 50% full, or another sleeve must be provided and filled with fire blocking material.
- f. The wall behind new telecommunication cabinets/racks will be covered with contractor provided four foot by eight foot fire-rated plywood backer-board (See attached Network Cabling Diagram). The contractor will consult with the owner for new cabinet/rack naming and location. The horizontal cabling will come through the ceiling or floor vertically and be run inside the cabinet, then landed onto the contractor provided patch panels mounted into the telecommunication cabinet/rack. The cables will be run into the patch panels with all forty eight (48) cables coming in from one side of the panel.



- g. The specified, contractor provided, grounding busbar will be wall mounted in the telco room underneath the new wall-mounted cabinet. It will be properly attached to a building ground by the contractor. The contractor will install 6 gauge grounding cables from the busbar to the Telecommunication cabinet/rack to properly ground the system.
- h. All network cables will be installed from the Telecommunications cabinet/rack to their designated locations, leaving a neatly coiled 10ft slack loop per cable above the ceiling at the workstation end. All network cables will be homeruns.
- i. All network cables that pass through underground conduits, outdoor conduits, or are to be left exposed to the elements at any point in their finished installation must be of the specified outdoor rated type. Rule of thumb: If it's not in a ceiling or wall inside a building, the specified outdoor rated cable should be used. A transitional cross-connect should be used to facilitate cable type change for outdoor rated cables not in conduit for more than fifty (50) ft.
- j. All Category 6 cables entering the telecommunication cabinet will be terminated with the specified RJ-45 data jacks, into the specified modular patch panels, using the 568-B pin-out, regardless of data, camera, or telephone use.
- k. Each camera drop location will contain one (1) Category 6 cable of the cable type specified (unless otherwise noted in the network port drawing) terminated with the specified modular Category 6 jacks, and the jacks mounted into the specified surface mount box. Orange jacks will be used for camera locations. A blank port insert will be used to fill any remaining unused port locations. All cables will be labeled one inch behind the termination point, and the surface mount box will be clearly labeled on the top with a printed label adhered to the box.
- l. Each data drop location will contain three (3) Category 6 cables of the cable type specified (unless otherwise noted in the network port drawing) terminated with the specified blue modular Category 6 jacks and the jacks mounted into the specified faceplate. A blank port insert will be used to fill any remaining unused port locations. All cables will be labeled one inch behind the termination point, and the faceplate will be clearly labeled, top and bottom with a printed label adhered to the faceplate.
- m. Cable pathways will be suspended using j-hooks at appropriate intervals. Be sure to follow NEC rules and do not suspend cabling from grid wires used for ceiling support. If a drop wire is needed for support it must be installed specifically for cable support and marked to indicate its intended use.
- n. Contractor must provide all patch cables required to provide a complete and functioning system, using the specified patch cables.
- o. Each network cable will be certified to Category 6 specifications, using 568-B pin-outs. Certification documents will be required showing test results per port, and must be received within one (1) month of completion date.
- p. Drawings of the buildings showing the numbered port locations will be supplied and ports are required to be labeled as shown in network port drawing, with port numbers and cables labeled as shown on the drawings, per the specifications.

- q. If Contractor chooses to not use the existing fiber infrastructure, contractor will install a 12 strand 50 micron multi-mode fiber/12 strand single-mode fiber hybrid fiber optic cable from each Telecommunications cabinet/rack to Security Electronics Room 5. (SE5)
- r. Contractor will install a 12 strand 50 micron multi-mode fiber/12 strand single-mode fiber hybrid fiber optic cable from Security Electronics Room 5 (SE5) to the MDF AD30.
- s. All aspects of the fiber optic cable network installation will be done according to EIA/TIA 568A standards and the National Electric Code.
- t. If the building is a plenum installation, be aware of installation methods and practices. All indoor rated fiber optic cable must be installed in either metal conduit or plenum rated inner duct, unless using interlocking armored cable.
- u. A 20 foot service loop of cable will be neatly coiled and stored at each splice point for the cable. A 20 foot service loop of cable will be neatly coiled and mounted to the wall in each room where a fiber enclosure is installed. A nylon web pull rope (1800lb test mule tape) must be installed into each conduit run along with every cable installation and left for future cable installation.
- v. Fiber optic cables will be terminated using fusion splicing with Corning 12 strand pigtails, factory terminated with SC connectors. The terminated fiber will be placed into the specified splice trays, and the trays placed into the specified rack mounted fiber splice tray enclosure. The connectors will be landed into the specified fiber adapter panels, which are to be mounted into the specified fiber enclosure.
- w. Fiber pigtail ends will either be color coded, or labeled behind the termination as to which color clad fiber they contain.
- x. Fiber adapter panels and enclosures will be labeled clearly and correctly using printed labels. Front door of fiber enclosures are to be labeled with cable type, cable description, and length of cable from OTDR measurements, for each fiber optic cable landed in the enclosure. Adapter panel labels are to be labeled with their destination. (ex. MDF, SE 3)
- y. All fiber adapter panels will have protective caps installed covering unused fiber ports.
- z. Contractor is to provide all fiber patch cables required for a complete, functional system.
- aa. A map of the fiber showing the marked pathway is required, and must be received within one month of completion date.
- bb. Printed adhesive labels for each fiber enclosure designating each fiber adapter panel, cable destination, cable/fiber type, number of fiber strands, and length from OTDR measurement are required, and must be attached to fiber enclosure front door for installation to be considered complete.
- cc. Test results, using power meters, per for all installed and terminated fiber and one OTDR length measurement per cable are required and must be received within one month of completion date for installation to be considered complete.
- dd. Recommended Products:
  - 1) Cable
    - a) Cat6
      - i. Indoor - Belden Cat6 plenum rated - blue, mfg. part no. 24567915T

- ii. Outdoor - CommScope Cat6 OSP rated, mfg. part no. 6NF4+
  - b) Fiber Optic Cable
    - i. Parts with part numbers listed below may not be substituted. All fiber optic cables shall not be gel-filled and must contain Corning fiber. All indoor rated fiber optic cable must be installed in either metal conduit or plenum rated inner duct, unless using interlocking armored plenum-rated cable.
    - ii. 12 strand 50 micron MM/12 strand SM hybrid cable
- 2) Parts
  - a) Cat6
    - i. Network Jacks
      - 1. Data - Panduit CJ688TGBU
      - 2. Cameras
        - a. Panduit CJ688TGOR
        - b. Faceplates
      - 3. 4-Port - Panduit CFPE4WHY
      - 4. 10-Port - Panduit CFPE10WHY
      - 5. Blanks
        - a. Panduit CMBWH
        - b. Patch Panels
      - 6. Modular Patch Panel - Panduit CPPL48WBLY
      - 7. Blanks
        - a. Panduit CMBBL
        - b. Patch Cables
      - 8. 7 Foot
        - a. Data - Panduit UTPSP7BUY
        - b. Camera - Panduit UTPSP7ORY
      - 9. 10 Foot
        - a. Data - Panduit UTPSP10BUY
        - b. Camera - Panduit UTPSP10ORY
      - 10. Surface Mount Box
        - a. 2 Port - Panduit CXB2WH-AY
    - ii. Fiber Optic
      - 1. Fiber Enclosures
        - a. Rack Mounted - Panduit FRME2
        - b. Wall Mounted - Panduit FWME2
      - 2. Fiber Splice Trays - Panduit FST6
      - 3. Fiber Adapter Panels
        - a. Single Mode - Panduit FAP12WBUSCZ
        - b. Multi-Mode 50 Micron - Panduit FAP12WEISC
        - c. Blank Panel - Panduit FAPB

#### 14. System Software Characteristics

##### a. Recording Servers

- 1) Video Servers shall be capable of supporting an unlimited number of IP cameras.
- 2) IP cameras may record up to 30 megapixel resolution per camera.
- 3) Streams may be recorded at up to thirty (30) frames per second.
- 4) VMS Server shall be capable of interfacing with MJPEG, Microsoft MPEG-4, ISO MPEG-4 and H.264 compressions.
- 5) VMS Server shall record native camera format or transcode video to any supported format.
- 6) VMS Servers shall execute as a Windows service so full VMS functionality is maintained even if a Windows user is not logged into the OS.
- 7) There shall be no imposed limit on the scalability of the system. The VMS system shall be expandable by adding additional servers and storage to support increased camera capabilities.
- 8) The VMS manufacturer shall allow for third-party integration through the implementation of an application programming interface (API). The API shall grant internal or third-party developers the ability to add the following video functionality to their applications without the need for VMS client software to be installed or otherwise invoked:
  - a) Display live camera views.
  - b) Perform video archive search and retrieval functions.
  - c) Control PTZ cameras.

##### 2) System Administration

- 1) The VMS shall provide the system administrator with the tools to monitor the overall system health, individual camera status, video archive usage and status plus other elements of every server in the Enterprise system. This tool is also used to perform individual or group updates of the VMS software on selected servers.
  - a) The VMS shall support "single seat administration" so that a single management application administers multi-server/multi-client environments. This allows simultaneous control of multiple servers and clients and system-wide monitoring of the health and status of all servers and cameras from one console. Support is included for:
    - i. Push-based, secure, distribution of application software updates for all VMS server software components where the update process occurs in parallel for all selected servers.
    - ii. Pull-based updates of video client application software via a centralized data store.
    - iii. Support for remote configuration of all VMS server software components.
    - iv. Support for remote monitoring of all VMS server software components.
    - v. Support for remote configuration of the centralized data store.
    - vi. Copy or move cameras between servers.

- vii. Configure users and groups.
- viii. Replicate users and groups.
- b) The VMS software shall be capable of monitoring one (1) or more VMS systems and reporting the following items:
  - i. Installed VMS software version.
  - ii. Total amount of system memory.
  - iii. Total amount of available system memory.
  - iv. Total CPU utilization.
  - v. Total VMS uptime.
  - vi. Video source status including current recording status and the volume where video events are currently being stored.
  - vii. Storage volume status including total number of day's video available on the selected storage volume, the amount of storage that is currently being utilized.
  - viii. Provide a list of events that have occurred on the selected server since the initial connection.
  - ix. Listing of currently connected clients including connection number, client (source) IP address, description of the client and the username used by the selected client.
- i. The VMS shall automatically and without user intervention provide a process whereby critical system events shall be visually brought to the attention of the user.
- ii. The VMS shall provide the ability to remotely perform, in parallel, a push-mode, unattended software update to one (1) or more servers over the IP network. While updates are being performed, update events will be received and logged.
- iii. The VMS shall visually notify the user if a server becomes unreachable during a session.
- iv. The VMS shall be able to program notification to one (1) or more administrator configured e-mail addresses if any of the following events occur and the server has been configured to provide the events:
  - i. Server Connection Lost
  - ii. Camera Offline
  - iii. Volume Offline
  - iv. Hardware Key Missing
  - v. Server Connection regained
- v. The VMS shall support limiting the number of email notifications. Limitations shall be configurable specifying the maximum number of emails which can be sent for an individual event and the minimum time between events.
- vi. The e-mail server configuration shall utilize the SMTP protocol over TCP port 25 to connect to an administrator defined e-mail server. It will utilize SMTP Authentication if configured as such by an administrator.

- vii. The VMS shall provide the administrator the ability to control the running state of the core video server software on the selected VMS. These include starting and stopping the video system service.
- viii. The VMS shall provide the administrator the ability to retrieve a filterable list of events from the log files maintained on each VMS.
- ix. Other features that need to be included/planned for:
  - i. Analog and Digital PTZ and Fisheye Camera Control
  - ii. Audio Recording
  - iii. Pop-Up Event Notification

15. Attached Site Drawings for reference

- Brazos County Detention Center Overview and Fiber Pathways
- Proposed Network Diagram
- Proposed Rack Equipment
- Original Drawing – 1F – Admin
- Original Drawing – 2F – Admin
- Original Drawing – HU1
- Original Drawing – HU2
- Original Drawing – 1F – HU3
- Original Drawing – 2F – HU3
- Original Drawing – 1F – HU4
- Original Drawing – 2F – HU4
- Original Drawing – 1F – SHU
- Original Drawing – 2F – SHU
- Proposed New Cameras – Admin
- Proposed New Cameras – HU1
- Proposed New Cameras – HU2
- Proposed New Cameras – HU3
- Proposed New Cameras – HU4
- Proposed New Cameras – SHU
- Network Cabling Installation Diagrams

16. INSTALLATION, TRAINING, TESTING AND ACCEPTANCE

- a.. **Implementation Plan:** The County has an implementation team consisting of representatives of the County Commissioners Court Office, the County Jail, and Purchasing Department. Team members will be responsible for evaluation of the proposals, the award recommendation and subsequent implementation of the video surveillance System. A designated team member will be chosen as the County Communications Representative (CCR).

Contractor will cooperate fully with any scheduling requirements issued by the County. Contractor will be responsible for keeping the County informed of their

progress at all times. All software and hardware as proposed shall be installed and be fully operational per manufacturer's specifications for such equipment within forty-five (45) days after bid award. The County requires the Contractor to supply all new equipment in order to minimize the downtime required for system upgrade.

- b. **Liability:** Contractor will be responsible for all equipment, material and supplies during installation. The County will not be liable for any loss or damage during the installation process. All sites shall be left in clean, working order at the end of each business day.
- c. **Single Point of Contact:** The Contractor shall appoint a single point of contact, a Project Manager, who will be accessible to the County during the installation and who will be responsible for all coordination between the Contractor and the County.
- e. **Training:** The Contractor shall provide training to make facility personnel familiar with the operation of the video surveillance system at no extra cost to the County.
- g. **Existing Equipment Replacement:** Damages caused by the removal/reinstallation of equipment shall be repaired or replaced at the expense of the Contractor. All damages shall be brought to the attention of the County.
- h. **Acceptance:** The County reserves the right to test equipment and system for satisfactory performance for a period of thirty (30) days. After the test, in the event that the equipment and/or system is not acceptable, the County will notify the Contractor in writing and give the Contractor thirty (30) days to bring the equipment and service to a satisfactory level. Contractor shall state compliance with this paragraph.

#### M. EXCEPTIONS

- a. Any and all exceptions shall be listed in a detailed fashion. Any exceptions could impact the evaluation of the proposal.

## **N. PROPOSAL SCHEDULE**

**Proposal will be advertised for the first time:** Friday, January 6, 2017

**Proposal will be advertised for the second time:** Friday, January 13, 2017

**Pre-Proposal Conference will be held on:** Tuesday, January 17, 2017 at 2:00pm CST

**Location:** 1835 Sandy Point Road  
Briefing Room 81  
Bryan, Texas 77803

**Proposals are due for opening no later than:** Tuesday, January 24, 2017 at 2:00pm CST

## **O. PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference will be held for information and a tour of the facility on Tuesday, January 17 at 2:00 pm CST at the Brazos County Detention Center, 1835 Sandy Point Road, Briefing Room 81 Bryan, Texas 77803. This Conference will help with any questions that Vendors might have about specific locations of the cameras, switch locations, cabling paths, camera coverage with existing system and information on the specifications of the bid. The staff entrance is located on Sandy Point Rd on the left. Vendors will need to meet an officer at the double doors located next to the sally port. If you need directions, please contact Leslie Contreras at 979-361-4294. Please do not bring any bags, purses, cell phones, or weapons of any kind into the Brazos County Detention Center. You will be asked upon arrival if you have any of the above listed items on your person. If you do have any of these items, you will be asked to leave them in your vehicle. The Brazos County Detention Center reserves the right to search each person coming into the facility. Each person will be required to provide proper identification along with a business card matching the name on the identification presented. All individuals coming into the Brazos County Detention Center will also be required to wear appropriate clothing as you may be around inmates during the tour. There will be officers with the tour at all times.



**P. PRICING**

**The base proposal price below should include all labor materials and equipment to complete the project.**

1. Pricing for all materials and work included in the base proposal: \$\_\_\_\_\_
  - a. Pricing in word format: \_\_\_\_\_  
\_\_\_\_\_
2. Time to substantially complete (99%) base proposal work: \_\_\_\_\_ days
  - a. Number of days in word format: \_\_\_\_\_
3. From award by Commissioners' Court and receipt of the purchase order, respondent can begin work in \_\_\_\_\_ days
  - a. Number of days in word format: \_\_\_\_\_ days

**Q. CERTIFICATION OF PROPOSAL**

The undersigned affirms that they are duly authorized to execute this Submittal, that this Submittal has not been prepared in collusion with any other Firm, and that the contents of this Submittal have not been communicated to any other Firm prior to the official opening.

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
P. O. Box or Street City State Zip

Employer/Tax Identification Number: \_\_\_\_\_

**CORPORATE SEAL IF SUBMITTED BY A CORPORATION  
END OF PROPOSAL REQUEST NO. 17-251**

By signing below, Brazos County agrees that this RFP 17-251 will be awarded to the Vendor whose name appears above and both parties agree to the terms and conditions contained herein.

By:

Brazos County Commissioner's Court \_\_\_\_\_

Date \_\_\_\_\_

Attest:

Brazos County Clerk \_\_\_\_\_



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 1/3/2017

ITEM: Approval of evaluation committee for RFP 17-251, Surveillance Video System Upgrade for the Brazos County Detention Center:

- a. Jerald Phelps
- b. Kevin Stuart
- c. Irma Cauly
- d. Nina Means
- e. Trevor Lansdown
- f. Legal (non-voting)
- g. Purchasing (non-voting)

TO: Commissioners Court

FROM: Leslie Contreras

DATE: 12/28/2016

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

No Attachments Available

7

**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 1/3/2017

ITEM: Approval of evaluation committee for RFP 17-251, Surveillance Video System Upgrade for the Brazos County Detention Center:

- a. Jerald Phelps
- b. Kevin Stuart
- c. Irma Cauly
- d. Nina Means
- e. Trevor Lansdown
- f. Legal (non-voting)
- g. Purchasing (non-voting)

TO: Commissioners Court

FROM: Leslie Contreras

DATE: 12/28/2016

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:****File Name****Description****Type**

No Attachments Available

**APPROVED**

1/3/17  
Date

Duane Peters  
County Judge



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Budget Office NUMBER:

DATE OF COURT MEETING: 1/3/2017

ITEM: Budget Amendments FY 16/17 14.1 - 14.3

TO: Commissioners Court

FROM: Irene Jett

DATE: 12/28/2016

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: Individual budget amendments specifies sources.

ACTION REQUESTED OR ALTERNATIVES: Request approval.

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">14_Coversheet.pdf</a>	14 Coversheet	Cover Memo
<a href="#">14.1.pdf</a>	14.1 Capital	Backup Material
<a href="#">14.2.pdf</a>	14.2 Capital	Backup Material
<a href="#">14.3.pdf</a>	14.3 Capital	Backup Material

**BRAZOS COUNTY, TEXAS****BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR****NO. 16/17 14.1 – 14.3**

On this the 3rd day of January 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk

The following proceedings were held:

**THAT WHEREAS**, on 3rd day of January 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

**WHEREAS**, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 6 September 2016, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

**ADOPTED AND APPROVED** this the 3rd day of January 2017.

**THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.**

By: \_\_\_\_\_

Duane Peters, County Judge

Original: County Clerk's Office and  
Attached to the original budget

## 1/3/2017

[illegible]

nnm  
12/28/2016

Date \_\_\_\_\_

13/17

## 1/3/2017

**General Capital Improvement - Constable Pct. #3**

[illegible]

Date \_\_\_\_\_

 $\frac{1}{3}K$







**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Human Resources NUMBER:  
DATE OF COURT MEETING: 1/3/2017  
ITEM: Personnel Action Forms  
TO: Commissioners Court  
DATE: 12/29/2016  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[PAF\\_01-03-17.doc](#)

**Description**

Coversheet

**Type**

Cover Memo

10

**PERSONNEL  
CHANGE OF STATUS REQUESTS**

Commissioner Court Date: January 03, 2017 Department Submitting Information: Human Resources Purpose of Submissions: Consider and Take Action on Change Requests
--

Department Submitting Request(s)	Employee Request Applies To	Action Requested
Associate Judge #2/ Juvenile Court Referee	Gore, Glynis E. Swan, Misty D.	Separation Change of Status
Commissioner's Court	Aldrich, Steve Berry, Nancy Mallard, Kenny Wassermann, Lloyd	Employment Employment Separation Separation
District Attorney	Martin, Ashley	Employment
Facilities Services	Arevalo, Magdalena	Employment
S.O. – Commissary	Smith, William M.	Separation

Approved in Commissioners' Court: January 03, 2017 :

County Judge's or Commissioner's Signature:  
(This Copy to be attached to minutes)



# Brazos County Personnel Action Form

☒ Original

☐ County Judge

☐ Department

Requested Effective Date: 12/31/2016

Division: Associate Judge #2

Division #: 22800100

Employee Name: Glynis E. Gore

Employee #: 1931

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ No

Budgeted Dollars ☒ Yes ☐ No

Dollars Verified by ☒ Yes ☐ No

Budget Office: ☒ Yes ☐ No

Verified By: 12/29/16

## Employment

☐ New Employee

☐ Hourly

☐ Salary

☒ Current Employee

☐ Hourly

☒ Salary

☐ Re-Hire Former

Employee

Title: Associate Judge #2 (Felony)

Hourly Rate/Per Pay Amt: \$ 4,629.98

☒ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Hire Date: 01/03/2006

Class Code: 2206

Position #: 1

Pay Code: 11

Group: N/A Step: N/A

## Change of Status

☐ Group/Step Change

☐ Class Code Change

☐ Position Change

☐ Transfer from Another Dept.

☐ Cell Phone Allowance

☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Group: \_\_\_\_\_ Step: \_\_\_\_\_

## Separation

☐ Resignation

☐ Termination

☒ Retirement

☐ Active Duty

☐ Other (Explain in Comments)

Title: Associate Judge #2 (Felony)

Original Hire Date: 01/03/2006

Last Day Worked: 12/31/2016

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

Class Code: 2206

Position #: 1

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 20 17

County Judge's Signature

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

RECEIVED

## Brazos County Personnel Action Form

DEC 27 2016

☒ Original☐ County Judge☐ DepartmentRequested Effective Date: January 3, 2017Division: Juvenile Referee/Associate Judge 2Division #: 22500100 / 22800100Employee Name: Misty D. SwanEmployee #: 4951

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ NoBudgeted Dollars ☒ Yes ☐ NoDollars Verified by ☒ Yes ☐ NoBudget Office: ☒ Yes ☐ NoVerified By: 12/29/16

## Employment

☐ New Employee  
☐ Hourly  
☐ Salary☒ Current Employee  
☐ Hourly  
☒ Salary☐ Re-Hire Former EmployeeTitle: ASST. DA 1Hourly Rate/Per Pay Amt: \$ 3383.35☒ Full-Time ☐ Part-Time ☐ Temporary  
☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Hire Date: 11/19/2007Class Code: 0415Position #: 9Pay Code: 13Group: N/A Step: N/A

## Change of Status

☐ Group/Step Change  
☐ Class Code Change  
☐ Position Change  
☒ Transfer from Another Dept.  
☐ Cell Phone Allowance  
☒ Other (Explain in Comments)Title: Juvenile Referee/Associate Judge 2Class Code: 2206Department: Juvenile Referee/Associate Judge 2Position #: 1Hourly Rate/Per Pay Amt: \$ 100,000 per yearPay Code: 11☒ Full-Time ☐ Part-Time ☐ Temporary  
☐ 3/4 - Time (30+ hours)Group: N/A Step: N/AComments: current salary is being reduced

## Separation

☐ Resignation  
☐ Termination  
☐ Retirement  
☐ Active Duty  
☐ Other (Explain in Comments)

Title: \_\_\_\_\_

Class Code: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_

Position #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action TakenDated this 3rd day of January, 20 17

County Judge's Signature

Employee Signature

12/27/2016

Date

Department Head Signature

Date

Human Resources Signature

Date

RECEIVED  
DEC 28 2016

# Brazos County Personnel Action Form

☒ Original

☐ County Judge

☐ Department

Requested Effective Date: 01/01/17

Division: Commissioners Court

Division #: 11000100

Employee Name: Steve Aldrich

Employee #: 12221

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ No

Budgeted Dollars ☒ Yes ☐ No

Dollars Verified by ☒ Yes ☐ No

Budget Office: ☒ Yes ☐ No

Verified By: 12/28/16

## Employment

☒ New Employee

☐ Hourly

☒ Salary

☐ Current Employee

☐ Hourly

☐ Salary

☐ Re-Hire Former

Employee

Title: Commissioner, Pct. 1

Hourly Rate/Per Pay Amt: \$ 2,981.11

☒ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: plus cell phone allowance \$840.00

Hire Date: 01/01/17

Class Code: 101

Position #: 1

Pay Code: 10

Group: 8 Step: 1

## Change of Status

☐ Group/Step Change

☐ Class Code Change

☐ Position Change

☐ Transfer from Another Dept.

☐ Cell Phone Allowance

☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary Group: \_\_\_\_\_ Step: \_\_\_\_\_

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

## Separation

☐ Resignation

☐ Termination

☐ Retirement

☐ Active Duty

☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_ Position #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 20 17

County Judge's Signature

Employee Signature

Date

Candice Gallego

12/28/16

Department Head Signature

Date

Momoni Grier

12/29/16

Human Resources Signature for Jennifer Salazar Date

RECEIVED

DEC 7 8 2016

## Brazos County Personnel Action Form

☒ Original☐ County Judge☐ Department

Requested Effective Date: 01/01/17

Division: Commissioners Court

Division #: 11000100

Employee Name: Nancy Berry

Employee #: 12220

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ NoBudgeted Dollars ☒ Yes ☐ NoDollars Verified by ☒ Yes ☐ NoBudget Office: ☒ Yes ☐ No

Verified By: 12/28/16

## Employment

☒ New Employee  
☐ Hourly  
☒ Salary☐ Current Employee  
☐ Hourly  
☐ Salary☐ Re-Hire Former Employee

Title: Commissioner, Pct. 3

Hourly Rate/Per Pay Amt: \$ 2,981.11

☒ Full-Time ☐ Part-Time ☐ Temporary☐ 3/4 - Time (30+ hours)Comments: plus cell phone allowance \$840  
um

Hire Date: 01/01/17

Class Code: 103

Position #: 1

Pay Code: 10

Group: 8 Step: 1

## Change of Status

☐ Group/Step Change  
☐ Class Code Change  
☐ Position Change  
☐ Transfer from Another Dept.  
☐ Cell Phone Allowance  
☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary Group: \_\_\_\_\_ Step: \_\_\_\_\_☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

## Separation

☐ Resignation  
☐ Termination  
☐ Retirement  
☐ Active Duty  
☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_ Position #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 2017.

County Judge's Signature

Employee Signature

Date

Candy Gallego

12/28/16

Department Head Signature

Date

Monica Guzman

12/29/16

Human Resources Signature

for Jennifer Salazar

Date

RECEIVED  
DEC 28 2016

# Brazos County Personnel Action Form

☒ Original

☐ County Judge

☐ Department

Requested Effective Date: 01/01/17

Division: Commissioners Court

Division #: 11000100

Employee Name: Kenny Mallard

Employee #: 4243

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ No

Budgeted Dollars ☒ Yes ☐ No

Dollars Verified by ☒ Yes ☐ No

Budget Office: ☒ Yes ☐ No

Verified By: 12/28/16

## Employment

☐ New Employee

☐ Hourly

☐ Salary

☒ Current Employee

☐ Hourly

☒ Salary

☐ Re-Hire Former

Employee

Title: Commissioner, Pct. 3

Hourly Rate/Per Pay Amt: \$ 2,981.11

☒ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Hire Date: 01/01/03

Class Code: 103

Position #: 1

Pay Code: 10

Group: 8 Step: 1

## Change of Status

☐ Group/Step Change

☐ Class Code Change

☐ Position Change

☐ Transfer from Another Dept.

☐ Cell Phone Allowance

☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary Group: \_\_\_\_\_ Step: \_\_\_\_\_

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

## Separation

☐ Resignation

☐ Termination

☒ Retirement

☐ Active Duty

☐ Other (Explain in Comments)

Title: Commissioner, Pct. 3

Original Hire Date: 01/01/03

Last Day Worked: 12/31/16

Rehire: ☒ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

Class Code: 103

Position #: 1

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 20 17

County Judge's Signature

Employee Signature

Candy Challego

Date

12/28/16

Department Head Signature

Monica Gries

Date

12/29/16

Human Resources Signature for Jennifer Salazar Date



RECEIVED

DEC 28 2016

## Brazos County Personnel Action Form

☒ Original☐ County Judge☐ DepartmentRequested Effective Date: 01/01/17Division: Commissioners CourtDivision #: 11000100Employee Name: Lloyd WassermannEmployee #: 4526

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ NoBudgeted Dollars ☒ Yes ☐ NoDollars Verified by ☒ Yes ☐ NoBudget Office: ☒ Yes ☐ NoVerified By: 12/28/16**Employment**☐ New Employee☐ Hourly☐ Salary☒ Current Employee☐ Hourly☒ Salary☐ Re-Hire Former

Employee

Title: Commissioner, Pct. 1Hourly Rate/Per Pay Amt: \$ 2,981.11☒ Full-Time ☐ Part-Time ☐ Temporary☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Hire Date: 1/1/05Class Code: 101Position #: 1Pay Code: 10Group: 8 Step: 1**Change of Status**☐ Group/Step Change☐ Class Code Change☐ Position Change☐ Transfer from Another Dept.☐ Cell Phone Allowance☐ Other (Explain in Comments)

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Class Code: \_\_\_\_\_

Position #: \_\_\_\_\_

Pay Code: \_\_\_\_\_

Group: \_\_\_\_\_ Step: \_\_\_\_\_

**Separation**☐ Resignation☐ Termination☒ Retirement☐ Active Duty☐ Other (Explain in Comments)Title: Commissioner, Pct. 1Original Hire Date: 01/01/05Last Day Worked: 12/31/16Rehire: ☒ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

Class Code: 101Position #: 1**Commissioners Court Action**☒ Approved ☐ Denied ☐ No Action TakenDated this 3rd day of January, 20 17.

County Judge's Signature

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

RECEIVED

## Brazos County Personnel Action Form

DEC 22 2016

☒ Original☐ County Judge☐ Department

Requested Effective Date: 12.28.16

Division: DISTRICT ATTORNEY

Division #: 19000100

Employee Name: ASHLEY MARTIN

Employee #: 12226

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ NoBudgeted Dollars ☒ Yes ☐ No

Dollars Verified by

Budget Office: ☒ Yes ☐ No

Verified By: 12/28/16 [Signature]

## Employment

☒ New Employee☐ Hourly☒ Salary☐ Current Employee☐ Hourly☐ Salary☐ Re-Hire Former

Employee

Title: ASSISTANT DISTRICT ATTORNEY

Hire Date: 12.28.16

Hourly Rate/Per Pay Amt: \$ 64,000.00 12,461.5384

Class Code: 415

☒ Full-Time ☐ Part-Time ☐ Temporary

Position #: 12

☐ 3/4 - Time (30+ hours)

Pay Code: 013

Group: N/A Step: N/A

Comments:

## Change of Status

☐ Group/Step Change☐ Class Code Change☐ Position Change☐ Transfer from Another Dept.☐ Cell Phone Allowance☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary

Group: \_\_\_\_\_ Step: \_\_\_\_\_

☐ 3/4 - Time (30+ hours)

Comments:

## Separation

☐ Resignation☐ Termination☐ Retirement☐ Active Duty☐ Other (Explain in Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_ Position #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments:

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 2017

County Judge's Signature

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

for Jennifer Salazar

RECEIVED  
DEC 27 2016

# Brazos County Personnel Action Form

☒ Original

☐ County Judge

☐ Department

Requested Effective Date: 1-3-17

Division: Facilities Services

Division #: 17000100

Employee Name: Magdalena Arevalo

Employee #: 12229

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ No

Budgeted Dollars ☒ Yes ☐ No

Dollars Verified by

Budget Office: ☒ Yes ☐ No

Verified By: 12/28/16 um

## Employment

☒ New Employee

☒ Hourly

☐ Salary

☐ Current Employee

☐ Hourly

☐ Salary

☐ Re-Hire Former  
Employee

Title: Jntr/Cstdn

Hourly Rate/Per Pay Amt: \$ 13.19

☒ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Hire Date: 1-3-17

Class Code: 705

Position #: 7

Pay Code: 14

Group: 7 Step: 8

## Change of Status

☐ Group/Step Change

☐ Class Code Change

☐ Position Change

☐ Transfer from Another Dept.

☐ Cell Phone Allowance

☐ Other (Explain in  
Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_ Pay Code: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary

☐ 3/4 - Time (30+ hours)

Comments: \_\_\_\_\_

Group: \_\_\_\_\_ Step: \_\_\_\_\_

## Separation

☐ Resignation

☐ Termination

☐ Retirement

☐ Active Duty

☐ Other (Explain in  
Comments)

Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_ Position #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Rehire: ☐ Yes ☐ No ☐ Conditional (Explain in Comments)

Comments: \_\_\_\_\_

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 20 17

County Judge's Signature

Ernest Stuth  
Employee Signature

12-27-16  
Date

Department Head Signature

Human Resources Signature

Mona Gruesz  
for Jennifer Salazar  
Date 12/29/16

RECEIVED  
DEC 7 8 2016

# Brazos County Personnel Action Form

☒ Original

☐ County Judge

☐ Department

Requested Effective Date: 12/27/2016

Division: Sheriff's Office - Inmate Commissary

Division #: 28006000

Employee Name: William M. Smith

Employee #: 12214

## Budget Office Use Only:

Budgeted Position ☒ Yes ☐ No

Budgeted Dollars ☒ Yes ☐ No

Dollars Verified by ☒ Yes ☐ No

Budget Office: ☒ Yes ☐ No

Verified By: 12/28/16

## Employment

☐ New Employee

☐ Hourly

☐ Salary

☐ Reinstated Employee

☒ Current Employee

☒ Hourly

☐ Salary

Title: Teacher (no Benefits; Inmate Commissary)

Hire Date: 11/16/2016

Hourly Rate/Per Pay Amt: \$ 22.69

Class Code: 1557

Annual Salary: \$ 23,597.60

Position #: 2

☐ Full-Time ☐ Part-Time ☒ Temporary

Pay Code: 17

Group: 16 Step: 12

Comments: \_\_\_\_\_

## Change of Status

☐ Budget Change

☐ State Stipend

☐ Promotion

☐ Transfer to Another Dept.

☐ Transfer w/in Dept.

☐ Cell Phone Allowance

☐ Other (Explain in Comments)

Title: \_\_\_\_\_

Class Code: \_\_\_\_\_

Department: \_\_\_\_\_

Position #: \_\_\_\_\_

Hourly Rate/Per Pay Amt: \$ \_\_\_\_\_

Pay Code: \_\_\_\_\_

Annual Salary: \$ \_\_\_\_\_

Group: \_\_\_\_\_ Step: \_\_\_\_\_

☐ Full-Time ☐ Part-Time ☐ Temporary

Comments: \_\_\_\_\_

## Separation

☐ Resignation

☐ Termination

☐ Retirement

☐ Active Duty

☒ Other (Explain in Comments)

Title: Teacher (No Benefits; Inmate Commissary)

Class Code: 1557

Original Hire Date: 11/16/2016

Position #: 2

Last Day Worked: 12/21/2016

Rehire: ☒ Yes ☐ No ☐ Conditional (Explain in Comments)

Employee is deceased.

Comments: \_\_\_\_\_

## Commissioners Court Action

☒ Approved ☐ Denied ☐ No Action Taken

Dated this 3rd day of January, 20 17

County Judge's Signature

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

for Jennifer Salazar