



MINUTES

MARCH 14, 2023

BRAZOS COUNTY COMMISSIONERS COURT

REGULAR MEETING

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, March 14, 2023 with the following members of the Court present:

Duane Peters, County Judge, Presiding;
Steve Aldrich, Commissioner of Precinct 1;
Chuck Konderla, Commissioner of Precinct 2;
Nancy Berry, Commissioner of Precinct 3;
Wanda J. Watson, 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 - Judge Peters

2. Call for Citizen input and/or concerns
There was no Citizen input.

Consider and take action on agenda items: 3 - 13

3. Approval of the following sections in the Employee Manual:
 - a. Section 3.02.6: County Property - Information Resources
 - b. Section 13.01: Use and Security of Information Resources

Judge Peters stated that this item needed to be tabled. The Court voted unanimously to table the item on motion by Commissioner Berry and a second by Commissioner Konderla.

Motion: Table, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

4. Award of Bid #23-088 Printing. Recommend award to the following:
 - a. Tops Printing Inc dba Alphagraphics BCS: Items 1-63, 79-240, 247
 - b. Integ dba Anderton Group Inc.: Items 64-78, 241-246, 248-268, 271-279
 - c. No award: Items 269 & 270

Commissioner Aldrich questioned the plan considering the no award on item "c". Purchasing Agent Charles Wendt stated that they received no bids on the item but if necessary, they will restart the process by obtaining three quotes from different companies. The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Bid Contract #23-088 Printing as stated above. A copy of the bid tabulation and contracts is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

5. Award of Bid #23-089 Hydrated Lime. Recommended Vendor: Austin White Lime Company, Ltd.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Bid Contract #23-089 Hydrated Lime to Austin White Lime Company, Ltd.. A copy of the bid tabulation and contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

6. Award of Bid #23-101 for Mowing of County Right of Ways. Recommended award: Wellmann Enterprises.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Bid Contract #23-101 Mowing of County Right of Ways to Wellmann Enterprises. A copy of the bid tabulation is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

7. Approval of Contract #23-115 for Residential Services of Juvenile Offenders with Roy Maas Youth Alternative.

A copy of the contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

8. Consider and take action to close, vacate and abandon a 20' alley located in Block 115 of the town of Millican. Roadway was never built and there is not public interest served by retaining the original right of way. Site is located in Precinct 1.

A copy of the order vacating the road is attached.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

9. Tax Refund Applications for the following:

Overpayments

- a. Robbie Jean Inmon - \$78.53
- b. Brandy Girl Properties - \$65.03

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

10. Commissioners Court minutes for the following dates:

- a. February 28, 2023 - Regular Meeting

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

11. Budget Amendments.

- FY 22/23 Budget Amendments 23.01 - 23.03

Judge Peters stated that a correction has been made to Budget Amendment 23.02 to change the amount from \$333,334.00 to \$250,000. The Court voted unanimously to approve with the aforementioned correction. The Budget Amendments are as follows:

23.01 Reallocate Hotel Occupancy Tax Funds.

23.02 To Recognize Revenue for the FY 2023 Human Trafficking Task Force Development Grant.

23.03 Reallocate funds for the Courthouse Security Remodel.

Motion: Approve w/ Conditions, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

12. Personnel Change of Status.

- a. Employment & Separations

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

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Wanda J. Watson. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

13. Payment of Claims.

Claims

8120947 - 8121106

9007020 - 9007068

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Chuck Konderla. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

14. Acknowledgement of FY 2022-2023 Budget to Actual by Fund as of March 8, 2023.
Acknowledgement of FY 2022-2023 Contingency Budget to Actuals by Fund as of March 8, 2023.

The Court acknowledged receipt of the 2022-2023 Budget to Actuals by Fund and Contingency Fund Budget to Actuals as of March 8, 2023.

15. Juvenile director's report on detention population.

Judge Peters read the report for Juvenile Director Linda Ricketson stating there are 36 juveniles in the detention center, 27 are male and 9 are female, and 29 have electronic monitors.

16. Sheriff's report on inmate population.

Sheriff Wayne Dicky stated there are 668 inmates in jail, 570 are male, 98 are female, and 33 have electric monitors.

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

Commissioner Berry announced that the ribbon cutting for Congressman McCaul's Office will be today at 2:00 p.m., and encouraged all who are available to attend.

18. Call for Citizen input and/or concerns

There was no Citizen input.

19. Adjourn.



The foregoing minutes of the Commissioners Court Meeting held March 14, 2023, have been examined and are approved in open Court this 11th day of April 2023, in Bryan, Brazos County, Texas.

A blue ink signature of Duane Peters, written in a cursive style.

Duane Peters
County Judge

A blue ink signature of Steve Aldrich, written in a cursive style.

Steve Aldrich
Commissioner, Precinct 1

A blue ink signature of Chuck Konderla, written in a cursive style.

Chuck Konderla
Commissioner, Precinct 2

A blue ink signature of Nancy Berry, written in a cursive style.

Nancy Berry
Commissioner, Precinct 3

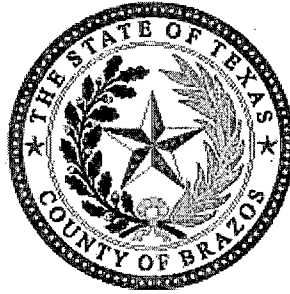
A blue ink signature of Wanda Watson, written in a cursive style.

Wanda Watson
Commissioner, Precinct 4

Attest:

A blue ink signature of Karen McQueen, written in a cursive style.

Karen McQueen
County Clerk



FILED

2023 MAR 10 A 10:11

**BRAZOS COUNTY
BRYAN, TEXAS**

NOTARIAL PUBLIC
BRAZOS COUNTY, TEXAS
BY: *Jeram*, DEPUTY
Rennig

NOTICE OF MEETING AND AGENDA

BRAZOS COUNTY COMMISSIONERS COURT

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET
IN REGULAR SESSION ON MARCH 14, 2023 AT 10:00 AM IN THE
COMMISSIONERS COURTROOM OF THE COUNTY
ADMINISTRATION BUILDING, 200 SOUTH TEXAS AVE., SUITE 106,
BRYAN, TX 77803, THE PUBLIC MAY WATCH THE MEETING LIVE
AT [FACEBOOK.COM/BRAZOSCOUNTYTX](https://www.facebook.com/brazoscountytexas)**

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 - U.S. and Texas Flag - Judge Peters
 2. Call for Citizen input and/or concerns

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13. Payment of Claims.

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15. Juvenile director's report on detention population.

16. Sheriff's report on inmate population.

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

18. Call for Citizen input and/or concerns

19. Adjourn.

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, THE PUBLIC MAY WATCH THE MEETING LIVE AT [FACEBOOK.COM/BRAZOSCOUNTYTX](https://www.facebook.com/brazoscountytexas) 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

14th DAY OF March, 2013
10:00 AM/PM, Regular

Name

(PLEASE PRINT)

KAREN McQUEENFLO WORKMANCheryl CoffmanAubrey LeggettEric CaldwellMaisha AndersonWayne DickeyKathryn BattlesBeth MartinezCharles WendtKimberly KouchKevin PayneKevin StuartPaul MunozGarrett House

Organization

(PLEASE PRINT)

Co. Clerk" "CommissionersCommissionersC.D.Co. JudgeSheriffBC PurchasingBC PurchasingBC PurchasingCounty JudgeBudgetBCSOBISOBCSO

BRAZOS COUNTY COMMISSIONER'S COURT

14th DAY OF March, 2023
10:00 AM/PM, Regular

Name

(PLEASE PRINT)

Katie Conner

Bruce Erratt

Reanna McConathy

Ed Bull

MELISSA BOWIS

AK DIAZ

Darnell Kolwe

Laura Davis

Donald Lampe

Leslie Contreras

Tanya Skinner

Organization

(PLEASE PRINT)

Auditor

Co Judge - Attn

HR

Co Judge - Attn.

Co. JUDGE

MCL

R & B

Treas.

Constable PC+2

Risk

Collections



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: Award of Bid #23-088 Printing. Recommend award to the following:

- a. Tops Printing Inc dba Alphagraphics BCS: Items 1-63, 79-240, 247
- b. Integ dba Anderton Group Inc.: Items 64-78, 241-246, 248-268, 271-279
- c. No award: Items 269 & 270

TO: Commissioners Court

FROM: Celina Nava

DATE: 03/08/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Tabulation - Printing.pdf	Bid Tabulation	Backup Material
Bid - Anderton Group Inc DBA Integ.pdf	Partially Executed Contract	Backup Material
Bid - Tops Printing DBA Alphagraphics.pdf	Partially Executed Contract	Backup Material

ON 1 - Regular Envelopes

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79	Business Cards - Smooth - 60# - 14 Point - White	250	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	\$460.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No

SECTION 6 - Miscellaneous Forms																				
Text Weight Forms		Order Quantities	Tops Printing Inc dba Alphagraphics BCS						Copy Stop Print, Signs & Graphics						Integ (dba) - Anderson Group Inc					
			A	B	C	D	E	F	A	B	C	D	F	A	B	C	D	E	F	
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color 2 Sided	Black	1 Color	Black + 1 Color	2 Color	2 Color 2 Sided	Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color 2 Sided	
106	7" X 8 1/2" - 20# - White - Bond - Double Sided	500	\$55.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$93.00	\$162.00	\$206.00	\$238.00	\$101.00	\$266.00
107	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	500	\$55.00	\$75.00	\$75.00	\$75.00	\$75.00	\$250.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$110.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00
108	8 1/2" X 11" - 20# - Bond - White	500	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00	\$80.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$93.00	\$167.00	\$179.00	\$238.00	\$101.00	\$266.00	
109	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	500	\$75.00	\$100.00	\$100.00	\$100.00	\$75.00	\$180.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$93.00	\$167.00	\$179.00	\$238.00	\$101.00	\$266.00	
110	8 1/2" X 14" - 20# - White - Bond	500	\$45.00	\$70.00	\$90.00	\$90.00	\$90.00	\$180.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$94.00	\$162.00	\$178.00	\$238.00	\$108.00	\$266.00	
111	7" X 8 1/2" - 20# - White - Bond - Double Sided	1000	\$100.00	\$130.00	\$180.00	\$180.00	\$180.00	\$180.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$118.00	\$185.00	\$210.00	\$270.00	\$123.00	\$321.00	
112	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	1000	\$125.00	\$95.00	\$180.00	\$180.00	\$180.00	\$200.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$114.00	\$191.00	\$268.00	\$277.00	\$129.00	\$328.00	
113	8 1/2" X 11" - 20# - Bond - White	1000	\$70.00	\$145.00	\$145.00	\$145.00	\$145.00	\$270.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$294.00	\$294.00	\$294.00	\$294.00	\$294.00	\$443.00	
114	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	1000	\$140.00	\$160.00	\$175.00	\$175.00	\$175.00	\$300.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$114.00	\$191.00	\$216.00	\$277.00	\$129.00	\$328.00	
115	8 1/2" X 14" - 20# - White - Bond	1000	\$80.00	\$100.00	\$175.00	\$175.00	\$175.00	\$175.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$121.00	\$187.00	\$213.00	\$275.00	\$146.00	\$323.00	
116	7" X 8 1/2" - 20# - White - Bond - Double Sided	2500	\$200.00	\$225.00	\$345.00	\$345.00	\$345.00	\$420.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$167.00	\$232.00	\$282.00	\$343.00	\$175.00	\$443.00	
117	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	2500	\$175.00	\$125.00	\$275.00	\$275.00	\$275.00	\$375.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$173.00	\$265.00	\$452.00	\$512.00	\$210.00	\$511.00	
118	8 1/2" X 11" - 20# - Bond - White	2500	\$125.00	\$145.00	\$275.00	\$275.00	\$275.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$485.00	\$485.00	\$485.00	\$485.00	\$485.00	\$485.00	
119	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	2500	\$175.00	\$295.00	\$375.00	\$375.00	\$375.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$173.00	\$265.00	\$328.00	\$512.00	\$210.00	\$512.00	
120	8 1/2" X 14" - 20# - White - Bond	2500	\$175.00	\$195.00	\$375.00	\$375.00	\$375.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$197.00	\$261.00	\$324.00	\$384.00	\$261.00	\$508.00	
Cardstock Forms			A	B	C	D	H	H	A	B	C	D	F	A	B	C	D	E	F	
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color 2 Sided	Black	1 Color	Black + 1 Color	2 Color	2 Color 2 Sided	Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color 2 Sided	
121	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	500	\$170.00	\$90.00	\$120.00	\$120.00	\$120.00	\$180.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$94.00	\$162.00	\$176.00	\$238.00	\$98.00	\$262.00	
122	8 1/2" X 11" - 60# - Colored Cardstock	500	\$150.00	\$70.00	\$100.00	\$100.00	\$90.00	\$180.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$97.00	\$154.00	\$110.00	\$220.00	\$80.00	\$260.00	
123	8 1/2" X 8 1/2" - 65# - Colored - Door Hanger	500	\$150.00	\$150.00	\$180.00	\$180.00	\$220.00	\$325.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$490.00	\$511.00	\$572.00	\$631.00	\$498.00	\$641.00	
124	3 1/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	500	\$130.00	\$150.00	\$180.00	\$180.00	\$220.00	\$325.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$490.00	\$511.00	\$572.00	\$631.00	\$498.00	\$641.00	
125	8 1/2" X 11" - 65# - Colored - Door Hanger Cut Out	500	\$130.00	\$150.00	\$180.00	\$180.00	\$220.00	\$325.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$490.00	\$511.00	\$572.00	\$631.00	\$498.00	\$641.00	
126	8 1/2" X 11" - 65# - Astro Bright	500	\$80.00	\$100.00	\$130.00	\$130.00	\$140.00	\$230.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$518.00	\$585.00	\$172.00	\$631.00	\$498.00	\$641.00	
127	8 1/2" X 14" - 70# - White - Double Sided - Perforated [1 vertical]	500	\$115.00	\$135.00	\$165.00	\$165.00	\$115.00	\$250.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$518.00	\$585.00	\$172.00	\$631.00	\$498.00	\$641.00	
128	8 1/2" X 11" - 90# - Colored Index - Perforated [1 vertical and 3 horizontal] - Double Sided	500	\$200.00	\$220.00	\$250.00	\$250.00	\$275.00	\$350.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$169.00	\$236.00	\$261.00	\$322.00	\$197.00	\$373.00	
129	8 1/2" X 11" - 90# - Colored - Double Sided	500	\$150.00	\$125.00	\$155.00	\$155.00	\$105.00	\$225.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$314.00	\$311.00	\$407.00	\$467.00	\$294.00	\$551.00	
130	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	1000	\$110.00	\$130.00	\$150.00	\$150.00	\$220.00	\$270.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$224.00	\$301.00	\$328.00	\$328.00	\$239.00	\$470.00	
131	3 1/8" X 7 13/16" - 65# - Colored Cardstock	1000	\$75.00	\$95.00	\$125.00	\$125.00	\$135.00	\$220.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$121.00	\$187.00	\$213.00	\$275.00	\$124.00	\$212.00	
132	3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	1000	\$180.00	\$210.00	\$240.00	\$240.00	\$295.00	\$340.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$105.00	\$171.00	\$139.00	\$240.00	\$106.00	\$229.00	
133	3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	1000	\$190.00	\$220.00	\$240.00	\$240.00	\$295.00	\$340.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$507.00	\$555.00	\$601.00	\$661.00	\$523.00	\$688.00	
134	4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	1000	\$190.00	\$220.00	\$240.00	\$240.00	\$295.00	\$340.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$507.00	\$555.00	\$601.00	\$661.00	\$523.00	\$688.00	
135	8 1/2" X 11" - 65# - Astro Bright	1000	\$140.00	\$160.00	\$190.00	\$190.00	\$295.00	\$340.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$544.00	\$656.00	\$656.00	\$661.00	\$568.00	\$688.00	
136	8 1/2" X 14" - 70# - White - Double Sided - Perforated [1 vertical]	1000	\$200.00	\$220.00	\$250.00	\$250.00	\$295.00	\$340.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$544.00	\$656.00	\$656.00	\$661.00	\$568.00	\$688.00	
137	8 1/2" X 11" - 90# - Colored Index - Perforated [1 vertical and 3 horizontal] - Double Sided	1000	\$285.00	\$305.00	\$345.00	\$345.00	\$200.00	\$325.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$236.00	\$301.00	\$352.00	\$412.00	\$279.00	\$513.00	
138	8 1/2" X 11" - 90# - Colored - Double Sided	1000	\$185.00	\$165.00	\$205.00	\$205.00	\$145.00	\$315.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$384.00	\$409.00	\$500.00	\$561.00	\$436.00	\$693.00	
139	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	2500	\$200.00	\$270.00	\$290.00	\$290.00	\$450.00	\$510.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$271.00	\$360.00	\$411.00	\$470.00	\$302.00	\$660.00	
140	3 1/8" X 7 13/16" - 65# - Colored Cardstock	2500	\$135.00	\$155.00	\$175.00	\$175.00	\$175.00	\$315.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$197.00	\$261.00	\$324.00	\$385.00	\$207.00	\$453.00	
141	3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	2500	\$300.00	\$320.00	\$350.00	\$350.00	\$400.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$151.00	\$221.00	\$227.00	\$304.00	\$180.00	\$647.00	
142	3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	2500	\$300.00	\$320.00	\$350.00	\$350.00	\$400.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$813.00	\$627.00	\$691.00	\$752.00	\$599.00	\$814.00	
143	4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	2500	\$300.00	\$320.00	\$350.00	\$350.00	\$400.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$813.00	\$627.00	\$691.00	\$752.00	\$599.00	\$814.00	
144	8 1/2" X 11" - 65# - Astro Bright	2500	\$285.00	\$315.00	\$345.00	\$345.00	\$400.00	\$450.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$699.00	\$627.00	\$691.00	\$752.00	\$599.00	\$814.00	
145	8 1/2" X 14" - 70# - White - Double Sided - Perforated [1 vertical]	2500	\$375.00	\$395.00	\$425.00	\$425.00	\$375.00	\$675.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$700.00	\$764.00	\$827.00	\$925.00	\$765.00	\$1,012.00	
146	8 1/2" X 11" - 90# - Colored Index - Perforated [1 vertical and 3 horizontal] - Double Sided	2500	\$545.00	\$565.00	\$595.00	\$595.00	\$545.00	\$975.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$435.00	\$497.00	\$684.00	\$683.00	\$684.00	\$993.00	
147	8 1/2" X 11" - 90# - Colored - Double Sided	2500	\$395.00	\$415.00	\$445.00	\$445.00	\$395.00	\$750.00	No Bid	No Bid	No Bid	No Bid	No Bid	\$592.00	\$753.00	\$780.00	\$842.00	\$780.00	\$1,122.00	
									No Bid	No Bid	No Bid	No Bid	No Bid	\$417.00	\$534.00	\$658.00	\$720.00	\$71.00	\$998.00	

SECTION 7 - Index Cards																										
		Tops Printing Inc dba Alphagraphics BCS								Copy Stop Print, Signs & Graphics						Integ (dba) - Anderton Group Inc										
		Order Quantities	A		B		C		Notes	A	B	C	E	F	A	B	C	D	E	F						
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided		Black	1 Color	Black + 1 Color	Black 2 Sided	2 Color, 2 Sided	Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided						
148	4" X 6" - 65# - Index White - Plain, No Text	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
149	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
150	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
151	4 1/4" X 5 1/2" - 72# Index - White - 2 Sided	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
152	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
153	5" X 7" - 90# - Index Colored - Plain, No Text	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
154	5" X 8" - 110# - Index White	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
155	5" X 8" - 90# - Index Colored - Plain, No Text	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						
156	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	500	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$89.00	\$163.00	\$169.00	\$229.00	\$97.00	\$243.00						

157	4" X 6" - 65# - Index White - Plain, No Text	1000	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$107.00	\$174.00	\$187.00	\$247.00	\$109.00	\$247.00
158	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	1000	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$114.00	\$174.00	\$199.00	\$260.00	\$122.00	\$285.00
159	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	1000	\$110.00	\$130.00	\$180.00	\$180.00	\$110.00	\$200.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$114.00	\$186.00	\$260.00	\$122.00	\$285.00	
160	4 1/2" X 5 1/2" - 72# - Index - White - 2 Sided	1000	\$80.00	\$120.00	\$140.00	\$140.00	\$90.00	\$180.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$82.00	\$156.00	\$205.00	\$225.00	\$95.00	\$300.00
161	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	1000	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$124.00	\$191.00	\$225.00	\$265.00	\$122.00	\$310.00
162	5" X 7" - 90# - Index Colored - Plain, No Text	1000	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$124.00	\$191.00	\$225.00	\$265.00	\$122.00	\$310.00
163	5" X 8" - 110# - Index White	1000	\$105.00	\$125.00	\$145.00	\$145.00	\$130.00	\$175.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$110.00	\$209.00	\$196.00	\$269.00	\$132.00	\$296.00
164	5" X 8" - 90# - Index Colored - Plain, No Text	1000	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$124.00	\$191.00	\$196.00	\$265.00	\$132.00	\$291.00
165	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	1000	\$110.00	\$130.00	\$150.00	\$150.00	\$135.00	\$175.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$110.00	\$196.00	\$209.00	\$269.00	\$118.00	\$283.00
166	4" X 6" - 65# - Index White - Plain, No Text	2500	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$163.00	\$230.00	\$261.00	\$321.00	\$169.00	\$321.00
167	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	2500	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$178.00	\$254.00	\$290.00	\$351.00	\$198.00	\$413.00
168	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	2500	\$220.00	\$220.00	\$260.00	\$260.00	\$220.00	\$280.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$178.00	\$254.00	\$290.00	\$351.00	\$198.00	\$413.00
169	4 1/2" X 5 1/2" - 72# - Index - White - 2 Sided	2500	\$220.00	\$200.00	\$230.00	\$230.00	\$230.00	\$240.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$127.00	\$191.00	\$252.00	\$375.00	\$127.00	\$300.00
170	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	2500	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$204.00	\$269.00	\$301.00	\$267.00	\$236.00	\$426.00
171	5" X 7" - 90# - Index Colored - Plain, No Text	2500	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$204.00	\$269.00	\$312.00	\$361.00	\$236.00	\$426.00
172	5" X 8" - 110# - Index White	2500	\$210.00	\$230.00	\$250.00	\$250.00	\$210.00	\$239.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$202.00	\$314.00	\$381.00	\$374.00	\$221.00	\$437.00
173	5" X 8" - 90# - Index Colored - Plain, No Text	2500	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	PLAIN PAPER NO PRINTING	No Bid	No Bid	No Bid	No Bid	No Bid	\$171.00	\$269.00	\$312.00	\$361.00	\$236.00	\$426.00
174	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	2500	\$220.00	\$240.00	\$250.00	\$250.00	\$270.00	\$300.00		No Bid	No Bid	No Bid	No Bid	No Bid	\$375.00	\$261.00	\$514.00	\$672.00	\$291.00	\$456.00

SECTION 8 - NCRs									
NCR - 2 Part		Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs & Graphics		Integ (dba) - Anderton Group Inc			
		Order Quantities	A Black	Order Quantities	A Black	Order Quantities	A Black		
175	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	250	\$200.00	250	No Bid	250	\$1,669.00		
176	4 1/4" X 5 1/2"	250	\$56.00	250	No Bid	250	\$202.00		
177	5 1/2" X 8 1/2"	250	\$63.00	250	No Bid	250	\$217.00		
178	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	250	\$63.00	250	No Bid	250	\$211.00		
179	5 1/2" X 11"	250	\$87.00	250	No Bid	250	\$245.00		
180	5 1/2" X 11" - 2 Sided	250	\$110.00	250	No Bid	250	\$263.00		
181	5 1/2" X 14"	250	\$120.00	250	No Bid	250	\$201.00		
182	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	500	\$280.00	500	No Bid	500	\$3,107.00		
183	4 1/4" X 5 1/2"	500	\$80.00	500	No Bid	500	\$240.00		
184	5 1/2" X 8 1/2"	500	\$87.00	500	No Bid	500	\$270.00		
185	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	500	\$112.00	500	No Bid	500	\$272.00		
186	5 1/2" X 11"	500	\$134.00	500	No Bid	500	\$337.00		
187	5 1/2" X 11" - 2 Sided	500	\$165.00	500	No Bid	500	\$371.00		
188	5 1/2" X 14"	500	\$180.00	500	No Bid	500	\$395.00		
189	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	1000	\$340.00	1000	No Bid	1000	\$5,978.00		
190	4 1/4" X 5 1/2"	1000	\$123.00	1000	No Bid	1000	\$215.00		
191	5 1/2" X 8 1/2"	1000	\$134.00	1000	No Bid	1000	\$384.00		
192	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	1000	\$169.00	1000	No Bid	1000	\$504.00		
193	5 1/2" X 11"	1000	\$223.00	1000	No Bid	1000	\$514.00		
194	5 1/2" X 11" - 2 Sided	1000	\$260.00	1000	No Bid	1000	\$579.00		
195	5 1/2" X 14"	1000	\$240.00	1000	No Bid	1000	\$590.00		
NCR - 3 Part		Order Quantities	A Black	Order Quantities	A Black	Order Quantities	A Black		
196	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	250	\$122.00	250	No Bid	250	\$384.00		
197	5 1/2" X 11"	250	\$110.00	250	No Bid	250	\$365.00		
198	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	500	\$179.00	500	No Bid	500	\$453.00		
199	5 1/2" X 11"	500	\$127.00	500	No Bid	500	\$382.00		
200	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	1000	\$247.00	1000	No Bid	1000	\$613.00		
201	5 1/2" X 11"	1000	\$308.00	1000	No Bid	1000	\$610.00		
NCR - 4 Part		Order Quantities	A Black	Order Quantities	A Black	Order Quantities	A Black		
202	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	250	\$185.00	250	No Bid	250	\$2,503.00		
203	3 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	250	\$335.00	250	No Bid	250	\$445.00		
204	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	500	\$241.00	500	No Bid	500	\$4,660.00		
205	3 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	500	\$401.00	500	No Bid	500	\$610.00		
206	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	1000	\$405.00	1000	No Bid	1000	\$8,967.00		
207	3 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	1000	\$553.00	1000	No Bid	1000	\$875.00		

SECTION 9 - Brochures									
Brochures	Order Quantities	Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs & Graphics		Integ (dba) - Anderton Group Inc			
		A	B	A	B	A	B		
		Brochures							
208 3 1/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	\$55.00	No Bid	Full Color	No Bid	Full Color			
209 3 1/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	\$55.00	No Bid		No Bid				
210 3 1/2" X 6" - 60# - Folded in Half - Colored Paper - Double Sided	50	\$75.00	No Bid		No Bid				
211 3 1/4" X 8 1/2" - 60# Gloss Text - Brochure Tri-Fold	50	\$55.00	No Bid		No Bid				
212 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	50	\$75.00	No Bid		No Bid				
213 3 1/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	50	\$55.00	No Bid		No Bid				
214 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	50	\$75.00	No Bid		No Bid				
215 5 1/2" X 8 1/2" - 105# - Colored Paper	50	\$40.00	No Bid		No Bid				
216 5 1/2" X 8 1/2" - 105# - Metallic Paper	50	\$110.00	No Bid		No Bid				
217 11" X 17" - 65# - Folded in Half to 8 1/2" X 11" - Astro Bright Cover	50	\$60.00	No Bid		No Bid				
218 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" X 11"	50	\$60.00	No Bid		No Bid				
219 3 1/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	\$60.00	No Bid		No Bid				
220 3 1/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	\$70.00	No Bid		No Bid				
221 3 1/2" X 6" - 60# - Folded in Half - Colored Paper - Double Sided	100	\$70.00	No Bid		No Bid				
222 3 1/4" X 8 1/2" - 60# Gloss Text - Brochure Tri-Fold	100	\$70.00	No Bid		No Bid				
223 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	100	\$70.00	No Bid		No Bid				
224 3 1/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	100	\$80.00	No Bid		No Bid				
225 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	100	\$90.00	No Bid		No Bid				
226 5 1/2" X 8 1/2" - 105# - Colored Paper	100	\$70.00	No Bid		No Bid				
227 5 1/2" X 8 1/2" - 105# - Metallic Paper	100	\$110.00	No Bid		No Bid				
228 11" X 17" - 65# - Folded in Half to 8 1/2" X 11" - Astro Bright Cover	100	\$70.00	No Bid		No Bid				
229 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" X 11"	100	\$70.00	No Bid		No Bid				
230 3 1/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	\$90.00	No Bid		No Bid				
231 3 1/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	\$90.00	No Bid		No Bid				
232 3 1/2" X 6" - 60# - Folded in Half - Colored Paper - Double Sided	250	\$90.00	No Bid		No Bid				
233 3 1/4" X 8 1/2" - 60# Gloss Text - Brochure Tri-Fold	250	\$90.00	No Bid		No Bid				
234 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	250	\$90.00	No Bid		No Bid				
235 3 1/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	250	\$90.00	No Bid		No Bid				
236 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	250	\$90.00	No Bid		No Bid				
237 5 1/2" X 8 1/2" - 105# - Colored Paper	250	\$100.00	No Bid		No Bid				
238 5 1/2" X 8 1/2" - 105# - Metallic Paper	250	\$135.00	No Bid		No Bid				
239 11" X 17" - 65# - Folded in Half to 8 1/2" X 11" - Astro Bright Cover	250	\$135.00	No Bid		No Bid				
240 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" X 11"	250	\$115.00	No Bid		No Bid				

SECTION 10 - Receipt Books					
Receipt Books	Order Quantities	Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs,& Graphics	
		A		A	
		Black		Black	
242 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	5	No Bid		No Bid	
243 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sheets per book	5	No Bid		No Bid	
244 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	10	No Bid		No Bid	
245 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sheets per book	10	No Bid		No Bid	
246 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	20	No Bid		No Bid	
247 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sheets per book	20	No Bid		No Bid	

SECTION 11 - License Plate Envelopes					
	Order Quantities	Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs,& Graphics	
		A		A	
		Black		Black	
247 Tax Office License Plate Envelope - Custom Cut Window - Print on both sideslines - Peel and Stick	2500	\$2,370.00		No Bid	

SECTION 12 - Labels/Stickers													
	Order Quantities	Tops Printing Inc dba Alphagraphics BCS				Copy Stop Print, Signs & Graphics				Integ (dba) - Anderton Group Inc			
		A	B	C	D	A	B	C	D	A	B	C	D
		Black	1 Color	2 Color	3 Color	Black	1 Color	2 Color	3 Color	Black	1 Color	2 Color	3 Color
248 3 1/2" X 4 1/4" - Crack and Peel	250	\$135.00	\$170.00	\$200.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$99.00	\$147.00	\$222.00	\$264.00
249 1" X 3" - Crack and Peel	250	\$135.00	\$170.00	\$200.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$99.00	\$147.00	\$222.00	\$264.00
250 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	250	\$135.00	\$170.00	\$200.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$99.00	\$147.00	\$222.00	\$264.00
251 1" X 3" - Multi-Colored - Crack and Peel	250	\$135.00	\$170.00	\$200.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$99.00	\$147.00	\$222.00	\$264.00
252 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	250	\$135.00	\$170.00	\$200.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$99.00	\$147.00	\$222.00	\$264.00
253 1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	250	\$225.00	\$245.00	\$245.00	\$245.00	No Bid	No Bid	No Bid	No Bid	\$145.00	\$209.00	\$153.00	\$193.00
254 3 1/2" X 4 1/4" - Crack and Peel	250	\$475.00				No Bid				\$253.00	\$119.00	\$459.00	\$634.00
255 1" X 3" - Crack and Peel	500	\$255.00	\$270.00	\$270.00	\$270.00	No Bid	No Bid	No Bid	No Bid	\$431.00			
256 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	500	\$255.00	\$270.00	\$270.00	\$270.00	No Bid	No Bid	No Bid	No Bid	\$115.00	\$184.00	\$177.00	\$237.00
257 1" X 3" - Multi-Colored - Crack and Peel	500	\$425.00	\$425.00	\$425.00	\$425.00	No Bid	No Bid	No Bid	No Bid	\$262.00	\$264.00	\$451.00	\$581.00
258 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	500	\$275.00	\$300.00	\$300.00	\$300.00	No Bid	No Bid	No Bid	No Bid	\$279.00	\$334.00	\$481.00	\$641.00
259 1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	500	\$425.00	\$425.00	\$425.00	\$425.00	No Bid	No Bid	No Bid	No Bid	\$181.00	\$193.00	\$209.00	\$339.00
260 3 1/2" X 4 1/4" - Crack and Peel	1000	\$460.00				No Bid				\$234.00		\$481.00	\$641.00
261 1" X 3" - Crack and Peel	1000	\$460.00	\$480.00	\$480.00	\$480.00	No Bid	No Bid	No Bid	No Bid	\$556.00			
262 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	1000	\$255.00	\$255.00	\$255.00	\$255.00	No Bid	No Bid	No Bid	No Bid	\$145.00	\$173.00	\$227.00	\$266.00
263 1" X 3" - Multi-Colored - Crack and Peel	1000	\$800.00	\$800.00	\$800.00	\$800.00	No Bid	No Bid	No Bid	No Bid	\$213.00	\$316.00	\$460.00	\$592.00
264 3 1/2" X 4" - Multi-Colored - Crack and Peel - 6 / sheet	1000	\$500.00	\$525.00	\$525.00	\$525.00	No Bid	No Bid	No Bid	No Bid	\$317.00	\$377.00	\$524.00	\$652.00
265 1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	1000	\$800.00	\$800.00	\$800.00	\$800.00	No Bid	No Bid	No Bid	No Bid	\$181.00	\$193.00	\$209.00	\$339.00
		\$1,495.00				No Bid				\$317.00	\$377.00	\$524.00	\$652.00
						No Bid				\$605.00			

SECTION 13 - Folders						
			Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs, & Graphics	Integ (dba) - Anderton Group Inc
			A		A	A
			Black	NOTES	Black	Black
266	11 1/2" X 9" - Manilla Folder with Tab 1/3 Cut - Printed One Side	250	\$1,130.00	This would be for a complete set of all three tabbed positions 250 each position	No Bid	\$864.00
267	11 1/2" X 9" - Manilla Folder with Tab 1/3 Cut - Printed One Side	500	\$1,450.00	This would be for a complete set of all three tabbed positions 500 each position	No Bid	\$976.00
268	11 1/2" X 9" - Manilla Folder with Tab 1/3 Cut - Printed One Side	1000	\$1,825.00	This would be for a complete set of all three tabbed positions 1000 each position	No Bid	\$1,202.00

SECTION 14 - Check Stock					
	Order Quantities	Tops Printing Inc dba Alphagraphics BCS		Copy Stop Print, Signs, & Graphics	Integ (dba) - Anderton Group Inc
		A			
		Black	Black	Black	
269 8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Blue	5000	No Bid	No Bid	No Bid	
270 8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Brown	5000	No Bid	No Bid	No Bid	

SECTION 15 - Promotional Items				
	Order Quantities	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs, & Graphics	Integ (dba) - Anderton Group Inc
		A		
		Full Color	Full Color	Full Color
271 4" X 3" Post-It Note Pad - 25 Sheets per Pad	100	\$600.00	\$105.00	\$105.00
272 4 1/2" X 5 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	100	\$675.00	\$275.00	\$399.00
273 3 1/2" X 8 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	100	\$1,181.00	\$485.00	\$477.00
274 4" X 3" Post-It Note Pad - 25 Sheets per Pad	250	\$1,353.00	\$485.00	\$477.00
275 4 1/2" X 5 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	250	\$1,472.00	\$530.00	\$564.00
276 3 1/2" X 8 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	250	\$2,140.00	\$840.00	\$667.00
277 4" X 3" Post-It Note Pad - 25 Sheets per Pad	500	\$2,120.00	\$1,395.00	\$726.00
278 4 1/2" X 5 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	500	\$2,549.00	\$1,545.00	\$983.00
279 3 1/2" X 8 1/2" Note Pad - Printed A/D - 50 Sheets per Pad	500	\$2,850.00	\$995.00	\$983.00
	500	\$3,810.00	\$1,895.00	\$1,118.00

SECTION 16 - Fees and Delivery			
	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
280 What is the design services fee / set up fee per hour for new forms and document orders?	75 / hr	55 / hr	80 / hr
281 What is the design services fee / set up fee per hour for minor changes to document orders?	75 / hr	55 / hr	50 / hr
282 How long will the delivery of a proof take once purchase order is received for recurring orders?	48 HR	1-2 Business Days	24 HR
283 How long is the time of delivery take of the completed product upon receipt of PO and approval of proof?	5-7 working days	1-5 Business Days	5-10 Days

SECTION 17 - RUSH ORDERS			
	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
If the department needs something rushed, what is the rush order charge on the design services / setup? (Added on top of the per hour fee above in Section 15)	50%	\$0	10%

SECTION 18 - Miscellaneous Printing			
	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
There will be things that are not specified on this bid, provide a percentage off the total price of a printing project if the project does not fit in a category of this bid	25%	25%	10%

SECTION 19 - Additional Information from Vendor		
Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
Please provide any additional information below that you would like to include in your bid:	Please provide any additional information below that	Please provide any additional information below that you would
Additional information from the vendor.	Copy Stop Print, Signs & Graphics offers a wide variety of print and sign services and would enjoy any opportunity to provide a quote.	
Please note on on items 41, 46,& 51 these are custom made envelopes. Minimum order is 10000 pricing will be the 2500 price x4.		

Recommended Award: Tops Printing Inc dba Alphagraphics BCS: Item # 1-63,79-240, 247
Integ (dba) - Anderton Group Inc: Item # 64-78, 241-246, 248-268, 271-279
No award: Item # 269 & 270

Approved by Commissioner's Court on this _____ day of _____, 2023 by

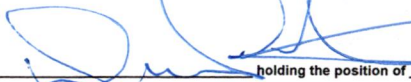
_____ holding the position of _____

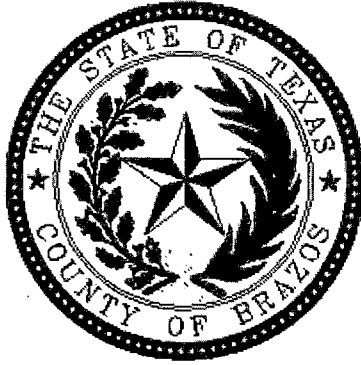
SECTION 17 - RUSH ORDERS			
	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
If the department needs something rushed, what is the rush order charge on the design services / 284 (set up? Added on top of the per hour fee above in Section 17)	50%	\$0	10%

SECTION 18 - Miscellaneous Printing			
	Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
There will be things that are not specified on this bid, provide a percentage off the total price of a printing project if the project does not fit in a category of this bid. 285	25%	25%	10%

SECTION 19 - Additional Information from Vendor		
Tops Printing Inc dba Alphagraphics BCS	Copy Stop Print, Signs & Graphics	Integ (dba) - Anderton Group Inc
Please provide any additional information below that you would like to include in your bid: Additional information from the vendor. Please note on on items 41, 46,& 51 these are custom made envelopes. Minimum order is 10000 pricing will be the 2500 price x4.	Please provide any additional information below that: Copy Stop Print, Signs & Graphics offers a wide variety of print and sign services and would enjoy any opportunity to provide a quote.	Please provide any additional information below that you would

Recommended Award: Tops Printing Inc dba Alphagraphics BCS: Item # 1-63,79-240, 247
Integ (dba) - Anderton Group Inc: Item # 64-78, 241-246, 248-268, 271-279
No award: Item # 269 & 270

Approved by Commissioner's Court on this 14 day of MARCH, 2023 by
 holding the position of COUNTY JUDGE



REQUEST FOR BID
BID NO. 23-088
PRINTING

SEALED BIDS TO BE SUBMITTED BEFORE:
Tuesday, February 21, 2023, 2:00pm CST

TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT
200 S. Texas Ave. Suite 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: Tops Printing Inc dba Alphagraphics BCS

By (Print): Steven P. Britton Title: President

Physical Address: 2023 S. Texas Ave Bryan Tx 77802

Mailing Address: 2023 S Texas Ave Bryan Tx 77802

Telephone: 979-779-1234 Fax: 979-779-9635 E-Mail: sbritton@alphagraphics.com

Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, February 21, 2023 at which time bids will be publicly opened and read aloud.

A. SCOPE OF BID

Bids are solicited for printing service and products set forth in this bid request for a two (2) year period beginning April 1, 2023 through March 31, 2025 in accordance with the following Conditions of Bidding.

B. CONDITIONS OF BIDDING

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so.

Release of Bid _____ Friday, January 27, 2023

Advertisement Dates _____ Friday, January 27, 2023

_____ Friday, February 3, 2023

Pre-Bid Conference _____ Wednesday, February 8, 2023 at 2:00 PM CST

Deadline for Questions _____ Tuesday, February 14, 2023 at 5:00 PM CST

Bid Submission Deadline _____ Tuesday, February 21, 2023 at 2:00 PM CST

Anticipated Award _____ March 2023

2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
 - a. **BRAZOS COUNTY** – Same as County.
 - 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 Contractor 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 Respondent(s) of this bid request.
 - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
 - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
 - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.

3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.
6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; 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 and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Extended price
 - c. Special needs and requirements of Brazos County
 - d. Results of testing samples (if required by Brazos County)
 - e. Delivery
 - f. References
 - g. Brazos County's experience with products bid
 - h. Respondent's past performance record with Brazos County

12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.
15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
- 19. Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**

20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB 1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.
Visit https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.
21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda or their proposal may be considered non-responsive.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. Brazos County reserves the right to extend this Contract annually for a maximum of three (3) additional one (1) year periods with no changes in the terms or conditions of this Contract, if agreed upon by both parties.
24. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
25. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
26. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.

27. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
28. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
29. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.
30. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
31. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
32. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
33. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County
ATTN: Auditors
P.O. Box 914
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed

address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

34. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
35. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
36. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
37. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
38. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
39. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
40. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.

41. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
42. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
43. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

C. INSURANCE REQUIREMENTS

1. The Contractor 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 Contractor shall furnish and keep in full force the following insurance during the term of this Contract:
3. Statutory Workmen's Compensation and \$500,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
 - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
 - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and 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.

D. REFERENCES

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: City of College Station (Tops Printing currently holds city print contract)
 Contact: Robyn Forsyth, Buyer
 Phone: 979-764-3437
 Email: r.forsyth@cs.tx.gov

Company/Entity: CSISD (Tops Printing currently holds CSISD print contract)
 Contact: Carmella Shafer, Director of Purchasing
 Phone: 979-694-5417
 Email: cshafer@csisd.org

Company/Entity: Bryan ISD (Tops Printing currently holds Bryan ISD print contract)
 Contact: Melissa Martin, Assistant Director of Finance
 Phone: 979-209-1048
 Email: melissa.martin@bryanisd.org

E. SPECIFICATIONS

1. All deliveries are to be made to Brazos County's specified department, during regular working days, Monday through Friday, between the hours of 8:00 AM and 5:00 PM, unless otherwise requested by the County department.
2. The Pre-Bid meeting will be held on Wednesday, February 8, 2023 at 2:00 PM CST at the Brazos County Administration Building (200 S. Texas Ave, Bryan, TX 77803) in the Commissioner's Court Room. This meeting is not mandatory but is highly recommended, as we will have examples of the material that we currently get printed.
3. The Contractor will be required to notify the requesting department in the event of unforeseen delay arising in the delivery of a specified shipment.
4. Orders will be placed by various County departments on an "as needed" basis. Brazos County will not be obligated to any minimum or maximum quantities.
5. The Contractor will be responsible for providing all labor, equipment, material, and consumables necessary to produce printed material by copying and/or offset printing.
6. Document quality is to meet the highest industry standards in terms of readability and overall appearance and the quality of the finished product. Acceptable quality is solely determined by the individual county department. Discrepancies will be brought to the attention of the Brazos County Purchasing Department immediately.
7. Proof's may be required and are subject to approval by Brazos County before completion of the project.
8. Any designs, drawings, pictures, blueprints, etc. provided by the County Department for use in production of printed material involves property rights of Brazos County and shall be held confidential by the Contractor(s). These will be provided at any time, on demand, without charge to Brazos County.
9. All packages, boxes, and cartons shall be labeled as to its contents, purchase order number, and department ordering name. At delivery, a packing slip or bill of landing will accompany the materials and will accurately reflect the contents of said package, boxes, or cartons.
10. All work completed will be subject to inspection and approval by the ordering County department and Brazos County reserves the right to reject and refuse acceptance of work, which is not in accordance with the instructions, specifications, drawings, data, and/or quality standards of same. Rejected work shall be at the expense of the Contractor(s).

11. Brazos County requires Contractor(s) to have the capability to receive and reproduce text, including word processing compatible graphics via electronic files (email, internet). Brazos County generally uses Microsoft Office and Adobe products, and Contractor(s) must be able to produce copies from all Microsoft Office and Adobe file formats.
12. Print services pricing must be all-inclusive. Pricing must include pickup and delivery if applicable. If rush fees will be charged, the Contractor must specify in the proposal response how the fees will be calculated.
13. Respondent(s) must quote a type-set fee or calculation. Each item listed on the Excel Spreadsheet may have several different formats and be for different departments. The fee or calculation must be legible for Contractor to be considered.
14. As always, there could be a possibility of minor changes on forms, business cards, and/or envelopes throughout the term of this Contract. If there is a cost for minor charges such as address, name, position, dates, phone numbers, etc.; it is required that the Contractor submit the cost with their bid submission. If the section on the quote sheet for minor changes is left blank, Brazos County will assume that minor changes can be made by department at no extra cost or type set fee.
15. Escalation/De-escalation: All price increases must be based upon **PAPER COST ONLY** and documentation of the price increase is required. Any escalation in prices throughout the term of this bid/contract must be based upon paper costs and should be industry wide. In no way shall any escalation in prices be instigated by the dealer or distributor to cover increases in overhead or profit. Documentation for any escalations shall be complete and thorough. Written notice and documentation as mentioned before all be received by Brazos County Purchasing Department as least thirty (30) days prior to implementation of price increases. All price increases must be approved by Commissioners' Court prior to implementation.

F. QUOTATIONS

1. Respondents are required to fill in the price blanks with extended values that coincide with the quantity specified in Exhibit A -23- 088 Printing Quote. The prices entered unto these blanks will remain firm for the period of the Contract. All extended prices shall include all delivery charges including freight to Brazos County departments.
2. The prices listed must be legible. In the event extended prices is illegible, unit price will prevail.
3. The Respondent must bid on every item in a section. If the respondent does not bid on one or more items in a section, the respondent will be excluded from that section.
4. Respondents are to only fill out the pricing on Exhibit A. Any edits to the specifications will not be accepted.

5. The Respondent must bid the price for each order quantity provided, per item requested in Exhibit A.
6. Design services/setup fees should be a flat fee per hour.
7. If design service/setup fees is left blank, it will be assumed by Brazos County that there is no charge for this service.
8. The Respondent must include rush order charges if applicable. Rush orders will have a flat fee, on top of the design services / set up fee.
9. All bindery and or folding costs shall be included in the quotes section below. Brazos County will not pay additional fees for those services.
10. There will be items that is not specified on the bid that the Brazos County will need to order periodically. These items we are calling Custom Items, in Section 16 on the Exhibit A. Please provide a percentage off the total price that you will provide for these items.

G. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276

THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
Steven P. Britton	President, Owner 100% stock

H. LEGISLATIVE CERTIFICATIONS

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>. The undersigned affirms the non-debarment statement above, that they are duly authorized execute this contract. The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made or ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.
4. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

Company Name: Tops Printing Inc. dba Alphagraphics BLS

Authorized Company Representative: Steven P. Britton

Address: 2023 S. Tx Ave

Bryan, Tx 77802

Signature: Sh P. Britton, President

Date: 2-14-23

Contract #: 23-088

I. CERTIFICATION OF BID

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

Signed By: Steven P. Britton
Typed Name: Steven P. Britton Title: President
Company Name: Tops Printing Inc dba Alphagraphics BLS
Phone: 979-~~4~~ 779-1234
Mailing Address: 2023 S. Texas Ave
Bryan, Tx 77802
Email Address: sbritton@alphagraphics.com
Vendor Tax Identification Number: 74-2554474

END OF BID REQUEST NO. 23-088 PRINTING

By signing below, Brazos County agrees that this bid, 23-088 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: [Signature]

Brazos County Commissioner's Court: Duane Peters, County Judge

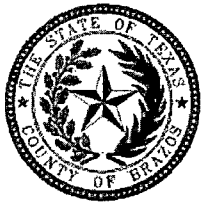
Date: MARCH 14, 2023

Attest: Karen McQueen

Brazos
County
Clerk: KAREN McQUEEN

The following items should be completed and included in your bid submission. Failure to include these items will disqualify your bid.

- ☒ **References (Section D)**
- ☒ **Quotes (Section F Exhibit A)**
- ☒ **V.T.C.A. Local Government Code §262.0276 for Tax Verification (Section G)**
- ☒ **Legislative Certifications (Section H)**
- ☒ **All Addendums (if applicable)**
- ☒ **Certification of Bid (Section I)**



Brazos County Purchasing Department

200 S. TX. AVE., STE 352 BRYAN, TX 77803
PHONE (979) 361-4292 FAX (979) 361-4293

Addendum #1 to Bid# 23-088 Printing

Issued: January 27, 2023
Change: Exhibit A
Reason: Was not uploaded to the Ionwave

Exhibit A will be uploaded under Attachments. It was not included in the original Bid.

This addendum should be signed by an authorized representative of the respondent and returned with the bid documents as specified in the bid.

Acknowledgement of Addendum:

Signature: _____

Printed Name: _____

Steven P. Britton

Steven P. Britton

Printing Quote - Tops Printing Inc, dba Alphagraphics

Exhibit A - 23-088 Printing Quote

April 1, 2023 - March 31, 2025

SECTION 1 - Regular Envelopes							
	Order Quantities	A	B	C	D	E	F
		Black	1 Color	Black + 1 Color	2 Color	Black + 2 Color	Black + Full
1 #11 Regular Envelope - Brown Kraft	500	150.00	160.00	182.00	182.00	182.00	282.00
2 #11 Regular Wave Envelope - White	500	150.00	160.00	182.00	182.00	182.00	282.00
3 #10 Regular Wave Envelope - White	500	70.00	80.00	102.00	102.00	95.00	170.00
4 #10 Regular Wave Envelope - Flip & Stick Security - White	500	105.00	115.00	147.00	147.00	130.00	205.00
5 #10 Regular Wave Envelope - Flip & Stick - White	500	105.00	115.00	147.00	147.00	130.00	205.00
6 #10 Regular Linen Envelope - White	500	120.00	130.00	152.00	152.00	155.00	220.00
7 #10 Regular Wave Envelope - Ivory	500	120.00	130.00	152.00	152.00	155.00	220.00
8 #10 Regular Linen Envelope - Ivory	500	120.00	130.00	152.00	152.00	155.00	220.00
9 #10 Open End Envelope - Manila	500	150.00	190.00	182.00	182.00	182.00	282.00
10 #10 Open End Envelope - Warrant Jacket - White	500	296.00	296.00	326.00	326.00	336.00	396.00
11 #9-1/2 Regular Envelope - Brown Kraft	500	230.00	230.00	290.00	290.00	310.00	330.00
12 #6 3/4 Regular Wave Envelope - White	500	70.00	80.00	102.00	102.00	95.00	170.00
13 #11 Regular Envelope - Brown Kraft	1000	248.00	248.00	308.00	308.00	288.00	348.00
14 #11 Regular Wave Envelope - White	1000	248.00	248.00	308.00	308.00	288.00	348.00
15 #10 Regular Wave Envelope - White	1000	120.00	130.00	152.00	152.00	160.00	220.00
16 #10 Regular Wave Envelope - Flip & Stick Security - White	1000	185.00	195.00	205.00	205.00	225.00	285.00
17 #10 Regular Wave Envelope - Flip & Stick - White	1000	185.00	195.00	205.00	205.00	225.00	285.00
18 #10 Regular Linen Envelope - White	1000	215.00	225.00	247.00	247.00	255.00	315.00
19 #10 Regular Wave Envelope - Ivory	1000	215.00	225.00	247.00	247.00	255.00	315.00
20 #10 Regular Linen Envelope - Ivory	1000	215.00	225.00	247.00	247.00	255.00	315.00
21 #10 Open End Envelope - Manila	1000	471.00	471.00	501.00	501.00	521.00	571.00
22 #10 Open End Envelope - Warrant Jacket - White	1000	511.00	511.00	541.00	541.00	561.00	611.00
23 #9-1/2 Regular Envelope - Brown Kraft	1000	380.00	380.00	420.00	420.00	500.00	480.00
24 #6 3/4 Regular Wave Envelope - White	1000	120.00	130.00	152.00	152.00	160.00	220.00
25 #11 Regular Envelope - Brown Kraft	2500	465.00	465.00	495.00	495.00	485.00	525.00
26 #11 Regular Wave Envelope - White	2500	465.00	465.00	495.00	495.00	485.00	525.00
27 #10 Regular Wave Envelope - White	2500	220.00	230.00	255.00	255.00	300.00	320.00
28 #10 Regular Wave Envelope - Flip & Stick Security - White	2500	415.00	425.00	445.00	445.00	495.00	515.00
29 #10 Regular Wave Envelope - Flip & Stick - White	2500	415.00	425.00	445.00	445.00	495.00	515.00
30 #10 Regular Linen Envelope - White	2500	490.00	500.00	525.00	525.00	570.00	590.00
31 #10 Regular Wave Envelope - Ivory	2500	490.00	500.00	525.00	525.00	570.00	590.00
32 #10 Regular Linen Envelope - Ivory	2500	490.00	500.00	525.00	525.00	570.00	590.00
33 #10 Open End Envelope - Manila	2500	912.00	912.00	942.00	942.00	962.00	1012.00
34 #10 Open End Envelope - Warrant Jacket - White	2500	872.00	872.00	1002.00	1002.00	1070.00	972.00
35 #9-1/2 Regular Envelope - Brown Kraft	2500	687.00	687.00	717.00	717.00	780.00	787.00
36 #6 3/4 Regular Wave Envelope - White	2500	220.00	230.00	255.00	255.00	300.00	320.00

SECTION 2 - Windowed Envelope							
	Order Quantities	A	B	C	D	E	F
		Black	1 Color	Black + 1 Color	2 Color	Black + 2 Color	Black + Full
37 #10 Window Wave Envelope - White	500	76.00	86.00	108.00	108.00	101.00	176.00
38 #10 Window Wave Envelope - Flip & Stick Security - White	500	155.00	165.00	187.00	187.00	180.00	255.00
39 #10 Window Wave Envelope - Ivory	500	138.00	138.00	163.00	163.00	163.00	220.00
40 #9 Windowed Wave Envelope - White	500	76.00	86.00	108.00	108.00	101.00	176.00
41 #9 Windowed Wave Envelope - Security - White	500	79.00	89.00	111.00	111.00	104.00	179.00
42 #10 Window Wave Envelope - White	1000	127.00	137.00	159.00	159.00	207.00	227.00
43 #10 Regular Wave Envelope - Flip & Stick Security - White	1000	195.00	205.00	227.00	227.00	275.00	295.00
44 #10 Window Wave Envelope - Ivory	1000	280.00	290.00	312.00	312.00	315.00	380.00
45 #9 Windowed Wave Envelope - White	1000	127.00	137.00	159.00	159.00	207.00	227.00
46 #9 Windowed Wave Envelope - Security - White	1000	133.00	143.00	165.00	165.00	213.00	233.00
47 #10 Window Wave Envelope - White	2500	269.00	279.00	314.00	314.00	349.00	369.00
48 #10 Regular Wave Envelope - Flip & Stick Security - White	2500	435.00	445.00	480.00	480.00	515.00	535.00
49 #10 Window Wave Envelope - Ivory	2500	577.00	587.00	602.00	602.00	677.00	677.00
50 #9 Windowed Wave Envelope - White	2500	269.00	279.00	314.00	314.00	349.00	369.00
51 #9 Windowed Wave Envelope - Security - White	2500	285.00	295.00	330.00	330.00	365.00	385.00

Custom Made Minimum order 10000 USE 2500 Pricing x 4

Custom Made Minimum order 10000 USE 2500 Pricing x 4

Custom Made Minimum order 10000 USE 2500 Pricing x 4

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SECTION 3 - Letterhead							
	Order Quantities	A	B	C	D	E	F
		Black	1 Color	Black + 1 Color	2 Color	Full Color	1 Color + Foil
52	8 1/2" X 11" 24# - Commodity Bond - White	500	58.00	88.00	88.00	88.00	188.00
53	8 1/2" X 11" 24# - Commodity Bond - Ivory	500	58.00	88.00	88.00	88.00	188.00
54	8 1/2" X 11" 24# - Bond Type - Watermark - White	500	73.00	101.00	101.00	101.00	201.00
55	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	500	73.00	101.00	101.00	101.00	201.00
56	8 1/2" X 11" 24# - Commodity Bond - White	1000	101.00	138.00	138.00	138.00	238.00
57	8 1/2" X 11" 24# - Commodity Bond - Ivory	1000	101.00	138.00	138.00	138.00	238.00
58	8 1/2" X 11" 24# - Bond Type - Watermark - White	1000	141.00	201.00	201.00	201.00	301.00
59	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	1000	141.00	201.00	201.00	201.00	301.00
60	8 1/2" X 11" 24# - Commodity Bond - White	2500	180.00	263.00	263.00	263.00	363.00
61	8 1/2" X 11" 24# - Commodity Bond - Ivory	2500	180.00	263.00	263.00	263.00	363.00
62	8 1/2" X 11" 24# - Bond Type - Watermark - White	2500	250.00	360.00	360.00	360.00	460.00
63	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	2500	250.00	360.00	360.00	360.00	460.00

SECTION 4 - Stationary							
Stationary - Envelope							
	Order Quantities	A	B	C	D	E	F
		Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Full Color
64	A-6 Linen Envelope 60# Cover - Ivory	500	148.00	168.00	198.00	198.00	295.00
65	A-6 Wove Envelope 82# Cover - White	500	148.00	168.00	198.00	198.00	295.00
66	A-6 Linen Envelope 60# Cover - Ivory	1000	272.00	292.00	322.00	322.00	450.00
67	A-6 Wove Envelope 82# Cover - White	1000	272.00	292.00	322.00	322.00	450.00
68	A-6 Linen Envelope 60# Cover - Ivory	2500	632.00	652.00	682.00	682.00	945.00
69	A-6 Wove Envelope 82# Cover - White	2500	632.00	652.00	682.00	682.00	945.00
Stationary - Card/Paper							
	Order Quantities	A	B	C	D	E	F
		Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Full Color
70	A-6 - 80# Cover - Ivory	500	85.00	95.00	110.00	110.00	110.00
71	A-6 - 80# Cover - White	500	85.00	95.00	110.00	110.00	110.00
72	8 1/2" X 11" - 60# Offset - White	500	60.00	70.00	95.00	95.00	95.00
73	A-6 - 80# Cover - Ivory	1000	170.00	180.00	220.00	220.00	220.00
74	A-6 - 80# Cover - White	1000	170.00	180.00	220.00	220.00	220.00
75	8 1/2" X 11" - 60# Offset - White	1000	115.00	125.00	165.00	165.00	165.00
76	A-6 - 80# Cover - Ivory	2500	250.00	260.00	295.00	295.00	295.00
77	A-6 - 80# Cover - White	2500	250.00	260.00	295.00	295.00	295.00
78	8 1/2" X 11" - 60# Offset - White	2500	230.00	260.00	280.00	280.00	280.00

SECTION 5 - Business Cards												
		Order Quantities	A	B	C	D	E	F	G	H	I	J
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Full Color	1 Color + Foil	2 Color + Foil	1 Color Thermography	2 Color Thermography
79	Business Cards - Smooth - 60# - 14 Point - White	250	40.00	40.00	40.00	40.00	45.00	40.00	140.00	140.00	75.00	100.00
80	Business Cards - Smooth - 60# - 14 Point - Ivory	250	40.00	40.00	40.00	40.00	45.00	40.00	140.00	140.00	75.00	100.00
81	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	250	60.00	60.00	60.00	60.00	70.00	60.00	160.00	160.00	160.00	160.00
82	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	250	70.00	70.00	70.00	70.00	70.00	70.00	170.00	170.00	170.00	170.00
83	Business Cards - Smooth - 60# - 14 Point - 2 Sided	250	45.00	45.00	45.00	45.00	45.00	45.00	145.00	145.00	85.00	110.00
84	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	250	45.00	45.00	45.00	45.00	45.00	45.00	145.00	145.00	85.00	110.00
85	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	250	60.00	60.00	60.00	60.00	60.00	60.00	160.00	160.00	85.00	110.00
86	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	250	70.00	70.00	70.00	70.00	70.00	70.00	170.00	170.00	85.00	85.00
87	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	250	70.00	70.00	70.00	70.00	70.00	70.00	170.00	170.00	85.00	85.00
88	Business Cards - Smooth - 60# - 14 Point - White	500	45.00	45.00	45.00	45.00	50.00	45.00	145.00	145.00	85.00	105.00
89	Business Cards - Smooth - 60# - 14 Point - Ivory	500	45.00	45.00	45.00	45.00	50.00	45.00	145.00	145.00	85.00	105.00
90	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	500	65.00	65.00	65.00	65.00	75.00	65.00	165.00	165.00	85.00	105.00
91	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	500	75.00	75.00	75.00	75.00	75.00	75.00	175.00	175.00	85.00	105.00
92	Business Cards - Smooth - 60# - 14 Point - 2 Sided	500	50.00	50.00	50.00	50.00	50.00	50.00	150.00	150.00	95.00	120.00
93	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	500	45.00	45.00	45.00	45.00	50.00	45.00	145.00	145.00	80.00	105.00
94	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	500	65.00	65.00	65.00	75.00	65.00	65.00	165.00	165.00	80.00	105.00
95	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	500	75.00	75.00	75.00	75.00	75.00	75.00	175.00	175.00	80.00	105.00
96	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	500	75.00	75.00	75.00	75.00	75.00	75.00	175.00	175.00	80.00	105.00
97	Business Cards - Smooth - 60# - 14 Point - White	1000	55.00	55.00	55.00	60.00	55.00	55.00	155.00	155.00	100.00	125.00
98	Business Cards - Smooth - 60# - 14 Point - Ivory	1000	55.00	55.00	55.00	60.00	55.00	55.00	155.00	155.00	100.00	125.00
99	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	1000	85.00	85.00	85.00	95.00	85.00	85.00	185.00	185.00	100.00	125.00
100	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	1000	85.00	85.00	85.00	95.00	85.00	85.00	185.00	185.00	100.00	125.00

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101	Business Cards - Smooth - 60# - 14 Point - 2 Sided	1000	60.00	60.00	60.00	60.00	65.00	65.00	165.00	165.00	100.00	125.00
102	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	1000	60.00	60.00	60.00	60.00	65.00	65.00	165.00	165.00	100.00	125.00
103	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	1000	75.00	75.00	75.00	75.00	85.00	85.00	185.00	185.00	100.00	125.00
104	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	1000	85.00	85.00	85.00	85.00	90.00	85.00	185.00	185.00	100.00	125.00
105	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	1000	85.00	85.00	85.00	85.00	90.00	85.00	185.00	185.00	115.00	125.00

SECTION 6 - Miscellaneous Forms								
Text Weight Forms	Order Quantities	A	B	C	D	H	H	
		Black	1 Color	Black+1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided	
106 7" X 8 1/2" - 20# - White - Bond - Double Sided	500	55.00	145.00	145.00	145.00	145.00	145.00	
107 8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	500	55.00	75.00	75.00	75.00	110.00	250.00	
108 8 1/2" X 11" - 20# - Bond - White	500	40.00	75.00	75.00	75.00	80.00	180.00	
109 8 1/2" X 11" - 20# - Colored - Bond - Double Sided	500	75.00	100.00	125.00	125.00	75.00	225.00	
110 8 1/2" X 14" - 20# - White - Bond	500	45.00	70.00	90.00	90.00	90.00	180.00	
111 7" X 8 1/2" - 20# - White - Bond - Double Sided	1000	100.00	120.00	180.00	180.00	100.00	300.00	
112 8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	1000	125.00	150.00	180.00	180.00	200.00	300.00	
113 8 1/2" X 11" - 20# - Bond - White	1000	70.00	95.00	145.00	145.00	140.00	270.00	
114 8 1/2" X 11" - 20# - Colored - Bond - Double Sided	1000	140.00	160.00	175.00	175.00	140.00	300.00	
115 8 1/2" X 14" - 20# - White - Bond	1000	80.00	100.00	175.00	175.00	175.00	300.00	
116 7" X 8 1/2" - 20# - White - Bond - Double Sided	2500	200.00	225.00	345.00	345.00	200.00	425.00	
117 8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	2500	175.00	195.00	275.00	275.00	375.00	450.00	
118 8 1/2" X 11" - 20# - Bond - White	2500	125.00	145.00	275.00	275.00	230.00	450.00	
119 8 1/2" X 11" - 20# - Colored - Bond - Double Sided	2500	275.00	295.00	375.00	375.00	275.00	450.00	
120 8 1/2" X 14" - 20# - White - Bond	2500	175.00	195.00	375.00	375.00	275.00	450.00	
Cardstock Forms	Order Quantities	A	B	C	D	H	H	
		Black	1 Color	Black+1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided	
121 8 1/2" X 11" - 60# - Astro Parche - Certificate with border	500	70.00	90.00	120.00	120.00	140.00	190.00	
122 3 1/8" X 7 13/16" - 65# - Colored Cardstock	500	50.00	70.00	100.00	100.00	90.00	180.00	
123 3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	500	130.00	150.00	180.00	180.00	220.00	325.00	
124 3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	500	130.00	150.00	180.00	180.00	220.00	325.00	
125 4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	500	130.00	150.00	180.00	180.00	220.00	325.00	
126 8 1/2" X 11" - 65# - Astro Bright	500	80.00	100.00	130.00	130.00	140.00	230.00	
127 8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	500	115.00	135.00	165.00	165.00	115.00	250.00	
128 8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	500	200.00	220.00	250.00	250.00	275.00	350.00	
129 8 1/2" X 11" - 90# - Colored - Double Sided	500	105.00	125.00	155.00	155.00	105.00	225.00	
130 8 1/2" X 11" - 60# - Astro Parche - Certificate with border	1000	110.00	130.00	150.00	150.00	220.00	270.00	
131 3 1/8" X 7 13/16" - 65# - Colored Cardstock	1000	75.00	95.00	125.00	125.00	135.00	225.00	
132 3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	1000	190.00	210.00	240.00	240.00	295.00	340.00	
133 3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	1000	190.00	210.00	240.00	240.00	295.00	340.00	
134 4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	1000	190.00	210.00	240.00	240.00	295.00	340.00	
135 8 1/2" X 11" - 65# - Astro Bright	1000	140.00	160.00	190.00	190.00	200.00	300.00	
136 8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	1000	200.00	210.00	250.00	250.00	200.00	325.00	
137 8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	1000	285.00	305.00	345.00	345.00	285.00	415.00	
138 8 1/2" X 11" - 90# - Colored - Double Sided	1000	185.00	205.00	245.00	245.00	185.00	315.00	
139 8 1/2" X 11" - 60# - Astro Parche - Certificate with border	2500	250.00	270.00	290.00	290.00	450.00	510.00	
140 3 1/8" X 7 13/16" - 65# - Colored Cardstock	2500	135.00	155.00	175.00	175.00	240.00	315.00	
141 3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	2500	300.00	320.00	350.00	350.00	400.00	450.00	
142 3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	2500	300.00	320.00	350.00	350.00	400.00	450.00	
143 4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	2500	300.00	320.00	350.00	350.00	400.00	450.00	
144 8 1/2" X 11" - 65# - Astro Bright	2500	295.00	315.00	345.00	345.00	385.00	450.00	
145 8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	2500	375.00	395.00	425.00	425.00	375.00	675.00	
146 8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	2500	545.00	565.00	595.00	595.00	545.00	700.00	
147 8 1/2" X 11" - 90# - Colored - Double Sided	2500	395.00	415.00	445.00	445.00	395.00	550.00	

SECTION 7 - Index Cards								
		Order Quantities	A	B	C	D	E	F
			Black	1 Color	Black & 1 Color	2 Color	Black & 2 Sided	2 Color, 2 Sided
148	4" X 6" - 65# - Index White - Plain, No Text	500	50.00	50.00	50.00	50.00	50.00	50.00
149	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	500	50.00	50.00	50.00	50.00	50.00	50.00
150	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	500	75.00	95.00	125.00	125.00	75.00	150.00
151	4 1/4" X 5 1/2" - 72# Index - White - 2 Sided	500	75.00	95.00	125.00	125.00	75.00	150.00

Plain Paper No Printing
Plain Paper No Printing

SPB

152	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	500	50.00	50.00	50.00	50.00	50.00	50.00	Plain Paper No Printing
153	5" X 7" - 90# - Index Colored - Plain, No Text	500	50.00	50.00	50.00	50.00	50.00	50.00	Plain Paper No Printing
154	5" X 8" - 110# - Index White	500	75.00	95.00	125.00	125.00	75.00	150.00	Plain Paper No Printing
155	5" X 8" - 90# - Index Colored - Plain, No Text	500	50.00	50.00	50.00	50.00	50.00	50.00	Plain Paper No Printing
156	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	500	85.00	105.00	135.00	135.00	110.00	155.00	Plain Paper No Printing
157	4" X 6" - 65# - Index White - Plain, No Text	1000	80.00	80.00	80.00	80.00	80.00	80.00	Plain Paper No Printing
158	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	1000	80.00	80.00	80.00	80.00	80.00	80.00	Plain Paper No Printing
159	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	1000	110.00	130.00	160.00	160.00	110.00	200.00	Plain Paper No Printing
160	4 1/4" X 5 1/2" - 72# - Index - White - 2 Sided	1000	90.00	120.00	140.00	140.00	90.00	180.00	Plain Paper No Printing
161	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	1000	80.00	80.00	80.00	80.00	80.00	80.00	Plain Paper No Printing
162	5" X 7" - 90# - Index Colored - Plain, No Text	1000	80.00	80.00	80.00	80.00	80.00	80.00	Plain Paper No Printing
163	5" X 8" - 110# - Index White	1000	105.00	125.00	145.00	145.00	130.00	175.00	Plain Paper No Printing
164	5" X 8" - 90# - Index Colored - Plain, No Text	1000	80.00	80.00	80.00	80.00	80.00	80.00	Plain Paper No Printing
165	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	1000	110.00	130.00	150.00	150.00	135.00	175.00	Plain Paper No Printing
166	4" X 6" - 65# - Index White - Plain, No Text	2500	160.00	160.00	160.00	160.00	160.00	160.00	Plain Paper No Printing
167	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	2500	160.00	160.00	160.00	160.00	160.00	160.00	Plain Paper No Printing
168	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	2500	220.00	230.00	260.00	260.00	220.00	280.00	Plain Paper No Printing
169	4 1/4" X 5 1/2" - 72# - Index - White - 2 Sided	2500	180.00	200.00	230.00	230.00	180.00	240.00	Plain Paper No Printing
170	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	2500	160.00	160.00	160.00	160.00	160.00	160.00	Plain Paper No Printing
171	5" X 7" - 90# - Index Colored - Plain, No Text	2500	160.00	160.00	160.00	160.00	160.00	160.00	Plain Paper No Printing
172	5" X 8" - 110# - Index White	2500	210.00	230.00	250.00	250.00	210.00	295.00	Plain Paper No Printing
173	5" X 8" - 90# - Index Colored - Plain, No Text	2500	160.00	160.00	160.00	160.00	160.00	160.00	Plain Paper No Printing
174	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	2500	220.00	240.00	250.00	250.00	270.00	300.00	Plain Paper No Printing

SECTION 7 - NCRs			Order Quantities		A Black	
NCR - 2 Part			Order Quantities		A Black	
175	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	250	250	200.00		
176	4 1/4" X 5 1/2"	250	250	56.00		
177	5 1/2" X 8 1/2"	250	250	58.00		
178	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	250	250	83.00		
179	8 1/2" X 11"	250	250	87.00		
180	8 1/2" X 11" - 2 Sided	250	250	110.00		
181	8 1/2" X 14"	250	250	120.00		
182	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	500	500	280.00		
183	4 1/4" X 5 1/2"	500	500	80.00		
184	5 1/2" X 8 1/2"	500	500	87.00		
185	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	500	500	112.0		
186	8 1/2" X 11"	500	500	134.00		
187	8 1/2" X 11" - 2 Sided	500	500	165.00		
188	8 1/2" X 14"	500	500	180.00		
189	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	1000	1000	340.00		
190	4 1/4" X 5 1/2"	1000	1000	125.00		
191	5 1/2" X 8 1/2"	1000	1000	134.00		
192	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	1000	1000	169.00		
193	8 1/2" X 11"	1000	1000	223.00		
194	8 1/2" X 11" - 2 Sided	1000	1000	280.00		
195	8 1/2" X 14"	1000	1000	240.00		
NCR - 3 Part			Order Quantities		A Black	
196	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	250	250	122.00		
197	8 1/2" X 11"	250	250	110.00		
198	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	500	500	179.00		
199	8 1/2" X 11"	500	500	177.00		
200	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	1000	1000	287.00		
201	8 1/2" X 11"	1000	1000	308.00		
NCR - 4 Part			Order Quantities		A Black	
202	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	250	250	185.00		
203	8 1/2 X 11 - 2 Hole Punch - Non-Standard Paper Sequence	250	250	335.00		
204	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	500	500	241.00		

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205	8 1/2 X 11 - 2 Hole Punch - Non-Standard Paper Sequence	500	401.00
206	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	1000	405.00
207	8 1/2 X 11 - 2 Hole Punch - Non-Standard Paper Sequence	1000	553.00

SECTION 8 - Brochures				
Brochures		Order Quantities	A	B
			Black	Full Color
208	3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	55.00	
209	3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	55.00	
210	3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	50	55.00	75.00
211	3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	50	55.00	75.00
212	4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	50	55.00	75.00
213	3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	50		80.00
214	4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	50	55.00	75.00
215	5 1/2" X 8 1/2" - 105# - Colored Paper	50	65.00	80.00
216	5 1/2" X 8 1/2" - 105# - Metallic Paper	50	95.00	110.00
217	11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	50	60.00	
218	Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	50	60.00	80.00
219	3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	75.00	
220	3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	75.00	
221	3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	100	75.00	85.00
222	3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	100	75.00	85.00
223	4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	100	75.00	85.00
224	3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	100		90.00
225	4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	100	65.00	85.00
226	5 1/2" X 8 1/2" - 105# - Colored Paper	100	75.00	90.00
227	5 1/2" X 8 1/2" - 105# - Metallic Paper	100	105.00	125.00
228	11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	100	70.00	
229	Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	100	70.00	90.00
230	3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	95.00	
231	3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	95.00	
232	3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	250	95.00	155.00
233	3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	250	95.00	155.00
234	4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	250	95.00	155.00
235	3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	250		190.00
236	4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	250	85.00	155.00
237	5 1/2" X 8 1/2" - 105# - Colored Paper	250	105.00	155.00
238	5 1/2" X 8 1/2" - 105# - Metallic Paper	250	135.00	200.00
239	11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	250	130.00	
240	Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	250	115.00	230.00

SECTION 9 - Receipt Books			
Receipt Books		Order Quantities	A
			Black
241	8 1/2 X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	5	No Bid
242	8 1/2 X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	5	No Bid
243	8 1/2 X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	10	No Bid
244	8 1/2 X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	10	No Bid
245	8 1/2 X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	20	No Bid
246	8 1/2 X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	20	No Bid

SECTION 10 - License Plate Envelopes			
		Order Quantities	A
			Black
247	Tax Office License Plate Envelope - Custom Cut Window - Print on both sidelines - Peel and Stick	2500	2370.00

SECTION 11 - Labels/Stickers					
		Order Quantities	A	B	C
			Black	1 Color	2 Color
248	3 1/2" X 4 1/4" - Crack and Peel	250	155.00	170.00	170.00
249	1" X 3" - Crack and Peel	250	135.00	200.00	200.00

SPB

250	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	250	225.00	245.00	245.00	245.00
251	3" X 5" - Multi-Colored - Crack and Peel	250	155.00	170.00	170.00	170.00
252	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	250	225.00	245.00	245.00	245.00
253	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	250	475.00			
254	3 1/2" X 4 1/4" - Crack and Peel	500	255.00	270.00	270.00	270.00
255	1" X 3" - Crack and Peel	500	195.00	250.00	250.00	250.00
256	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	500	425.00	425.00	425.00	425.00
257	3" X 5" - Multi-Colored - Crack and Peel	500	275.00	300.00	300.00	300.00
258	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	500	425.00	425.00	425.00	425.00
259	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	500	805.00			
260	3 1/2" X 4 1/4" - Crack and Peel	1000	450.00	480.00	480.00	480.00
261	1" X 3" - Crack and Peel	1000	255.00	305.00	305.00	305.00
262	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	1000	800.00	800.00	800.00	800.00
263	3" X 5" - Multi-Colored - Crack and Peel	1000	500.00	525.00	525.00	525.00
264	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	1000	800.00	800.00	800.00	800.00
265	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	1000	1495.00			

SECTION 12 - Folders			
		Order Quantities	A / Sheet
266	11 1/2" X 9" - Manila Folder with Tab 1/3 Cut - Printed One Side	250	1130.00
267	11 1/2" X 9" - Manila Folder with Tab 1/3 Cut - Printed One Side	500	1450.00
268	11 1/2" X 9" - Manila Folder with Tab 1/3 Cut - Printed One Side	1000	1825.00

This would be for a complete set of all 3 tabbed positions, 250 of each position.

This would be for a complete set of all 3 tabbed positions, 500 of each position.

This would be for a complete set of all 3 tabbed positions, 1000 of each position.

SECTION 13 - Check Stock			
		Order Quantities	A / Sheet
269	8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Blue	5000	No Bid
270	8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Brown	5000	No Bid

SECTION 14 - Promotional Items			
		Order Quantities	A / Full Color
271	4" X 3" Post It Note Pad - 25 Sheets per Pad	100	600.00
272	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	100	876.00
273	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	100	1351.00
274	4" X 3" Post It Note Pad - 25 Sheets per Pad	250	1270.00
275	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	250	1840.00
276	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	250	2172.00
277	4" X 3" Post It Note Pad - 25 Sheets per Pad	500	2549.00
278	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	500	2950.00
279	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad	500	3910.00

SECTION 15 - Fees and Delivery			
280	What is the design services fee / set up fee per hour for new forms and document orders?	75	/hr
281	What is the design services fee / set up fee per hour for minor changes to document orders?	75	/hr
282	How long will the delivery of a proof take once purchase order is received for recurring orders?	48	hr
283	How long is the time of delivery take of the completed product upon receipt of PO and approval of proof?	5-7	working days

SECTION 15 - RUSH ORDERS			
284	If the department needs something rushed, what is the rush order charge on the design services / setup? (Added on top of the per hour fee above in Section 15)	50%	

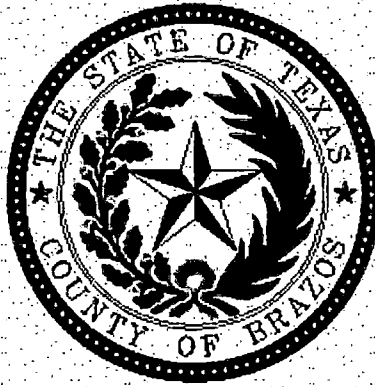
SECTION 16 - Miscellaneous Printing			
285	There will be things that are not specified on this bid, provide a percentage off the total price of a printing project if the project does not fit in a category of this bid.	25	%

SECTION 17 - Additional Information from Vendor			
Please provide any additional information below that you would like to include in your bid:			
Please note on items 41, 46, & 51 these are custom made envelopes.			
Minimum order is 10000			
Pricing will be the 2500 price X4			

506

98





**REQUEST FOR BID
BID NO. 23-088
PRINTING**

**SEALED BIDS TO BE SUBMITTED BEFORE:
Tuesday, February 21, 2023, 2:00pm CST**

**TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT**

200 S. Texas Ave. Suite 352

Bryan, TX 77803

Phone: (979) 361-4290

Fax: (979) 361-4293

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: ANDERTON GROUP INC, dba INTEG
By (Print): Kyle Dewitt Title: SENIOR REGIONAL MANAGER
Physical Address: 123 E. Wm. J. BRYAN PKWY, BRYAN, TX 77803
Mailing Address: SAME
Telephone: 979-823-5567 Fax: 979-413-1361 E-Mail: KDEWITT@INTEGDOES.COM

Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, February 21, 2023 at which time bids will be publicly opened and read aloud.

A. SCOPE OF BID

Bids are solicited for printing service and products set forth in this bid request for a two (2) year period beginning April 1, 2023 through March 31, 2025 in accordance with the following Conditions of Bidding.

B. CONDITIONS OF BIDDING

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so.

Release of Bid	_____	Friday, January 27, 2023
Advertisement Dates	_____	Friday, January 27, 2023
	_____	Friday, February 3, 2023
Pre-Bid Conference	_____	Wednesday, February 8, 2023 at 2:00 PM CST
Deadline for Questions	_____	Tuesday, February 14, 2023 at 5:00 PM CST
Bid Submission Deadline	_____	Tuesday, February 21, 2023 at 2:00 PM CST
Anticipated Award	_____	March 2023

2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
 - a. **BRAZOS COUNTY** – Same as County.
 - 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 Contractor 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 Respondent(s) of this bid request.
 - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
 - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
 - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.

3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.
6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; 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 and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Extended price
 - c. Special needs and requirements of Brazos County
 - d. Results of testing samples (if required by Brazos County)
 - e. Delivery
 - f. References
 - g. Brazos County's experience with products bid
 - h. Respondent's past performance record with Brazos County

12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.
15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
19. **Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**

20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB 1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.

Visit https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda or their proposal may be considered non-responsive.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. Brazos County reserves the right to extend this Contract annually for a maximum of three (3) additional one (1) year periods with no changes in the terms or conditions of this Contract, if agreed upon by both parties.
24. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
25. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
26. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.

27. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
28. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
29. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.
30. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
31. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
32. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
33. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County
ATTN: Auditors
P.O. Box 914
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed

address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

34. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
35. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
36. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
37. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
38. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
39. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
40. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.

41. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
42. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
43. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

C. INSURANCE REQUIREMENTS

1. The Contractor 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 Contractor shall furnish and keep in full force the following insurance during the term of this Contract:
3. Statutory Workmen's Compensation and \$500,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
 - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
 - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and 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.

D. REFERENCES

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: TEXAS A&M UNIVERSITY

Contact: SHANNON VOSS-CLINARD

Phone: 979-458-8212

Email: SCLINARD@TAMU.EDU

Company/Entity: BAYLOR UNIVERSITY

Contact: DEBI PERRY

Phone: 254-710-6247

Email: DEBRA_CAMPBELL-PERRY@BAYLOR.EDU

Company/Entity: UNIVERSITY OF MARY HARDIN-BAYLOR

Contact: RANDY YANDELL

Phone: 254-295-4220

Email: RYANDELL@UMHB.EDU

E. SPECIFICATIONS

1. All deliveries are to be made to Brazos County's specified department, during regular working days, Monday through Friday, between the hours of 8:00 AM and 5:00 PM, unless otherwise requested by the County department.
2. The Pre-Bid meeting will be held on Wednesday, February 8, 2023 at 2:00 PM CST at the Brazos County Administration Building (200 S. Texas Ave, Bryan, TX 77803) in the Commissioner's Court Room. This meeting is not mandatory but is highly recommended, as we will have examples of the material that we currently get printed.
3. The Contractor will be required to notify the requesting department in the event of unforeseen delay arising in the delivery of a specified shipment.
4. Orders will be placed by various County departments on an "as needed" basis. Brazos County will not be obligated to any minimum or maximum quantities.
5. The Contractor will be responsible for providing all labor, equipment, material, and consumables necessary to produce printed material by copying and/or offset printing.
6. Document quality is to meet the highest industry standards in terms of readability and overall appearance and the quality of the finished product. Acceptable quality is solely determined by the individual county department. Discrepancies will be brought to the attention of the Brazos County Purchasing Department immediately.
7. Proof's may be required and are subject to approval by Brazos County before completion of the project.
8. Any designs, drawings, pictures, blueprints, etc. provided by the County Department for use in production of printed material involves property rights of Brazos County and shall be held confidential by the Contractor(s). These will be provided at any time, on demand, without charge to Brazos County.
9. All packages, boxes, and cartons shall be labeled as to its contents, purchase order number, and department ordering name. At delivery, a packing slip or bill of landing will accompany the materials and will accurately reflect the contents of said package, boxes, or cartons.
10. All work completed will be subject to inspection and approval by the ordering County department and Brazos County reserves the right to reject and refuse acceptance of work, which is not in accordance with the instructions, specifications, drawings, data, and/or quality standards of same. Rejected work shall be at the expense of the Contractor(s).

11. Brazos County requires Contractor(s) to have the capability to receive and reproduce text, including word processing compatible graphics via electronic files (email, internet). Brazos County generally uses Microsoft Office and Adobe products, and Contractor(s) must be able to produce copies from all Microsoft Office and Adobe file formats.
12. Print services pricing must be all-inclusive. Pricing must include pickup and delivery if applicable. If rush fees will be charged, the Contractor must specify in the proposal response how the fees will be calculated.
13. Respondent(s) must quote a type-set fee or calculation. Each item listed on the Excel Spreadsheet may have several different formats and be for different departments. The fee or calculation must be legible for Contractor to be considered.
14. As always, there could be a possibility of minor changes on forms, business cards, and/or envelopes throughout the term of this Contract. If there is a cost for minor charges such as address, name, position, dates, phone numbers, etc.; it is required that the Contractor submit the cost with their bid submission. If the section on the quote sheet for minor changes is left blank, Brazos County will assume that minor changes can be made by department at no extra cost or type set fee.
15. Escalation/De-escalation: All price increases must be based upon **PAPER COST ONLY** and documentation of the price increase is required. Any escalation in prices throughout the term of this bid/contract must be based upon paper costs and should be industry wide. In no way shall any escalation in prices be instigated by the dealer or distributor to cover increases in overhead or profit. Documentation for any escalations shall be complete and thorough. Written notice and documentation as mentioned before all be received by Brazos County Purchasing Department as least thirty (30) days prior to implementation of price increases. All price increases must be approved by Commissioners' Court prior to implementation.

F. QUOTATIONS

1. Respondents are required to fill in the price blanks with extended values that coincide with the quantity specified in Exhibit A -23- 088 Printing Quote. The prices entered unto these blanks will remain firm for the period of the Contract. All extended prices shall include all delivery charges including freight to Brazos County departments.
2. The prices listed must be legible. In the event extended prices is illegible, unit price will prevail.
3. The Respondent must bid on every item in a section. If the respondent does not bid on one or more items in a section, the respondent will be excluded from that section.
4. Respondents are to only fill out the pricing on Exhibit A. Any edits to the specifications will not be accepted.

5. The Respondent must bid the price for each order quantity provided, per item requested in Exhibit A.
6. Design services/set up fees should be a flat fee per hour.
7. If design service/setup up fees is left blank, it will be assumed by Brazos County that there is no charge for this service.
8. The Respondent must include rush order charges if applicable. Rush orders will have a flat fee, on top of the design services / set up fee.
9. All bindery and or folding costs shall be included in the quotes section below. Brazos County will not pay additional fees for those services.
10. There will be items that is not specified on the bid that the Brazos County will need to order periodically. These items we are calling Custom Items, in Section 16 on the Exhibit A. Please provide a percentage off the total price that you will provide for these items.

G. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276

THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
DEBBIE ANDERTON	PRESIDENT
DAVID ANDERTON	VICE PRESIDENT

H. LEGISLATIVE CERTIFICATIONS

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>. The undersigned affirms the non-debarment statement above, that they are duly authorized execute this contract. The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.
4. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

Company Name: ANDERTON GROUP INC, dba INTEG

Authorized Company Representative: Kyle Delwitt

Address: 123 E. WM. J. BRYAN PKWY
BRYAN, TX 77803

Signature: [Signature]

Date: 02-13-2023

Contract #: 23-088

I. CERTIFICATION OF BID

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

Signed By: Kyle DeWitt

Typed Name: Kyle DeWitt Title: SENIOR REGIONAL MANAGER

Company Name: ANDERTON GROUP INC, dba INTEG

Phone: 979-823-5567

Mailing Address: 123 E. Wm. J. BRYAN PKWY
BRYAN, TX 77803

Email Address: KDEWITT@INTEGDOES.COM

Vendor Tax Identification Number: 1-74-2713654801

END OF BID REQUEST NO. 23-088 PRINTING

By signing below, Brazos County agrees that this bid, 23-088 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: [Signature]

Brazos County Commissioner's Court: DUANE PETERS, COUNTY JUDGE

Date: MARCH 14, 2023

Attest: Karen McQueen

Brazos
County
Clerk:

KAREN MCQUEEN

The following items should be completed and included in your bid submission. Failure to include these items will disqualify your bid.

- ☒ **References (Section D)**
- ☐ **Quotes (Section F Exhibit A)**
- ☐ **V.T.C.A. Local Government Code §262.0276 for Tax Verification (Section G)**
- ☒ **Legislative Certifications (Section H)**
- ☒ **All Addendums (if applicable)**
- ☒ **Certification of Bid (Section I)**



Brazos County Purchasing Department

200 S. TX. AVE., STE 352 BRYAN, TX 77803
PHONE (979) 361-4292 FAX (979) 361-4293

Addendum #1 to Bid# 23-088 Printing

Issued: January 27, 2023
Change: Exhibit A
Reason: Was not uploaded to the Ionwave

Exhibit A will be uploaded under Attachments. It was not included in the original Bid.

This addendum should be signed by an authorized representative of the respondent and returned with the bid documents as specified in the bid.

Acknowledgement of Addendum:

Signature: 

Printed Name: Kyle Dewitt



23-088 Addendum 1

Printing

Issue Date: 1/27/2023

Questions Deadline: 2/14/2023 05:00 PM (CT)

Response Deadline: 2/21/2023 03:15 PM (CT)

Brazos County

Contact Information

Contact: Celina Nava Buyer II
Address: Purchasing
County Administration Building
Ste. 352
200 South Texas Ave.
Ste. 352
Bryan, TX 77803
Phone: (979) 361-4492
Fax: xcpatino
Email: cnava@brazoscountytexas.gov

Event Information

Number: 23-088 Addendum 1
Title: Printing
Type: Brazos County- Request for Bids- Manual
Issue Date: 1/27/2023
Question Deadline: 2/14/2023 05:00 PM (CT)
Response Deadline: 2/21/2023 03:15 PM (CT)

Ship To Information

Contact: Charles Wendt
Address: Purchasing
County Administration Building
Ste. 352
200 South Texas Ave.
Ste. 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293

Billing Information

Address: Auditor's Office
PO Box 914
Bryan, TX 77806
Phone: (979) 361-4350
Email: mconkel@brazoscountytexas.gov

Bid Activities

Pre-Bid Conference

2/8/2023 2:00:00 PM (CT)

There will be a Pre-Proposal Conference in the Commissioner's Courtroom located at the Brazos County Administration Building, 200 South Texas Ave, Bryan, Texas 77803 at 2:00 p.m. on Wednesday, February 8, 2023.

Bid Attachments

Bid # 23-088.pdf

Bid# 23-088 Printing

[View Online](#)

Addendum #1 - Exhibit A.pdf

Addendum #1

[View Online](#)

Exhibit A - Tabulation.pdf

Exhibit A

[View Online](#)

Supplier Information

Company Name: ANDERTON GROUP INC, dba INTEG

Contact Name: Kyle DeWitt

Address: 123. E. Wm. J. BRYAN PKWY
BRYAN, TX 77803

Phone: 979-823-5567

Fax: 979-413-1361

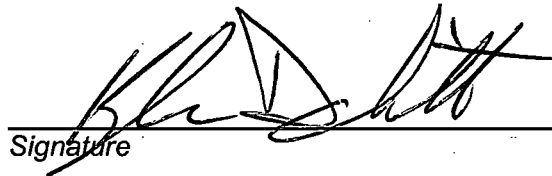
Email: KDEWITT@INTEGDOES.COM

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Kyle DeWitt

Print Name



Signature

Exhibit A - 23-088 Printing Quote

April 1, 2023 - March 31, 2025

SECTION 1 - Regular Envelopes								
		Order Quantities	A	B	C	D	E	F
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Black + Foil
1	#11 Regular Envelope - Brown Kraft	500	201	201	216	216	239	448
2	#11 Regular Wove Envelope - White	500	185	185	198	198	221	364
3	#10 Regular Wove Envelope - White	500	147	157	163	163	180	346
4	#10 Regular Wove Envelope- Flip & Stick Security - White	500	217	217	224	224	242	369
5	#10 Regular Wove Envelope- Flip & Stick - White	500	213	213	220	220	238	365
6	#10 Regular Linen Envelope - White	500	259	259	266	266	281	444
7	#10 Regular Wove Envelope - Ivory	500	191	192	198	198	213	367
8	#10 Regular Linen Envelope - Ivory	500	258	256	264	264	280	442
9	#10 Open End Envelope - Manila	500	276	391	388	469	383	757
10	#10 Open End Envelope - Warrant Jacket - White	500	276	391	388	469	383	757
11	#9-1/2 Regular Envelope - Brown Kraft	500	246	289	358	554	468	727
12	#6 3/4 Regular Wove Envelope - White	500	164	174	181	181	187	333
13	#11 Regular Envelope - Brown Kraft	1000	275	275	289	289	338	605
14	#11 Regular Wove Envelope - White	1000	245	245	258	258	305	485
15	#10 Regular Wove Envelope - White	1000	175	187	193	193	230	438
16	#10 Regular Wove Envelope- Flip & Stick Security - White	1000	270	271	278	278	319	470
17	#10 Regular Wove Envelope- Flip & Stick - White	1000	265	265	272	272	313	465
18	#10 Regular Linen Envelope - White	1000	340	340	347	347	383	582
19	#10 Regular Wove Envelope - Ivory	1000	238	239	245	245	281	468
20	#10 Regular Linen Envelope - Ivory	1000	338	339	345	345	381	580
21	#10 Open End Envelope - Manila	1000	373	454	489	569	497	693
22	#10 Open End Envelope - Warrant Jacket - White	1000	373	454	489	569	497	693
23	#9-1/2 Regular Envelope - Brown Kraft	1000	371	428	488	581	450	853
24	#6 3/4 Regular Wove Envelope - White	1000	198	210	217	217	243	424
25	#11 Regular Envelope - Brown Kraft	2500	501	501	516	516	621	1048
26	#11 Regular Wove Envelope - White	2500	430	430	444	444	545	820
27	#10 Regular Wove Envelope - White	2500	265	283	290	290	370	690
28	#10 Regular Wove Envelope- Flip & Stick Security - White	2500	438	439	447	447	537	756
29	#10 Regular Wove Envelope- Flip & Stick - White	2500	427	427	435	435	525	745
30	#10 Regular Linen Envelope - White	2500	589	589	596	596	677	980
31	#10 Regular Wove Envelope - Ivory	2500	385	386	393	393	473	757
32	#10 Regular Linen Envelope - Ivory	2500	585	586	592	592	672	976
33	#10 Open End Envelope - Manila	2500	932	1135	1221	1423	955	2030
34	#10 Open End Envelope - Warrant Jacket - White	2500	446	528	562	643	570	812
35	#9-1/2 Regular Envelope - Brown Kraft	2500	1276	1325	1358	1440	1290	1728
36	#6 3/4 Regular Wove Envelope - White	2500	306	325	333	333	398	673

SECTION 2 - Windowed Envelope														
		Order Quantities	A		B		C		D		E		F	
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Black + Foil						
37	#10 Window Wove Envelope - White	500	169	170	175	175	191	342						
38	#10 Window Wove Envelope- Flip & Stick Security - White	500	199	200	205	205	221	376						
39	#10 Window Wove Envelope - Ivory	500	190	190	197	197	212	366						
40	#9 Windowed Wove Envelope - White	500	150	150	156	156	173	321						
41	#9 Windowed Wove Envelope - Security - White	500	152	152	159	159	175	323						
42	#10 Window Wove Envelope - White	1000	205	205	211	211	247	430						
43	#10 Regular Wove Envelope- Flip & Stick Security - White	1000	250	250	256	256	293	481						
44	#10 Window Wove Envelope - Ivory	1000	237	237	243	243	469	747						
45	#9 Windowed Wove Envelope - White	1000	187	187	193	193	231	410						
46	#9 Windowed Wove Envelope - Security - White	1000	191	191	197	197	236	414						
47	#10 Window Wove Envelope - White	2500	318	318	325	325	405	675						
48	#10 Regular Wove Envelope- Flip & Stick Security - White	2500	408	409	416	416	496	777						
49	#10 Window Wove Envelope - Ivory	2500	382	382	389	389	469	747						
50	#9 Windowed Wove Envelope - White	2500	303	303	310	310	396	659						
51	#9 Windowed Wove Envelope - Security - White	2500	314	314	321	321	407	670						

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SECTION 3 - Letterhead								
		Order Quantities						
			Black	1 Color	Black + 1 Color	2 Color	Full Color	1 Color + Foil
52	8 1/2" X 11" 24# - Commodity Bond - White	500	80.0	87.0	87.0	87.0	87.0	223.0
53	8 1/2" X 11" 24# - Commodity Bond - Ivory	500	98.0	105.0	105.0	105.0	105.0	274.0
54	8 1/2" X 11" 24# - Bond Type - Watermark - White	500	151.0	158.0	158.0	158.0	158.0	327.0
55	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	500	163.0	170.0	170.0	170.0	170.0	339.0
56	8 1/2" X 11" 24# - Commodity Bond - White	1000	95.0	110.0	110.0	110.0	110.0	336.0
57	8 1/2" X 11" 24# - Commodity Bond - Ivory	1000	112.0	127.0	127.0	127.0	127.0	353.0
58	8 1/2" X 11" 24# - Bond Type - Watermark - White	1000	190.0	204.0	204.0	204.0	204.0	430.0
59	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	1000	195.0	210.0	210.0	210.0	210.0	436.0
60	8 1/2" X 11" 24# - Commodity Bond - White	2500	154.0	187.0	187.0	187.0	187.0	556.0
61	8 1/2" X 11" 24# - Commodity Bond - Ivory	2500	176.0	208.0	208.0	208.0	208.0	576.0
62	8 1/2" X 11" 24# - Bond Type - Watermark - White	2500	318.0	350.0	350.0	350.0	350.0	718.0
63	8 1/2" X 11" 24# - Bond Type - Watermark - Ivory	2500	331.0	364.0	364.0	364.0	364.0	731.0

SECTION 4 - Stationary								
Stationary - Envelope		Order Quantities	A Black	B 1 Color	C Black + 1 Color	D 2 Color	E Black 2 Sided	F Full Color
64	A-6 Linen Envelope 60# Cover - Ivory	500	235	250	267	267	274	348
65	A-6 Wove Envelope 82# Cover - White	500	192	204	217	217	225	291
66	A-6 Linen Envelope 60# Cover - Ivory	1000	323	343	360	360	387	442
67	A-6 Wove Envelope 82# Cover - White	1000	244	260	272	272	301	347
68	A-6 Linen Envelope 60# Cover - Ivory	2500	592	630	647	647	712	729
69	A-6 Wove Envelope 82# Cover - White	2500	406	432	445	445	513	520
Stationary - Card/Paper		Order Quantities	A Black	B 1 Color	C Black + 1 Color	D 2 Color	E Black 2 Sided	F Full Color
70	A-6 - 80# Cover - Ivory	500	130	134	134	134	134	134
71	A-6 - 80# Cover - White	500	105	109	109	109	109	109
72	8 1/2" X 11" - 60# Offset - White	500	80	87	87	87	87	87
73	A-6 - 80# Cover - Ivory	1000	170	177	177	177	177	177
74	A-6 - 80# Cover - White	1000	122	129	129	129	129	129
75	8 1/2" X 11" - 60# Offset - White	1000	96	111	111	111	111	111
76	A-6 - 80# Cover - Ivory	2500	295	311	311	311	311	311
77	A-6 - 80# Cover - White	2500	178	194	194	194	194	194
78	8 1/2" X 11" - 60# Offset - White	2500	155	187	187	187	187	187

SECTION 5 - Business Cards												
		Order Quantities	A	B	C	D	E	F	G	H	I	J
			Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	Full Color	1 Color + Foil	2 Color + Foil	1 Color Thermography	2 Color Thermography
79	Business Cards - Smooth - 60# - 14 Point - White	250	89.0	133.0	148	208	81.0	100.0	472.0	531.0	92.0	117.0
80	Business Cards - Smooth - 60# - 14 Point - Ivory	250	150.0	216.0	219	278	151.0	170.0	542.0	601.0	96.0	117.0
81	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	250	80.0	155.0	148.0	208.0	81.0	100.0	472.0	531.0	92.0	117.0
82	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	250	80.0	155.0	148	208	81	100	472	531	92	117
83	Business Cards - Smooth - 60# - 14 Point - 2 Sided	250	80	155	148	208	81	100	472	531	92	117
84	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	250	161	227	230	290	162	182	553	613	92	117
85	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	250	161	227	230	290	162	182	553	613	92	117
86	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	250	161	227	230	290	162	182	553	613	92	117
87	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	250	161	227	230	290	162	182	553	613	92	117
88	Business Cards - Smooth - 60# - 14 Point - White	500	85	150	154	214	85	109	495	554	96	120
89	Business Cards - Smooth - 60# - 14 Point - Ivory	500	154	224	225	284	155	170	542	601	96	120
90	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	500	154	224	225	284	155	170	542	601	96	120
91	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	500	154	224	225	284	155	170	542	601	96	120
92	Business Cards - Smooth - 60# - 14 Point - 2 Sided	500	154	224	225	284	155	170	542	601	96	120
93	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	500	167	231	236	290	167	202	576	624	96	120
94	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	500	167	231	236	290	167	202	576	624	96	120
95	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	500	167	231	236	290	167	202	576	624	96	120
96	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	500	167	231	236	290	167	202	576	624	96	120
97	Business Cards - Smooth - 60# - 14 Point - White	1000	94	160	164	224	95	127	539	599	110	136
98	Business Cards - Smooth - 60# - 14 Point - Ivory	1000	164	230	235	294	166	197	610	669	110	136
99	Business Cards - Smooth - 60# - 14 Point - White, UV Coated	1000	94	160	164	224	95	127	610	669	110	136
100	Business Cards - Smooth - 60# - 14 Point - 2 Sided UV Coated	1000	94	160	164	224	95	127	610	669	110	136

101	Business Cards - Smooth - 60# - 14 Point - 2 Sided	1000	94	160	164	224	95	127	610	669	110	136
102	Business Cards - Linen - 60# - 14 Point - White and Colored Paper	1000	176	242	161	316	249	208	621	681	110	136
103	Business Cards - Linen - 60# - 14 Point - White and Colored Paper, UV Coated	1000	176	242	161	316	247	208	621	681	110	136
104	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided UV Coated	1000	176	242	161	316	247	208	621	681	110	136
105	Business Cards - Linen - 60# - 14 Point - White and Colored Paper - 2 Sided	1000	176	242	161	316	247	208	621	681	110	136

SECTION 6 - Miscellaneous Forms												
Text Weight Forms			Order Quantities		A	B	C	D	E	F	G	H
					Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided		
106	7" X 8 1/2" - 20# - White - Bond - Double Sided	500			93	162	206	239	101	266		
107	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	500			230	230	230	230	230	230		
108	8 1/2" X 11" - 20# - Bond - White	500			93	167	179	239	101	266		
109	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	500			94	162	178	236	108	262		
110	8 1/2" X 14" - 20# - White - Bond	500			118	185	210	270	123	321		
111	7" X 8 1/2" - 20# - White - Bond - Double Sided	1000			114	191	268	277	129	328		
112	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	1000			294	294	294	294	294	443		
113	8 1/2" X 11" - 20# - Bond - White	1000			114	191	216	277	129	328		
114	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	1000			121	187	213	273	146	323		
115	8 1/2" X 14" - 20# - White - Bond	1000			167	232	282	343	175	443		
116	7" X 8 1/2" - 20# - White - Bond - Double Sided	2500			173	265	452	512	210	513		
117	8 1/2" X 11" - 20# - White - Bond - Sequential Numbered in Red	2500			485	485	485	485	485	485		
118	8 1/2" X 11" - 20# - Bond - White	2500			173	265	328	512	210	512		
119	8 1/2" X 11" - 20# - Colored - Bond - Double Sided	2500			197	261	324	384	261	508		
120	8 1/2" X 14" - 20# - White - Bond	2500			311	374	497	559	331	805		
Cardstock Forms			Order Quantities		A	B	C	D	E	F	G	H
					Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided		
121	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	500			94	162	176	236	98	262		
122	3 1/8" X 7 13/16" - 65# - Colored Cardstock	500			87	154	110	220	89	230		
123	3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	500			490	531	572	631	498	645		
124	3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	500			490	531	572	631	498	645		
125	4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	500			518	531	572	631	498	645		
126	8 1/2" X 11" - 65# - Astro Bright	500			518	585	599	684	531	684		
127	8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	500			169	236	261	322	191	373		
128	8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	500			314	311	407	467	340	551		
129	8 1/2" X 11" - 90# - Colored - Double Sided	500			224	301	328	388	239	470		
130	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	1000			121	187	213	273	124	323		
131	3 1/8" X 7 13/16" - 65# - Colored Cardstock	1000			105	171	139	240	106	259		
132	3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	1000			507	555	601	661	523	688		
133	3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	1000			507	555	601	661	523	688		
134	4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	1000			564	656	656	661	568	688		
135	8 1/2" X 11" - 65# - Astro Bright	1000			564	629	658	656	590	767		
136	8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	1000			236	301	352	412	279	513		
137	8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	1000			384	409	500	561	436	693		
138	8 1/2" X 11" - 90# - Colored - Double Sided	1000			273	360	411	470	302	603		
139	8 1/2" X 11" - 60# - Astro Parche - Certificate with border	2500			197	261	324	385	207	346		
140	3 1/8" X 7 13/16" - 65# - Colored Cardstock	2500			155	221	227	304	160	647		
141	3 1/2" X 8 1/2" - 65# - Colored - Door Hanger	2500			813	627	691	752	599	814		
142	3 3/4" X 8 1/2" - 65# - Astro Bright - Door Hanger Cut Out	2500			813	627	691	752	599	814		
143	4 1/4" X 11" - 65# - Colored - Door Hanger Cut Out	2500			699	627	691	752	599	814		
144	8 1/2" X 11" - 65# - Astro Bright	2500			700	764	827	925	765	1012		
145	8 1/2" X 14" - 70# - White - Double Sided - Perforated (1 vertical)	2500			435	497	684	683	684	933		
146	8 1/2" X 11" - 90# - Colored Index - Perforated (1 vertical and 3 horizontal) - Double Sided	2500			592	753	780	842	780	1122		
147	8 1/2" X 11" - 90# - Colored - Double Sided	2500			417	534	658	720	711	998		

SECTION 7 - Index Cards												
			Order Quantities		A	B	C	D	E	F		
					Black	1 Color	Black + 1 Color	2 Color	Black 2 Sided	2 Color, 2 Sided		
148	4" X 6" - 65# - Index White - Plain, No Text	500			89	155	163	223	90	237		
149	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	500			92	162	169	229	97	243		
150	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	500			92	162	169	229	97	243		
151	4 1/4" X 5 1/2" - 72# - Index - White - 2 Sided	500			82	147	173	212	81	220		

4 of 6

152	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	500	98	164	140	232	105	246
153	5" X 7" - 90# - Index Colored - Plain, No Text	500	98	164	173	232	105	246
154	5" X 8" - 110# - Index White	500	108	175	235	235	107	248
155	5" X 8" - 90# - Index Colored - Plain, No Text	500	98	164	173	232	105	246
156	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	500	90	167	163	235	94	223
157	4" X 6" - 65# - Index White - Plain, No Text	1000	107	174	187	247	109	247
158	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	1000	114	174	199	260	122	285
159	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	1000	114	186	199	260	122	285
160	4 1/4" X 5 1/2" - 72# - Index - White - 2 Sided	1000	92	159	205	225	95	300
161	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	1000	124	191	225	265	122	310
162	5" X 7" - 90# - Index Colored - Plain, No Text	1000	124	191	225	265	122	310
163	5" X 8" - 110# - Index White	1000	110	209	196	269	132	296
164	5" X 8" - 90# - Index Colored - Plain, No Text	1000	124	191	196	265	132	291
165	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	1000	110	196	209	269	118	283
166	4" X 6" - 65# - Index White - Plain, No Text	2500	163	230	261	321	169	321
167	4" X 6" - 65# Index Colored (Astro Bright), Plain, No Text	2500	178	258	290	351	198	413
168	4" X 6" - 65# Index Colored (Astro Bright) - Double Sided	2500	178	258	290	351	198	413
169	4 1/4" X 5 1/2" - 72# - Index - White - 2 Sided	2500	127	191	512	375	127	300
170	4 1/2" X 6" - 90# - Index Colored - Plain, No Text	2500	204	269	301	267	236	426
171	5" X 7" - 90# - Index Colored - Plain, No Text	2500	204	269	512	361	236	426
172	5" X 8" - 110# - Index White	2500	202	314	281	374	221	437
173	5" X 8" - 90# - Index Colored - Plain, No Text	2500	171	269	512	361	236	426
174	5 1/2" X 8 1/2" - 65# - Index Colored (Astro Bright)	2500	375	281	514	672	291	456

SECTION 7 - NCRs			
NCR - 2 Part		Order Quantities	A Black
175	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	250	1669
176	4 1/4" X 5 1/2"	250	202
177	5 1/2" X 8 1/2"	250	217
178	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	250	311
179	8 1/2" X 11"	250	245
180	8 1/2" X 11" - 2 Sided	250	263
181	8 1/2" X 14"	250	201
182	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	500	3107
183	4 1/4" X 5 1/2"	500	240
184	5 1/2" X 8 1/2"	500	270
185	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	500	372
186	8 1/2" X 11"	500	337
187	8 1/2" X 11" - 2 Sided	500	371
188	8 1/2" X 14"	500	395
189	4" X 6" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered - Qty 50 per Book	1000	5978
190	4 1/4" X 5 1/2"	1000	315
191	5 1/2" X 8 1/2"	1000	384
192	5 1/2" X 8 1/2" - 20# - White - Sequential Numbered in Red	1000	504
193	8 1/2" X 11"	1000	514
194	8 1/2" X 11" - 2 Sided	1000	579
195	8 1/2" X 14"	1000	590
NCR - 3 Part		Order Quantities	A Black
196	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	250	384
197	8 1/2" X 11"	250	285
198	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	500	453
199	8 1/2" X 11"	500	382
200	5 1/2" X 8 1/2" - Sequential Numbered - Wrap Around Cover	1000	613
201	8 1/2" X 11"	1000	610
NCR - 4 Part		Order Quantities	A Black
202	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	250	2503
203	8 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	250	445
204	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	500	4660

205	8 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	500	610
206	5" X 6 1/4" - Ticket Book with Perforated Pull Edge and Card Stock Bottom - Sequential Numbered	1000	8967
207	8 1/2" X 11 - 2 Hole Punch - Non-Standard Paper Sequence	1000	875

SECTION 8 - Brochures				
Brochures	Order Quantities	A		B
		Black	Full Color	
208 3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	70		
209 3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	50	70		
210 3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	50	70	98	
211 3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	50	77	103	
212 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	50	107	132	
213 3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	50		132	
214 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	50	101	127	
215 5 1/2" X 8 1/2" - 105# - Colored Paper	50	74	108	
216 5 1/2" X 8 1/2" - 105# - Metallic Paper	50	100	127	
217 11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	50	90		
218 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	50	84	103	
219 3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	74		
220 3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	100	74		
221 3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	100	79	118	
222 3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	100	79	118	
223 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	100	114	146	
224 3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	100		132	
225 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	100	104	146	
226 5 1/2" X 8 1/2" - 105# - Colored Paper	100	80	124	
227 5 1/2" X 8 1/2" - 105# - Metallic Paper	100	115	146	
228 11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	100	96		
229 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	100	90	118	
230 3 3/4" X 2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	88		
231 3 3/4" X 2 1/2" - 67# Bristol - Fold Over Card - Colored Paper - Double Sided	250	88		
232 3 1/2" X 6" - 60# - Folded in Half, Colored Paper - Double Sided	250	88	167	
233 3 3/4" X 8 1/2" - 80# Gloss Text - Brochure Tri-Fold	250	91	160	
234 4" X 9" - 67# Bristol - Brochure Folded in Half - Double Sided	250	134	146	
235 3 3/4" X 10" - 100# Gloss Cover - Brochure Single Sided, Full Color	250		132	
236 4 1/4" X 11" - 20# - Folded in Half - Colored Paper - Double Sided	250	128	175	
237 5 1/2" X 8 1/2" - 105# - Colored Paper	250	98	169	
238 5 1/2" X 8 1/2" - 105# - Metallic Paper	250	161	206	
239 11" X 17" - 65# - Folded in Half to 8 1/2" x 11" - Astro Bright Cover	250	158		
240 Poster - 11 X 17 - 100# Gloss Cover - 4/0 - Folded 8" x 11"	250	113	163	

SECTION 9 - Receipt Books				
Receipt Books	Order Quantities	A		B
		Black	Full Color	
241 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	5	344		
242 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	5	445		
243 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	10	469		
244 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	10	595		
245 8 1/2" X 11 Double Loop Wire- 4 receipts per page - 2 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 sets per book - Sequential Numbered in Red	20	719		
246 8 1/2" X 11 Spiral Bound - 4 receipts per page - 3 part NCR, 3 horizontal perforation and 1 vertical perforation - 50 pages per book	20	894		

SECTION 10 - License Plate Envelopes				
License Plate Envelopes	Order Quantities	A		B
		Black	Full Color	
247 Tax Office License Plate Envelope - Custom Cut Window - Print on both sidelines - Peel and Stick	2500		X	

SECTION 11 - Labels/Stickers					
Labels/Stickers	Order Quantities	A		B	
		Black	1 Color	2 Color	3 Color
248 3 1/2" X 4 1/4" - Crack and Peel	250	99	147	222	162
249 1" X 3" - Crack and Peel	250	215	297	444	574

250	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	250	253	313	459	634
251	3" X 5" - Multi-Colored - Crack and Peel	250	145	209	153	193
252	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	250	253	313	459	634
253	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	250	431			
254	3 1/2" X 4 1/4" - Crack and Peel	500	115	136	177	237
255	1" X 3" - Crack and Peel	500	222	304	451	581
256	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	500	273	334	481	641
257	3" X 5" - Multi-Colored - Crack and Peel	500	161	193	209	339
258	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	500	274	334	481	641
259	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	500	556			
260	3 1/2" X 4 1/4" - Crack and Peel	1000	145	173	207	266
261	1" X 3" - Crack and Peel	1000	233	316	463	592
262	3 1/2" X 4" - Multi Colored - Crack and Peel - 6 / sheet	1000	317	377	524	652
263	3" X 5" - Multi-Colored - Crack and Peel	1000	153	191	193	209
264	3 3/8" X 4" - Multi Colored - Crack and Peel - 6 / sheet	1000	317	377	524	652
265	1 1/2" X 6" Coupon Book - Crack and Peel - Gloss Label Paper - Stapled in sets of 10, Sequential Double Numbered and 1 Vertical Perforation	1000	805			

SECTION 12 - Folders			Order Quantities	A
				Black
266	11 1/2" X 9"	- Manilla Folder with Tab 1/3 Cut - Printed One Side	250	864
267	11 1/2" X 9"	- Manilla Folder with Tab 1/3 Cut - Printed One Side	500	976
268	11 1/2" X 9"	- Manilla Folder with Tab 1/3 Cut - Printed One Side	1000	1202

SECTION 13 - Check Stock			
			Order
			Quantities
			A
			Black
269	8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Blue	5000	N/A
270	8 1/2" X 11" - 24# - Laser Check Stock - Double Sided - Brown	5000	N/A

SECTION 14 - Promotional Items			Order	A
			Quantities	Full Color
271.	4" X 3" Post It Note Pad - 25 Sheets per Pad		100	399
272.	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		100	399
273.	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		100	477
274.	4" X 3" Post It Note Pad - 25 Sheets per Pad		250	642
275.	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		250	657
276.	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		250	726
277.	4" X 3" Post It Note Pad - 25 Sheets per Pad		500	982
278.	4 1/2" X 5 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		500	982
279.	5 1/2" X 8 1/2" Note Pad - Printed 4/0 - 60# Offset - 50 Sheets per Pad		500	1119

SECTION 15 - Fees and Delivery		
280	What is the design services fee / set up fee <u>per hour</u> for new forms and document orders?	80 / hr
281	What is the design services fee / set up fee <u>per hour</u> for minor changes to document orders?	50 / hr
282	How long will the delivery of a proof take once purchase order is received for reoccurring orders?	24 Hrs
283	How long is the time of delivery take of the completed product upon receipt of PO and approval of proof?	5-10 Days

SECTION 15 - RUSH ORDERS		
284	If the department needs something rushed, what is the rush order charge on the design services / setup? (Added on top of the per hour fee above in Section 15)	10%

SECTION 16 - Miscellaneous Printing		
285	There will be things that are not specified on this bid, provide a percentage off the total price of a printing project if the project does not fit in a category of this bid.	10 %

[illegible]



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: Award of Bid #23-089 Hydrated Lime. Recommended Vendor: Austin White Lime Company, Ltd.

TO: Commissioners Court

FROM: Celina Nava

DATE: 03/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Tabulation.pdf](#)

Bid Tabulation

Backup Material

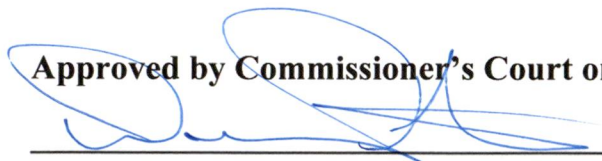
[Bid - Austin White Lime.pdf](#)

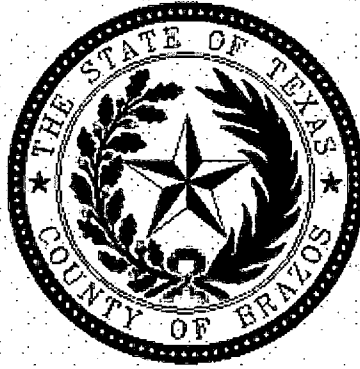
Partially Executed Contract

Backup Material

BID TABULATION #23-089			
HYDRATED LIME			
April 1, 2023- March 31, 2024			
		Austin White Lime Company, LTD	
DESCRIPTION	TONNAGE	PRICE PER TON	EXTENDED PRICE
QUICKLIME, GRADE DS	200	\$200.82	\$ 40,163.06*
HYDRATED LIME	200	\$215.82	\$ 43,163.06*
DELIVERY TIME AFTER ORDER IS PLACED		5 working days	
FREE TIME		2 hours of free time to unload	
DEMURRAGE		\$90.00 /hour	
NOTES		Extended Pricing for Quicklime, Grade DS should be \$40,164.00 and Hydrated Lime should be \$43,164.00.	

Recommend award to: Austin White Lime Company, LTD

Approved by Commissioner's Court on this 14 day of MARCH, 2023 by
 holding the position of COUNTY JUDGE



REQUEST FOR BID
BID NO. 23-089
HYDRATED LIME

SEALED BIDS TO BE SUBMITTED BEFORE:
Tuesday, February 21, 2023, 2:00pm CST

TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT
200 S. Texas Ave. Suite 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: Austin White Lime Company, Ltd

By (Print): Lela R. Weirich Title: Sales Director

Physical Address: 4900 Howard Lane, Austin, TX 78728

Mailing Address: P.O. Box 9556, Austin, TX 78766

Telephone: 800-553-5463

Fax: 512-388-1220

E-Mail: lweirich@austinwhitelime.com

Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, February 21, 2023 at which time bids will be publicly opened and read aloud.

A. SCOPE OF BID

1. Bids are solicited for products and services for Hydrated Lime for Brazos County as set forth in this bid request for one (1) year period beginning April 1, 2023 through March 31, 2024 in accordance with the following Conditions of Bidding.

B. CONDITIONS OF BIDDING

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so:
2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
 - a. **BRAZOS COUNTY** – Same as County.
 - 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 Contractor 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 Respondent(s) of this bid request.
 - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
 - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
 - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.
3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.

6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; 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 and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Extended price
 - c. Special needs and requirements of Brazos County
 - d. Results of testing samples (if required by Brazos County)
 - e. Delivery
 - f. References
 - g. Brazos County's experience with products bid
 - h. Respondent's past performance record with Brazos County
12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
19. **Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**
20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB 1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide

Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.

Visit https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda or their proposal may be considered non-responsive.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. The bid specifies the number of consecutive calendar days required to reach substantial completion of the project under normal conditions. Failure to comply with completion time will be considered reason enough to enforce liquidated damages and/or cancel the contract. If the job cannot be completed within the terms of the contract as determined by Brazos County, Brazos County will suffer further loss. Contractor and Contractor's Surety shall be liable for and shall pay Owner stipulated and fixed sums, hereinafter agree to as liquidated damages; for each additional calendar day of delay past the thirty (30) days stated in the contract: Two Hundred Fifty Dollars (\$250.00). It is understood that said sum shall be considered liquidated damages and shall not be considered as a penalty against the Contractor.
24. Brazos County reserves the right to extend this Contract annually for a maximum of three (3) additional, one (1) year periods with no changes in the terms or conditions of this Contract, if agreed upon by both parties.
25. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
26. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
27. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.

28. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
29. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
30. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.
31. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
32. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
33. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
34. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County
ATTN: Auditors
P.O. Box 914
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed

address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

35. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
36. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
37. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
38. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
39. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
40. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
41. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.

42. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
43. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
44. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

C. INSURANCE REQUIREMENTS

1. The Contractor 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 Contractor shall furnish and keep in full force the following insurance during the term of this Contract:
3. Statutory Workmen's Compensation and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
 - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
 - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and 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.

D. REFERENCES

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: Larry Young Paving

Contact: Mark Schinzler

Phone: 832-244-4488

Email: mark@larryyoungpaving.com

Company/Entity: Cash Construction

Contact: Cristina Martinka

Phone: 512-251-7872

Email: cristina.martinka@cashconstruction.com

Company/Entity: Lester Contracting

Contact: Diane Scales

Phone: 361-552-3024

Email: apadmin@lestercontracting.com

E. SPECIFICATIONS

1. Unless otherwise specified when order is placed, all materials in this bid shall meet or exceed Texas Department of Transportation Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges, 2014 Edition Item 260 and TXDOT DMS 6350 (Hydrated Lime and Quicklime, Grade DS only). The quantity of lime shall be measured by the ton of 2000 pounds, dry weight of quicklime delivered on the road.
2. All lime sources shall be pre-Qualified in accordance with TxDOT DMS 6330.
3. At times the County may require the Contractor to deliver 150 tons to multiple job sites in one day. Contractor must have the ability to provide these quantities to various sites.
4. Brazos County reserves the right to request additional samples of products listed in the bid at any time. If a sample request is made after bids and original samples are received, additional samples requested shall be received within five (5) working days of the request.

F. QUOTATIONS

The following is an estimate of our anticipated purchases and will be used ONLY for tabulation purposes. The specified estimates are not guaranteed minimums. Fill in the blanks with the unit price that is **firm** for the contract period. All unit prices to include all delivery charges to Brazos County jobsites, including freight and pumping charges.

	TONNAGE	DESCRIPTION	DRY TON	TOTAL
1.	200	QUICLIME, GRADE DS	\$ \$200.82	\$ 40,163.06
2.	200	HYDRATED LIME	\$ \$215.82	\$ 43,163.06
3.	SPECIFY DELIVERY TIME AFTER ORDER IS PLACED:		5 working days	
4.	FREE TIME	2 hours of free time to unload		
5.	CHARGES PER HOUR FOR DEMURRAGE AFTER FREE TIME HAS ENDED		\$90.00/HR	

G. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276

THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
see next page 12A	

Austin White Lime Company, Ltd.

Name	Title (Owner, Officer, Director, Manager)
Scott Bradley Robinson BDO Trust	Owner
Alfred Henry Robinson IV Exempt Lifetime Trust	Owner
Alfred Henry Robinson IV Exempt Appointment Trust No. One	Owner
Alfred Henry Robinson IV	Owner
Carla Robinson Allen Exempt Lifetime Trust uwo A. H. Robinson, Jr.	Owner
Carla Robinson Allen Exempt Lifetime Trust uwo Charlotte D. Robinson	Owner
Carla Robinson Allen	Owner
Elaine Robinson Benton Exempt Lifetime Trust	Owner
Elaine Robinson Benton Exempt Appointment Trust One	Owner
Elaine Robinson Benton	Owner
Flora L Tyler Marvin	Owner
Flora Louise Robinson Crosswell Exempt Lifetime Trust	Owner
Flora Louise Robinson Crosswell Exempt Appointment Trust One	Owner
Flora Louise Robinson Crosswell	Owner
Flora Robinson Cospers Exempt Lifetime Trust uwo A. H. Robinson, Jr	Owner
Flora Robinson Cospers Exempt Lifetime Trust uwo Charlotte D. Robinson	Owner
Flora Robinson Cospers	Owner
George E Robinson III Exempt Lifetime Trust uwo George E. Robinson	Owner
Laura Robinson 2019 Trust	Owner
Jody / James E Robinson Jr 2012 Trust	Owner
Joscar / John Oscar Robinson II 2012 Trust	Owner
John W Tyler	Owner
The James Walter Tyler Exempt Trust	Owner
The John William Tyler Jr. Exempt Trust	Owner
The Sydney Amanda Tyler Exempt Trust	Owner
The Lila/Nancy Robinson 2012 Exempt Trust	Owner
The Ann/Nancy Robinson 2012 Exempt Trust	Owner
L Virginia Tyler Fleming	Owner
Nancy Robinson 2012 Exempt Trust	Owner
PRT II LLC	Owner
Pat R Tyler	Owner
Scott Bradley Robinson Exempt Lifetime Trust	Owner
Scott Bradley Robinson Exempt Appointment Trust No. One	Owner
Scott Bradley Robinson	Owner
Bremond Gunn Robinson Exempt Trust	Owner
Reed Mallory Robinson Exempt Trust	Owner
Christina Gunn Robinson Exempt Trust	Owner
Teak Elmore 2012 Exempt Trust	Owner
Alfred Henry Robinson IV TSR Exempt Lifetime Trust	Owner
Scott Bradley Robinson TSR Exempt Lifetime Trust	Owner
A. Ben Allen	Owner
Catherine Cospers	Owner
Charlotte Carothers	Owner
Carlotta McLean	Owner
Chase Kuper	Owner
Tobin Allen	Owner
Jake Cospers Management Trust	Owner
Alfred Henry Robinson IV TSR Exempt Lifetime Trust No. 2	Owner
Scott Bradley Robinson TSR Exempt Lifetime Trust No. 2	Owner
John Parker Robinson 2022 Trust	Owner
John Tyler 2019 Trust	Owner
Virginia Fleming 2019 Trust	Owner
Flora Tyler 2019 Trust	Owner
Robin Tyler 2019 Trust	Owner
Greg Bush	Director
Joe Holt	Director
Dale Taysom	Director
Mark Ross	Officer
Larry Covert	Manager
Percy Kapadia	Manager
Anne Nicholson	Manager
Sue Ritter	Manager
Lila R. Weirich	Manager

H. LEGISLATIVE CERTIFICATIONS

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>. The undersigned affirms the non-debarment statement above, that they are duly authorized execute this contract. The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.
4. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

Company Name: Austin White Lime Company, Ltd.

Authorized Company Representative: Lila R. Weirich

Address: P.O. Box 9556, Austin, TX 78766

Signature: _____

Lila R. Weirich

Date: February 20, 2023

Contract #: 23-089

I. CERTIFICATION OF BID

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

Signed By: Lila R. Weirich

Typed Name: Lila R. Weirich Title: Sales Director

Company Name: Austin White Lime Company, Ltd.

Phone: 800-553-5463

Mailing Address: P.O. Box 9556, Austin, TX 78766

Email Address: lweirich@austinwhitelime.com

Vendor Tax Identification Number: 74-1187555

END OF BID REQUEST NO. 23-089 HYDRATED LIME

By signing below, Brazos County agrees that this bid, 23-089 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: [Signature]

Brazos County Commissioner's Court: DUANE PETERS, COUNTY JUDGE

Date: MARCH 14, 2023

Attest: [Signature]

Brazos County Clerk: KAREN McQUEEN

The following items should be completed and included in your bid submission. Failure to include these items will disqualify your bid.

- ☒ **References (Section E)**
- ☒ **Quotations (Section G)**
- ☐ **V.T.C.A. Local Government Code §262.0276 for Tax Verification (Section H)**
- ☒ **Legislative Certifications (Section I)**
- ☐ **All Addendums (if applicable)**
- ☒ **Certification of Bid (Section J)**



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: Award of Bid #23-101 for Mowing of County Right of Ways. Recommended award: Wellmann Enterprises.

TO: Commissioners Court

FROM: Summer Dubec

DATE: 03/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00


ATTACHMENTS:

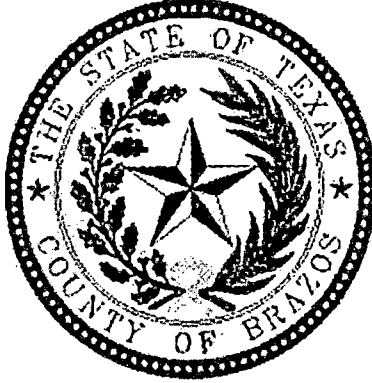
<u>File Name</u>	<u>Description</u>	<u>Type</u>
Wellmann_Enterprises.pdf	Partially Executed Bid	Backup Material
Tabulation.pdf	Tabulation	Backup Material

23-101 Mowing of County Right of Ways
July 1, 2023 - June 30, 2025

	Binford Ag Services	Wellmann Enterprises
FENCE TO FENCE MOWING PRICE PER MILE	\$143.00	\$129.00
SAFETY MOWING PRICE PER MILE	\$90.00	\$79.00
LINE TRIMMING PRICE PER MILE	\$100.00	\$20.00
FIELDS OR BY DAMS PRICE PER ACRE	\$100.00	\$70.00
Total	\$433.00	\$298.00

Recommended Award: Wellmann Enterprises

Approved by Commissioner's Court on this 14 day of MARCH, 2023 by
 holding the position of COUNTY JUDGE



REQUEST FOR BID
BID NO. 23-101
Mowing of County Rights of Way

SEALED BIDS TO BE SUBMITTED BEFORE:
Tuesday, February 28, 2023, 2:00pm CST

TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT
200 S. Texas Ave. Suite 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the bid. Any such contact will be grounds for rejection of the Respondent's bid.

In compliance with this solicitation, the undersigned Respondent(s) having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following bid for furnishing the material and/or services listed on the attached Bid Form and agrees to deliver said items at the locations and for the prices set forth on the Bid Form.

Company Name: Wellmann Enterprises

By (Print): Jeffrey Wellmann Title: Owner

Physical Address: 1600 North Meyersville Rd. Bryan Tx 77833

Mailing Address: P.O. Box 1003 Bryan Texas 77834

Telephone: 979-830-3898 Fax: - E-Mail: nwellmann@yahoo.com

Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, February 28, 2023 at which time bids will be publicly opened and read aloud.

A. SCOPE OF BID

Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request for a two (2) year period beginning July 1, 2023 through June 30, 2025 in accordance with the following Conditions of Bidding for mowing of county rights of way.

B. CONDITIONS OF BIDDING

1. The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the Brazos County Purchasing Office, unless otherwise specified elsewhere in this bid request. All Respondent(s) are required to be informed of these terms and conditions and will be held responsible for having done so.
2. Definitions: In order to simplify the language throughout this bid, the following definitions shall apply:
 - a. **BRAZOS COUNTY** – Same as County.
 - 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 Contractor 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 Respondent(s) of this bid request.
 - e. **COUNTY** – The government of Brazos County, Texas and its authorized representative.
 - f. **SUB-CONTRACTOR** – Any contractor hired by the Contractor or supplier to furnish materials and services specified in the bid request.
 - g. **RESPONDENT** – Any supplier or vendor responding to the bid request.
3. Upon acceptance and approval by the Commissioners Court, this bid effects a working contract between Brazos County and the Contractor for the period designated.
4. Bids must be received by the Purchasing Office prior to the time and date specified. The mere fact that the bid was dispatched will not be considered; the Respondent(s) must have the bid actually delivered to and received by the Purchasing Department.
5. The County reserves the right to accept or reject in part or in whole, any bids submitted, and to waive any technicalities for the best interest of the County.

6. Brazos County shall not be responsible for any verbal communication between any employee of the County and any Respondent(s). Only written specifications and written price quotations will be considered. Respondent(s) with questions regarding the bid should submit them in writing via the Brazos Valley e-Marketplace at <https://brazosbid.ionwave.net>.
7. Brazos County reserves the right to reject any bid that does not fully respond to each specified item.
8. Respondent(s) must include Tax Identification Number for the bid to be valid.
9. Should there be a change in ownership or management; 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 and may not be reassigned by either party.
10. The County may cancel this Contract at any time for any reason, provided a thirty-day written notice is given.
11. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Extended price
 - c. Special needs and requirements of Brazos County
 - d. Results of testing samples (if required by Brazos County)
 - e. Delivery
 - f. References
 - g. Brazos County's experience with products bid
 - h. Respondent's past performance record with Brazos County
12. Although the cost of products to be provided is an essential part of the bid, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Respondent considered to be the best value to Brazos County.
13. Acceptance of merchandise, work, and/or equipment provided shall be made by the County at the sole discretion of the Commissioners Court when all terms and conditions of the Contract and specifications have been met to its satisfaction, including the submission to the County of any and all documentation as may be required.
14. Title and risk of loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

15. This Contract shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this Contract, when applicable.
16. Bids must be submitted on quantities and units of measure specified by the bid documents. In the event of errors in extended prices the unit price shall govern. Any suggested change in quantity on the part of the Respondent(s) to secure better price or delivery is welcomed and may be given consideration provided that the bidder also bids on the quantity specified.
17. Bids must specify the number of consecutive calendar days required to deliver the commodities under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding a contract. If delivery is not made within a reasonable time of the specified delivery in the bid, the entire order or contract may be canceled, and the Contractor barred from bidding in future solicitations.
18. Bids cannot be altered after receiving time. No bid may be withdrawn after opening time without acceptable reason and with the approval of the Purchasing Agent.
19. **Bids must be submitted on this form and returned in a sealed envelope clearly marked with Respondent Name and Bid Number to ensure proper recognition upon its arrival. Bids will not be considered if submitted by telephone, fax or any other means of rapid dispatch, nor will a bid be considered if submitted to any other person or department other than specifically instructed. Bids not received prior to the expressed date and time listed in this bid will be rejected or returned unopened to the Respondent(s). Bids submitted to any other person or department other than the Brazos County Purchasing Department will not be accepted.**
20. It is the Respondent's sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda, and special notices. The Certification of Bid Form must be completed to include full firm name, mailing address, telephone number, email address, Vendor Tax Identification number and signed by an authorized representative of the firm. Failure to provide signature on the Certification of Bid Form renders bid non-responsive. Failure to complete the submission of all required forms, including but not limited to the Reference Page, House Bill 89 & Debarment Verification form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents may be grounds for rejection of entire bid. By submitting a response to this solicitation, the Respondent(s) agrees to comply with HB 1295, Government Code 2252.908, if awarded a contract. Respondent(s) agrees to provide

Brazos County the "Certificate of Interested Parties", Form 1295 as required, for renewals, amendments or extensions to the Contract.

Visit https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

21. In the event of a needed change in the specifications sent to the bidder, it is understood that all the foregoing terms shall apply to the addendum or addenda. Any interpretation, corrections or changes to these specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Brazos County Purchasing Agent, authorized to do so by the Commissioner's Court. Addenda will be made available using the same distribution method used to post or make available the original solicitation. Bidders shall acknowledge receipt of all addenda or their proposal may be considered non-responsive.
22. It is our policy not to furnish bid results over the phone. Bid results and tabulation sheets will be posted on the Brazos Valley e-Marketplace (<https://brazosbid.ionwave.net>) after bid award by Commissioner's Court.
23. The bid specifies the number of consecutive calendar days required to reach substantial completion of the project under normal conditions. Failure to comply with completion time will be considered reason enough to enforce liquidated damages and/or cancel the contract. If the job cannot be completed within the terms of the contract as determined by Brazos County, Brazos County will suffer further loss. Contractor and Contractor's Surety shall be liable for and shall pay Owner stipulated and fixed sums, hereinafter agree to as liquidated damages, for each additional calendar day of delay past the thirty (30) days stated in the contract: Two Hundred Fifty Dollars (\$250.00). It is understood that said sum shall be considered liquidated damages and shall not be considered as a penalty against the Contractor.
24. Brazos County reserves the right to extend this Contract annually for a maximum of three (3) additional one (1) year periods with no changes in the terms or conditions of this Contract, if agreed upon by both parties.
25. The Contractor agrees to extend prices and terms to all entities that has entered or will enter into joint purchasing inter-local cooperation agreement(s) with Brazos County.
26. Three (3) references are to be provided by Respondent. Failure to submit references may result in disqualification of bid. Brazos County department references will not be accepted.
27. Contractor shall observe and comply with all federal, state and local laws, safety, and health regulations, ordinances, and all regulations which in any manner effect conduct of the work or services being performed.

28. Any subcontracting must be approved prior to commencement of the Contract by Brazos County.
29. Any variation from the specifications in this bid document must be indicated on the bid or on a separate attachment to the bid and labeled as such.
30. Any brand name, or manufacturer's reference used is considered to be descriptive – not restrictive – and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered only if it is noted in the bid documents and accompanied by fully descriptive product literature. All substitutions will contain the same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.
31. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
32. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
33. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
34. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

Brazos County
ATTN: Auditors
P.O. Box 914
Bryan, TX 77806

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed

address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

35. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
36. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.
37. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
38. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
39. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
40. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
41. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.

42. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
43. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.
44. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

C. INSURANCE REQUIREMENTS

1. The Contractor 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 Contractor shall furnish and keep in full force the following insurance during the term of this Contract:
3. Statutory Workmen's Compensation and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
 - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
 - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and 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.

D. REFERENCES

Respondent(s) shall provide a list of at least three (3) references, where work comparable in quality and scope to that specified has been performed within the past five (5) years. This list should include the names, phone number and email of the company/entity for which the prior work was performed to contact these references. A negative reference may be grounds for disqualification of bid. Respondent(s) are not allowed to use Brazos County as a reference.

Company/Entity: TX DOT Burleson Co.
 Contact: Gil Janner
 Phone: 979-567-7862
 Email: Gil Janner @ txdot.gov

Company/Entity: TX DOT Washington Co.
 Contact: Brett Sanders
 Phone: 979-836-9350
 Email: Brett Sanders @ txdot.gov

Company/Entity: Brazos Co. Road and Bridge
 Contact: John Jones
 Phone: 979-255-7598
 Email: _____

E. SPECIFICATIONS FOR MOWING OF COUNTY RIGHT OF WAYS:

1. Contractor will be required to notify the Brazos County Road & Bridge Department in the event of unforeseen delay in service.
2. Any Contractor vehicles traveling on County roads will not exceed its legal gross weight.
3. Estimated Acreage and Miles – Brazos County estimates that approximately 45 acres of sites and 360 miles of County right of ways will require mowing during the periods of this contract.
4. Minimum Equipment Required: Vendors are required to have the following minimum amount of equipment when performing work for Brazos County. Failure to do so is grounds for removing bidder from consideration:
 - a. Tractor with Slope Mowers – one (1) each
 - b. Tractor with 15 feet Batwing Rotary Mowers – four (4) each
 - c. Tractor 5 or 6 feet Mowers – one (1) each
5. Contractor shall furnish all labor, equipment, fuel, and supervision to mow or shred plant growth along county right of ways as required by the Brazos County Road & Bridge Department.
6. The Contractor shall not begin mowing until a minimum of four (4) mowers are in Brazos County. All rotary mowers must be 60hp and equipped with four (4) sections of safety chains or the manufacturer's safety device to prevent damage to property caused by flying debris propelled out from under the mower.
7. The Contractor shall provide all mowers with a slow-moving vehicle emblem affixed to rear of mowers.
8. All mowers shall be kept in good operating condition and shall be maintained to provide a clean sharp cut of vegetation at all times.
9. Slope mowers are to be used for mowing of ditches and back slopes that cannot be reached by other equipment.
10. 15 feet mowers are to be used on wide areas and slight sloped ditches.
11. 5 or 6 feet mowers are to be used to trim and on other areas as directed by the Brazos County Road & Bridge Department

12. The cutting height shall be five (5) or seven (7) inches, or as directed.
13. County right of ways will be mowed in cycles. One (1) cycle equals mowing of entire county road right of ways. The County anticipates three (3) or more cycles per year depending on weather conditions.
14. All mowing from the beginning of the cycle to the end of the cycle, shall take place within thirty (30) calendar days. If the mowing cycle takes longer than thirty (30) days, the contractor will be responsible for the full compensation to the County for additional County supplied or hired mowers to finish the mowing cycle. This does not include rain days or other conditions that are approved by the Brazos County Road & Bridge Department. Additional costs that are accrued by the County due to not finishing the cycle within the thirty (30) day period will be subtracted from the contractor's invoice or the County will send an invoice to the Contractor.
15. The sequence of work shall be established by the Brazos County Road & Bridge Department. Map and road lists will be provided to establish roads to be mowed.
16. The Contractor shall provide documentation of the mowing date of each road they mowed in the cycle with their invoice.
17. Mowing will be from fence to fence. The Contractor shall mow as close as possible to all fixed objects exercising extreme care not to damage county, public, or private property. Contractor shall be responsible for damages.
18. Safety mowing will consist of mowing the total length of County roads six (6) to eight (8) feet off the roadway in wet soil/weather conditions. Safety mowing will be done only when coordinated with the County.
19. The Brazos County Road & Bridge Department will direct mowing locations, timeframe, and acreage.
20. The Contractor shall immediately remove and properly dispose of any debris thrown on the "roadway" by the mowing operation. Contractor is "not" responsible for disposing of debris in the right of way; however, they shall notify the Brazos County Road & Bridge Department of the debris.
21. The Contractor shall observe and comply with all federal, state, and local laws, safety and health regulations, including all warning and traffic control signs, ordinances, and all ordinances and all regulations which in any manner affect the conduct of the work.

Contractor shall comply with all County, State, and Federal Codes, Laws, in force at the time of award of contract and applicable to such work. Contractor shall obtain, at their own expense, such permits, certificates, and licenses as may be required in the performance of the work specified.

22. All equipment operating on County right of ways shall be licensed in accordance with the laws of the State of Texas.
23. In order to insure the safety of the traveling public, the Contractor shall coordinate all work with the Brazos County Road & Bridge Department.
24. The Contractor shall provide adequate protection to persons, adjacent property, and utilities, and shall avoid interference with such persons, property, and facilities. Contractor shall furnish all barricades, warning lights, and other safety devices necessary for the safety and protection of the public and shall remove them upon completion of this contract. These safety and protection devices must be in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
25. Contractor agrees to accept full responsibility for any and all damages, including damage to County right of ways, public or private property (i.e. signs, fences, phone cables / pedestals, guardrails, etc.), as a result of their operations thereon; the Contractor further agrees to promptly repair such damage in accordance with the Brazos County Road & Bridge Department instructions. Brazos County will replace any and all traffic control devices damaged during mowing (i.e. stop signs, bridge markers). Brazos County shall deduct the current cost per traffic device from Contractor's invoice. County forces, at the Contractor's expense, will repair all damages not repaired by the Contractor. All expenses charged by the County for repair work shall be deducted from the Contractor's money due.
26. Contractor shall notify the County of any damages immediately.
27. When directed, all railing, posts, fence lines, retaining walls, signs, structures, and other protruding obstacles around which turf grass, rye grass, or weeds can grow must be cleared with a weed eater on the same day of mowing.
28. County will notify Contractor, approximately ten (10) to twelve (12) days prior to the start of a cycle.
29. Contractor shall notify Brazos County Road & Bridge Department at least twenty-four (24) hours prior to beginning any work cycle.

30. Contractor will confine all operations to daylight hours. Weekend or Holiday operations may be allowed but must be previously authorized by the Brazos County Road & Bridge Department.
31. Contractors are strongly urged to perform an actual drive-thru of County roads prior to bidding the job; this will familiarize the Contractor with right of way hazards and conditions (driveways, signs, culverts, bridges, etc.).
32. Contractor shall provide a company representative (foreman) to serve as a contact person for field operations; representative shall report to the Brazos County Road & Bridge Department. The representative will remain with the mowing crew at all times and shall be able to converse in English.
33. Prior to beginning operations, a conference between representatives of the County and the Contractor will be arranged by the County. In this meeting, the Contractor will outline the proposed mowing procedures and give his plans for performing the specifications, unusual conditions, methods for making non-mowing areas and other pertinent items regarding the work will also be discussed. The County shall determine all non-mowing areas.
34. Mowing will not be permitted when, in the opinion of the Brazos County Road & Bridge Department, soil and weather conditions are such that the right of way would be damaged. If damage is caused, any and all ruts will be back filled by the Contractor the same day.
35. Equipment shall not be left within thirty (30) feet of the travel lane during non-working hours.
36. Payment to the Contractor for services rendered will be made based upon the completion of a cycle (lump sum per cycle) and the submission of applicable invoices. By Texas statute, Brazos County will pay the vendor for services provided within thirty (30) days from the Auditors' receipt of the invoice.
37. There will be mowing that is required in fields and by dams with the Brazos County. It will be required that the awarded Contractor charge a per acre cost for these projects. The quantity listed is an estimated quantity and is not a guarantee. For maps of field locations, see Exhibit A.
38. Brazos County reserves the right to add and/or delete roads and streets. Prior to roads and streets being added, Brazos County will evaluate with the Contactor.

39. Wildflowers: The Contractor shall conduct all mowing operations so as to avoid clearing or removing stands of wildflowers before the seeds have matured, unless otherwise directed by the County.
40. Brazos County reserves the right to inspect the work under contract at any time for final acceptance.
41. Brazos County does not assume responsibility for any materials, tools, and/or equipment stored on or about the premises. The Contractor upon completion of the work shall clear each area of all items.
42. Daily Cleanup: The Contractor shall confine to the site all materials and refuse generated by his operations. Materials and/or equipment, which are stored on-site, shall be stored in an orderly manner. Materials, which become scattered in adjacent areas, shall be collected and returned to the site or otherwise satisfactorily disposed.
43. Responsibility for Property: Contractor shall assume full responsibility for any loss of or damage to private and public property by employees or agents of the contractor and will reimburse the private or public entity in the event of any loss of or damage to said property. Brazos County shall not be responsible for loss or damage to contractor's property from any cause.
44. Assignment: Contractor shall not sell, assign, transfer, or convey these services, in whole or in part, without the prior written consent of Brazos County and as a condition of such consent, contractor shall remain liable for completion of the services in the event of default by the successor contractor or assignee.

F. CONTRACTOR INFORMATION

Bidders are required to complete the following information. This information may be utilized to determine the award for this contract.

1. List the type, age, and number of pieces of operable equipment to be used for this contract.

2000 7610 New Holland Tractor : 15' Bush hog Mower
1999 7810 4x4 New Holland Tractor : 15' Bush hog Mower
1999 7610 4x4 New Holland Tractor : 15' Bush hog Mower
1998 7610 New Holland Tractor : 15' Bush hog Mower
1998 6610 New Holland Tractor : 15' Bush hog Mower

1994 6610 New Holland Tractor : Bush hog Mower 15'
1990 6610 New Holland Tractor : Bush hog Mower 15'

2. Number of years in business: 20 years

3. Will your company subcontract mowing on this contract?

Yes: _____ No: ✓

If yes, list all potential subcontractors:

4. Contact information for the Representative or Foreman that will be the primary contact for Road and Bridge and be on each job for the contract:

Name: Jeffrey Wellmann

Office Phone #: 979 830 3898

Cell Phone #: 979 830 3898

Email: r/wellmann@yahoo.com

5. Emergency Contact information in case of emergencies (must be a 24-hour contact):

Name: Robin Wellmann

Cell Phone #: 979 277 8684

G. QUOTATIONS

The following is an estimate of our anticipated purchases and will be used ONLY for tabulation purposes. The specified estimates are not guaranteed minimums. Fill in the blanks with the unit price that is **firm** for the contract period.

Quotations are to be submitted using per mile per application basis.

1. Brazos County fence to fence mowing of total length of County roads:

Est. No. of Miles	Unit of Measure	Unit Cost
360	Mile	\$ <u>129.00</u> / Mile

2. Safety mowing of total length of County road six (6) to eight (8) feet off the roadway in wet soil/weather conditions.

Est. No. of Miles	Unit of Measure	Unit Cost
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360	Mile	\$ 79 ⁰⁰ / ₁₀₀ / Mile
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3. Line trimming of total length of County roads adjacent to all railing, posts, fence lines, retaining walls, structures, and other protruding obstacles around which turf grass, rye grass, or weeds can grow. Portions of County roads may be weedeated only when directed by the Brazos County Road & Bridge Department.

Est. No. of Miles	Unit of Measure	Unit Cost
360	Mile	\$ 20 ⁰⁰ / ₁₀₀ / Mile

4. Acreage in fields or by dams on an as needed basis.

Est. No. of Acres	Unit of Measure	Unit Cost
45	Acres	\$ 70 ⁰⁰ / ₁₀₀ / Acre

H. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276

THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.

Brazos County shall refuse to enter into a contract or other transaction with a person who owes a debt to the County per V.T.C.A Local Government Code §262.0276.

1. This refusal to award a contract to or enter into a transaction with a person, pertains to an apparent low bidder or successful proposer that is indebted to the County;
2. "Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the County requiring approval by the Commissioner's Court;
3. "Debt shall include delinquent taxes, fines, fees, or delinquencies arising from written agreements with the County.
4. Prior to award of a contract by the Commissioners' Court, the Purchasing Department will request a statement of account from the Brazos County Tax Office.
5. Any "debt" as defined above, that is reflected on the statement of account, will be documented and placed in the bid file. The bid or proposal from the person with the debt shall be considered "non-responsive" and "not responsible", eliminating it from any further consideration of award.
6. These provisions shall apply to any "person" owned, partially owned, managed, operated or represented by a "person" indebted to the County.

Please list all the names of the individuals that have ownership, officers, managers, and board of directors that you have associated with your entity below.

Name	Title (Owner, Officer, Director, Manager, Etc.)
Jeffrey Wellmann	Owner

I. LEGISLATIVE CERTIFICATIONS

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>. The undersigned affirms the non-debarment statement above, that they are duly authorized execute this contract. The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2271:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.
4. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

Company Name: Wellmann Enterprises

Authorized Company Representative: Jeffrey Wellmann

Address: P.O. Box 1003

Brenham Texas 77834

Signature: Jeffrey Wellmann

Date: 2-27-2023

Contract #: 23-101

J. CERTIFICATION OF BID

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

Signed By: Jeffrey Wellmann

Typed Name: Jeffrey Wellmann Title: Owner

Company Name: Wellmann Enterprises

Phone: 979 830 3898

Mailing Address: PO Box 1003
Brenham Texas 77834

Email Address: jwellmann@yahoo.com

Vendor Tax Identification Number: 74 2900297

END OF BID REQUEST NO. 23-101 MOWING OF COUNTY RIGHTS OF WAY

By signing below, Brazos County agrees that this bid, 23-101 will be awarded as dictated on the associated bid tabulation sheet, to the Respondent whose name appears above and both parties agree to terms and conditions contained herein.

By: [Signature]

Brazos County Commissioner's Court: DUANE PETERS, COUNTY JUDGE

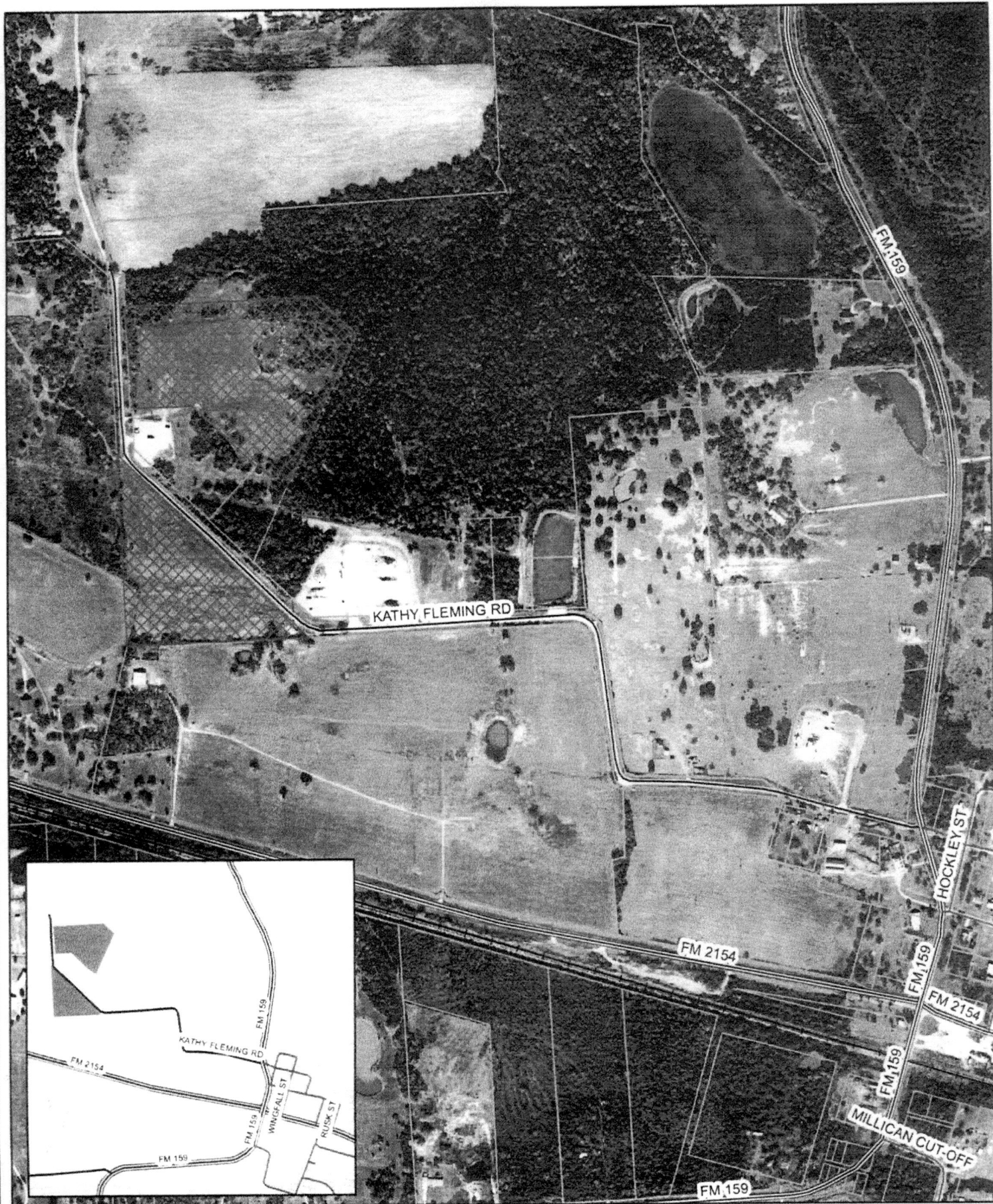
Date: MARCH 14, 2023

Attest: Karen McQueen

Brazos
County
Clerk: KAREN McQUEEN

The following items should be completed and included in your bid submission. Failure to include these items will disqualify your bid.

- ☐ **References (Section D)**
- ☐ **V.T.C.A. Local Government Code §262.0276 for Tax Verification (Section H)**
- ☐ **Legislative Certifications (Section I)**
- ☐ **All Addendums (if applicable)**
- ☐ **Certification of Bid (Section J)**



1:8,000

1 inch = 667 feet

Date: 1/8/2015

Created By: Brazos County
Road and Bridge

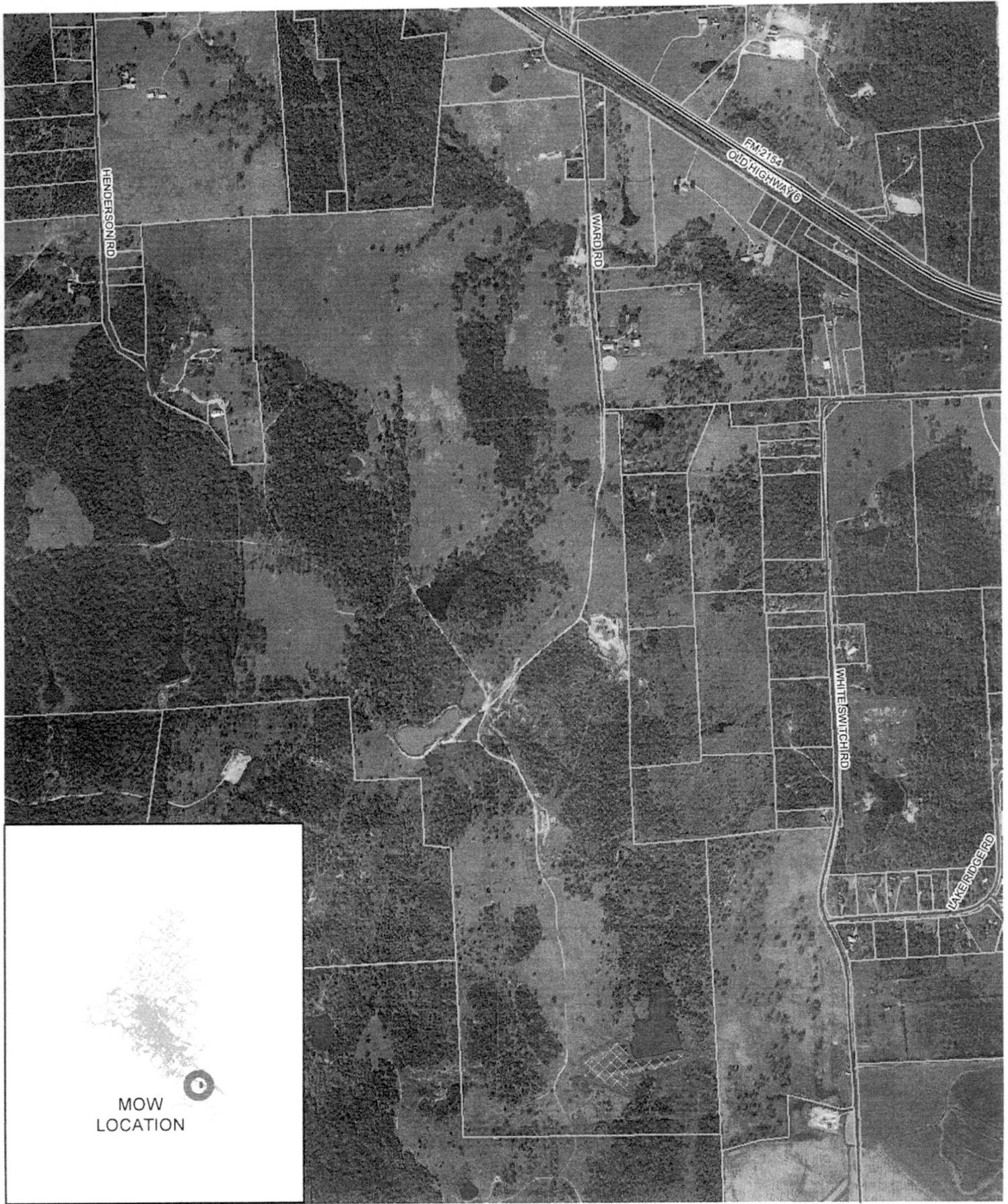
Notes: For referential use only.

Brazos County Landfill Site Area to be Mowed Approximately 27.41 Acres



BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT

2015



**Brazos County Dam Site 5
Mowing Area
6.65 Acres**



1:16,000

Notes: For referential use only.

Date: 1/17/2023



BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT

1023



1:8,000

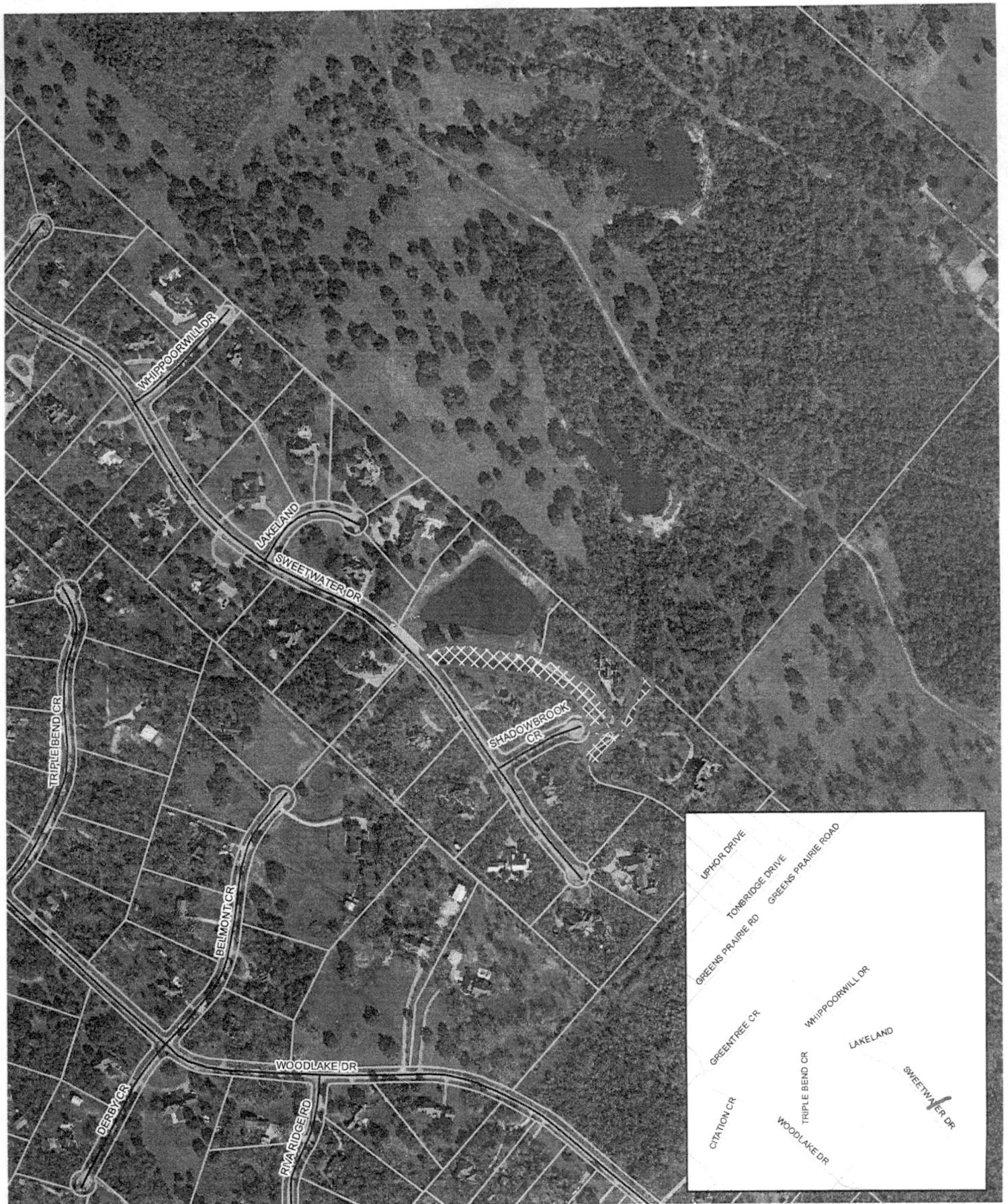
Notes: For referential use only.

Date: 1/17/2023

Lake Ridge Dam Site 6
Mowing Area
8.05 Acres



BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT
2023



**Sweetwater Channel
Mowing Area
1.96**



1:6,000

Notes: For referential use only.

Date: 1/17/2023



BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT

2023

EXTITUDE 0
No Mow Areas



No Mow





SH 30

SH 30
GLOMA ALLEN DR

ENCHANTED OAKS DR

WHISPERING OAKS DR

ACTON OAKS DR

253000

COLE LN

WINDING CREEK

WINDING CREEK

SH 30

ROANS CHAPEL RD

GOLDEN MIST

GOLDEN TR
GOLD NUGGET

RAINBOW TR

PATE RD PATERO

CROSS CREEK
BEER CREEK DR

AUSTRALIAN

NATIVE TREE LN
HARDY WHEEDON RD

GREEN HILL DR

GREEN HILL TAP RD

4749

COLETTEN LN

DEADWOOD LN



DEW RD
TWEED
OAK

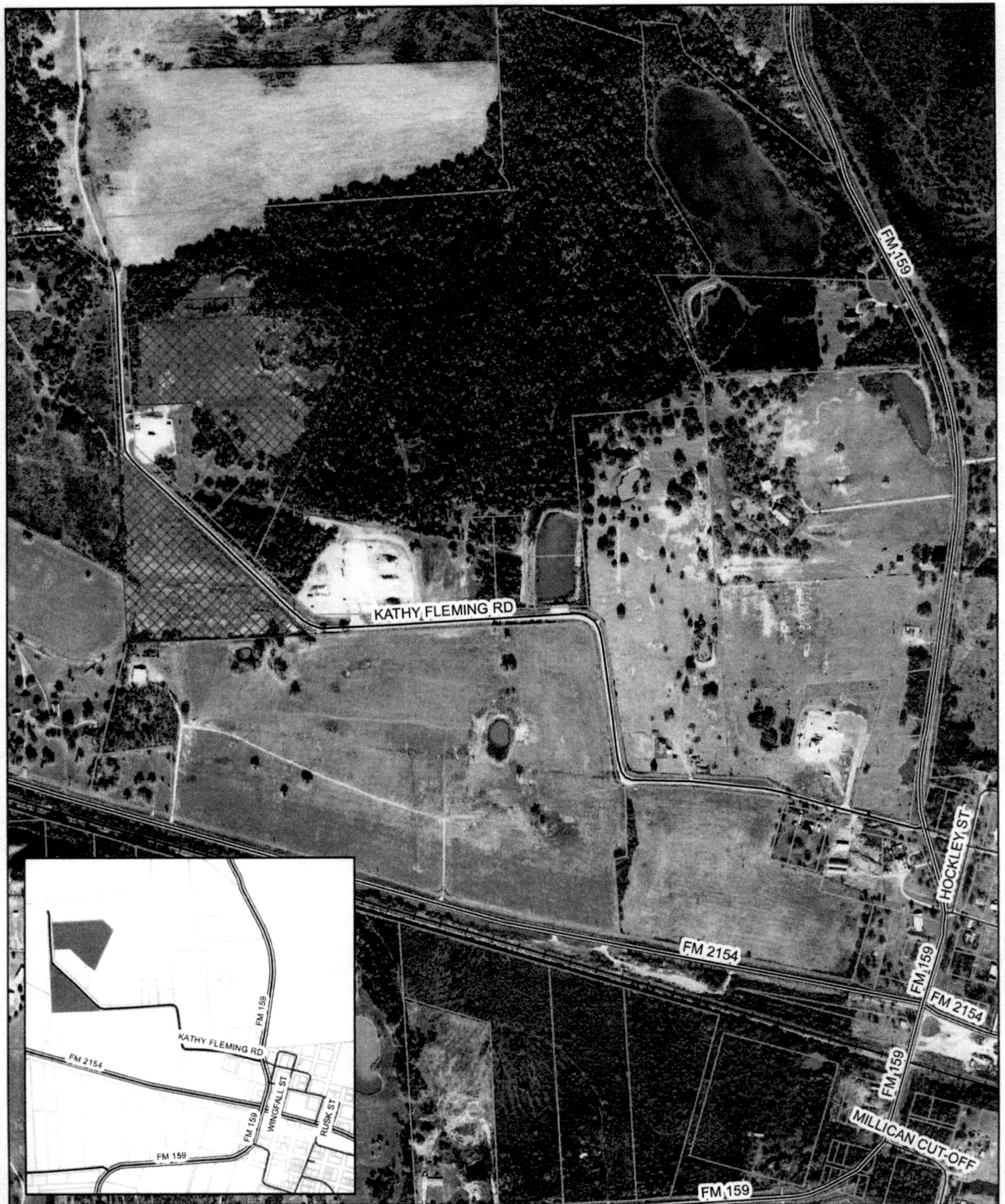
NEWSOME
CEMETERY RD.

FLYWAY

RIVER RD

DOGWOOD TR

60 FT.
9755
9755



1:8,000
1 inch = 667 feet

Date: 1/8/2015
Created By: Brazos County
Road and Bridge
Notes: For referential use only.

Brazos County Landfill Site Area to be Mowed Approximately 27.41 Acres



PREPARED BY THE
BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT
2015
JANUARY



1:6,000
1 inch = 500 feet

Date: 1/8/2015
Created By: Brazos County
Road and Bridge
Notes: For referential use only.

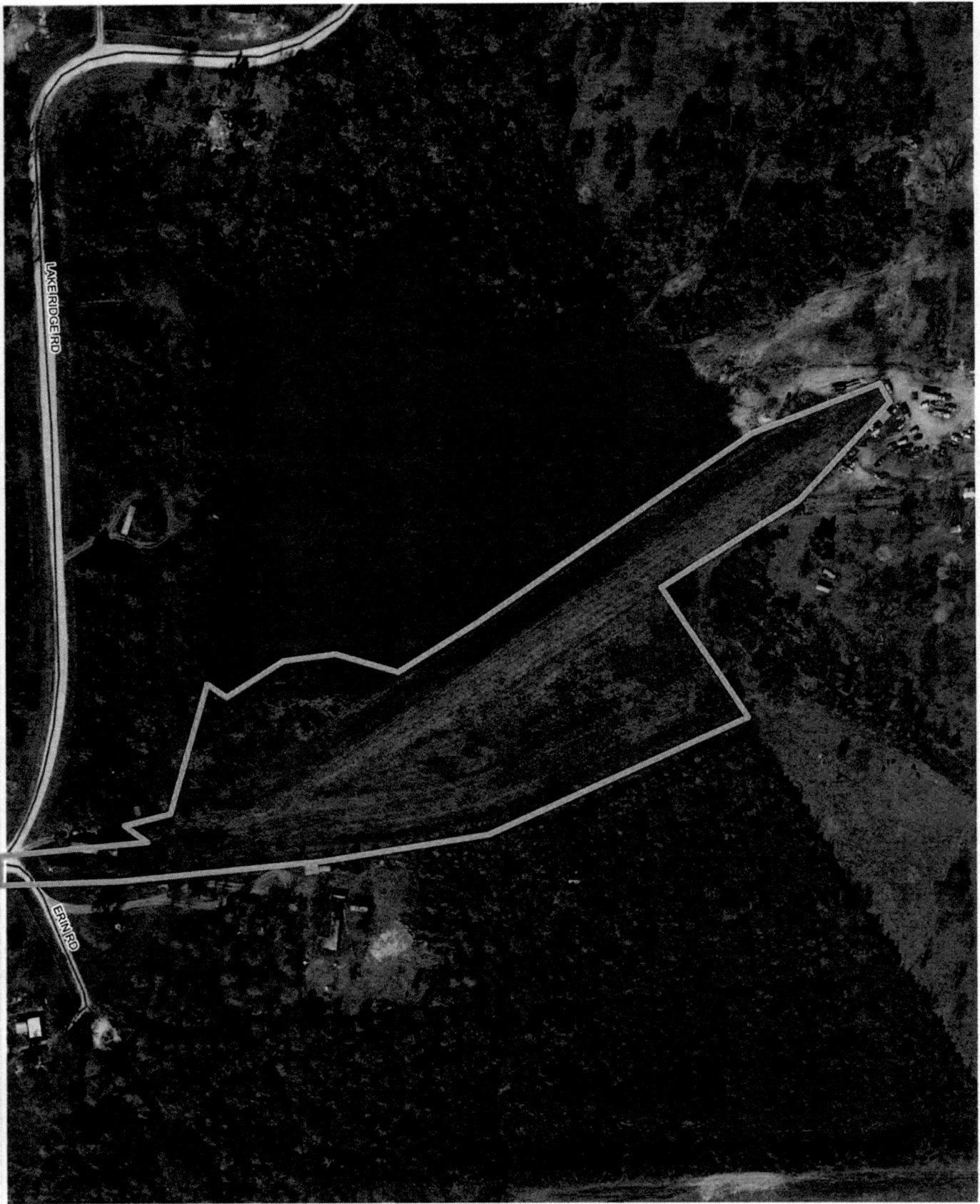
Brazos County Dam Site 5 Area to be Mowed Approximately 6.65 Acres



PREPARED BY THE
BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT

2015
15-001





1:2,716

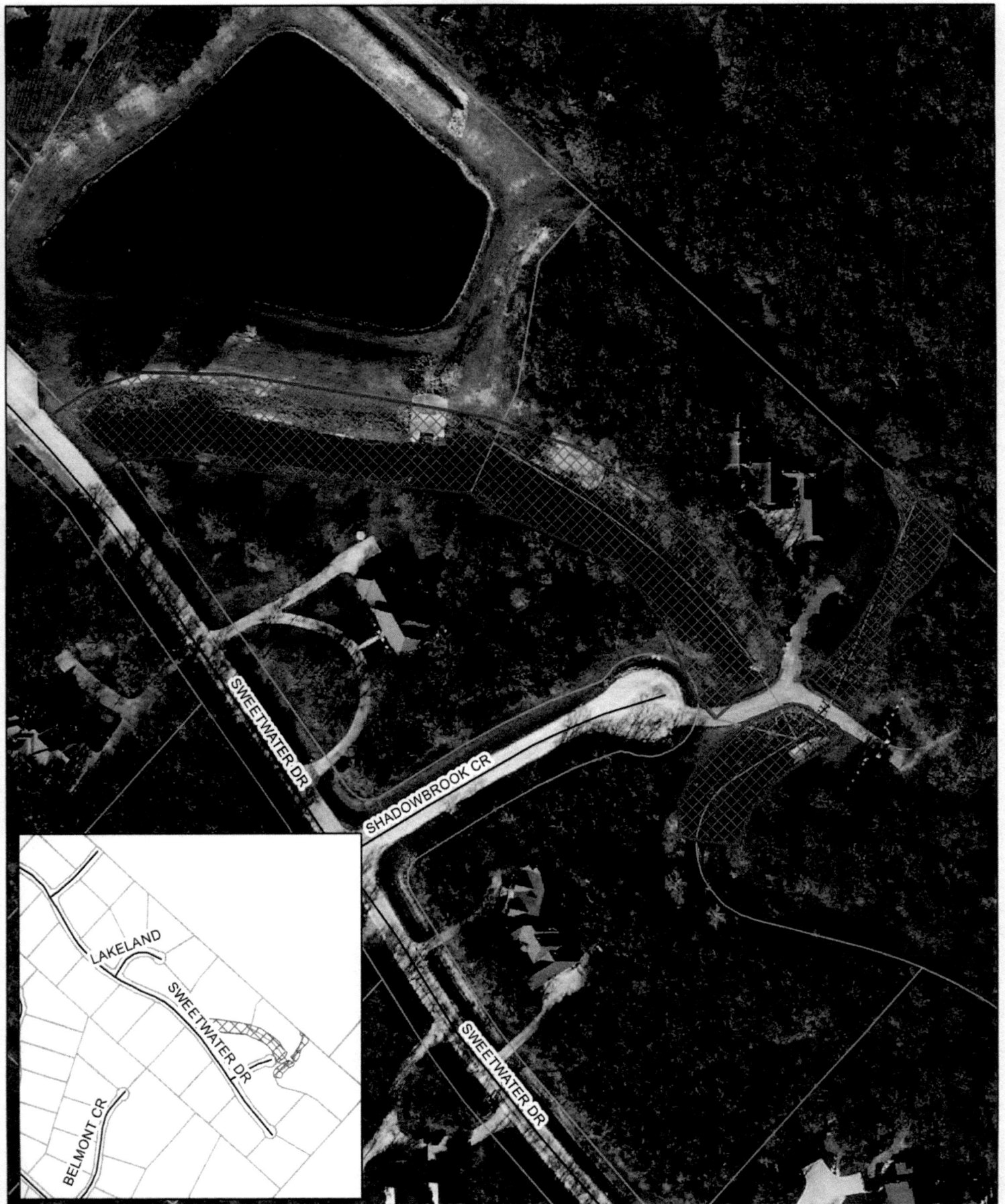
Notes: For referential use only.

Date: 12/3/2019

Lake Ridge Dam Site 6
Mowing Area
8.05 Acres



PREPARED BY THE
BRAZOS COUNTY
ROAD AND BRIDGE DEPARTMENT
2019
(04-1)



1:1,545

1 inch = 129 feet

Date: 9/28/2015

Created By: Brazos County

Road and and Bridge

Notes: For referential use only.

Sweetwater Channel
Area to be Mowed
Approximately 1.96 Acres



WASTEWATER
TREATMENT
PLANT

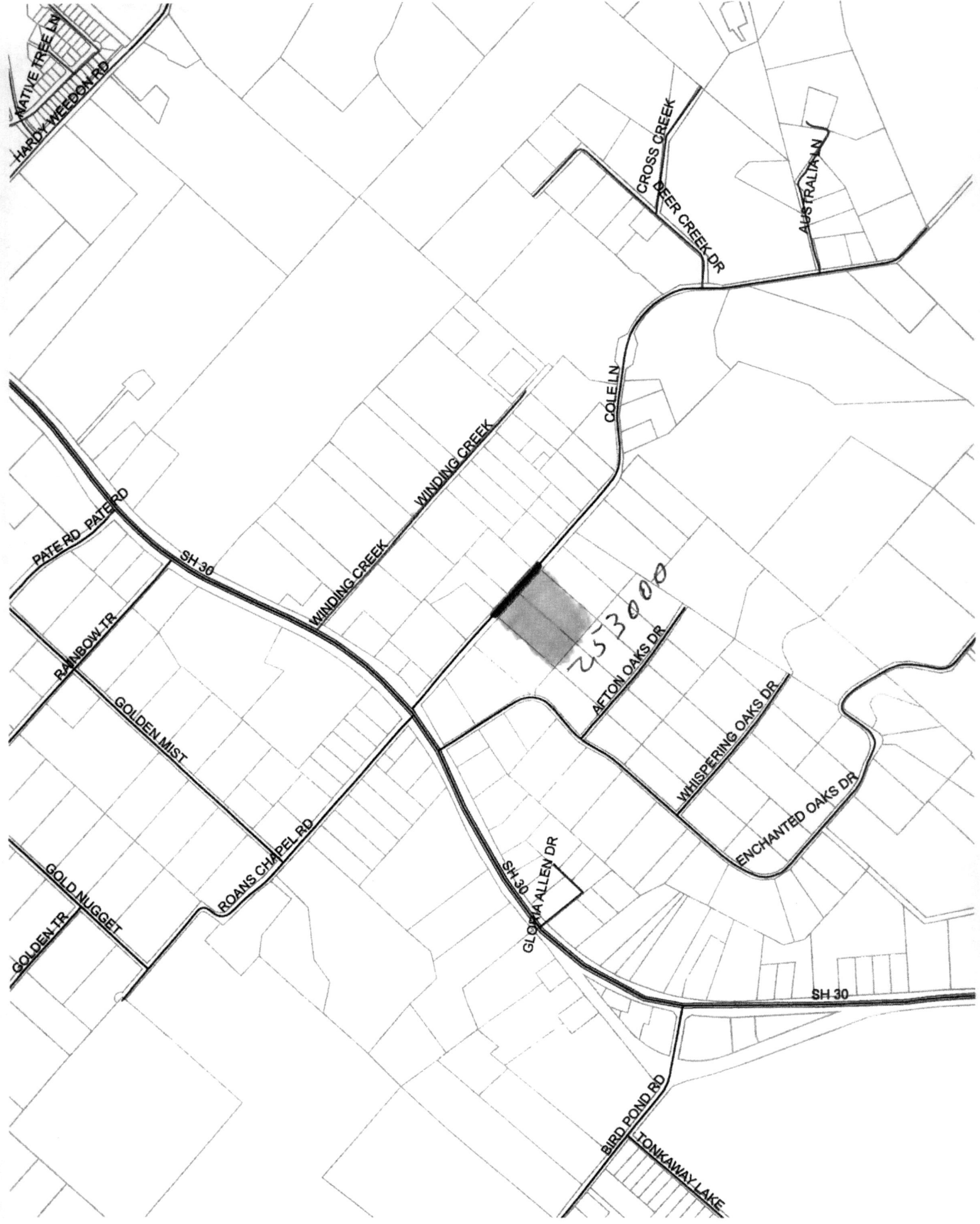
STALLION RIDGE

290'
5815

WILD HORSE RUN

SHELLBOURNES HILL

PAINT TR





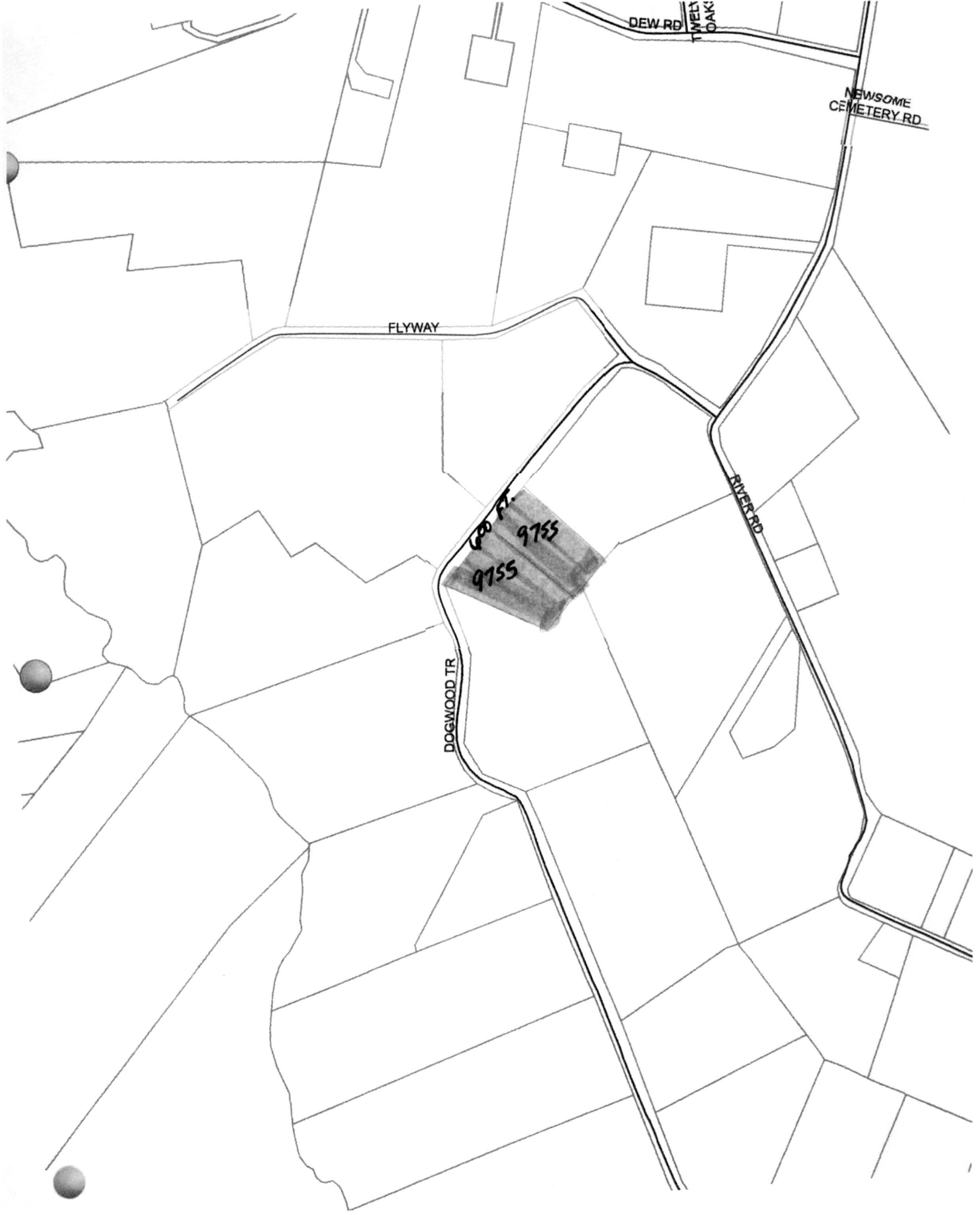
GREEN HILL DR

GREEN HILL TAP RD

4749

COLLETTE LN

DEADWOOD LN





No Mow

STEEL CV

JONES RD

IMPERIAL LP

IMPERIAL LP

RAYMOND STOTZER PW

RAYMOND STOTZER PW

WELCOME LN

LISTER LN

WHITE CREEK RD

SMITH LN

RAYMOND STOTZER PW

OAK HILLS CR

6015

6046

Chip 3

LOS ROBLES DR

WHISPERING RIDGE

VALLEYVIEW DR

LIGHTSEY LN

RIVER RD

MYRTLE RD



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: Approval of Contract #23-115 for Residential Services of Juvenile Offenders with Roy Maas Youth Alternative.

TO: Commissioners Court

FROM: Josue Loyola

DATE: 03/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Partially_Executed_Agreement.pdf](#)

Description

Contract.

Type

Backup Material

**CONTRACT AND AGREEMENT FOR LONG-TERM
RESIDENTIAL SERVICES OF JUVENILE OFFENDERS
SPACE AVAILABLE**

**Roy Maas Youth Alternatives, Inc.
Residential Services
March 1, 2023 – April 30, 2024**

This Agreement is entered into by and between Brazos County, acting by and through its duly authorized representative (hereinafter, "Juvenile Probation") and Roy Maas Youth Alternatives, Inc., acting by and through its duly authorized representative (hereinafter, "Service Provider") pursuant to license granted by the appropriate State agency with licensure or regulatory authority over the facility ("Service Provider").

PURPOSE

- 1.00 The purpose of this Residential Services Agreement is to provide Juvenile Probation with long term residential care for children adjudicated to have committed delinquent conduct or conduct indicating a need for supervision.

TERM

- 2.00 The term of this Agreement is for 12 months commencing March 1, 2023 – April 30, 2024. It shall be automatically renewed for one year terms thereafter, commencing March 1st and ending April 30th, unless one party notifies the other in writing, at least thirty (30) days prior to the expiration of said term, of its intention to not renew this Agreement.

SERVICES

- 3.01 The level of care rates and services delivery criteria; as well as the required description of the characteristics of children will be in accordance with the definitions determined by the Texas Department of Family and Protective Services. The level of care will be determined by Service Provider upon the child's acceptance for placement.

Service Provider will provide the following level of care services:

- 3.011 **Specialized Level of Care** consists of a structured, controlled residential treatment setting that is designed to provide appropriate supervision and a moderate level of therapeutic services to maintain or improve the child's functioning. These services reflect a full range of social, psychosocial, and rehabilitative interventions and may include, but are not limited to, substance abuse services, sex offender treatment, special populations, mental health services and services for pregnant females. Specialized programming is developed and implemented by appropriately credentialed professionals.
- 3.012 **Intense Level of Care** consists of very severe impairment, disability or needs; consistently unable or unwilling to cooperate in own care; may be severely aggressive or exhibit self-destructive behavior or grossly impaired in reality testing,

communication, cognition, affect, or personal hygiene; may present severe to critical risk of causing harm to self or others; needs constant supervision (24-hour) care with maximum staffing, in a highly structured setting.

- 3.013 **Intense Plus Level of Care** consists of chronically serious to severe emotional and/or behavior management problems that interfere with the child's ability to function in a family, school, or community setting outside of a therapeutic environment. Children at this level do not function in a socially appropriate manner and have emotional functioning that is largely incongruent with chronological age. Additionally, children at this level frequently have serious to severe outbursts that make it difficult to participate in routines or accept responsibility for their behavior.
- 3.014 The provision of individual, group and family therapy and other therapeutic interventions and programs, are managed and administered by appropriately licensed mental health professionals (e.g., psychiatrists, psychologists, therapists, counselors or paraprofessional staff under the direct supervision of professional therapists or counselors).
- 3.015 Review of a child's continued need for specialized services shall be conducted at least every 90 days by an appropriate mental health professional and/or treatment team.
- 3.02 Service Provider will perform the following services:
- A. Provide basic residential services, including: standard supervision by qualified adults, food and snacks, recreation, personal hygiene items, hair cuts, transportation, school supplies, and room, (rent, utilities, maintenance, telephone).
 - B. Provide and document paraprofessional counseling, off-campus visits or furloughs, major incidents and worker contacts. Any and all costs associated with off-campus visits or furloughs will be paid by the parent or guardian.
 - C. Initiate and document meetings and attempted meetings among Service Provider, Juvenile Probation staff and contracted children for the purpose of justifying continued placement. Justification shall be done at a minimum of every thirty (30) days. A copy of the placement justification shall be submitted to Juvenile Probation within ten (10) working days.
 - D. Ensure that the child's parent(s) or legal guardian(s) and Juvenile Probation are notified if a child in placement makes an unauthorized departure, becomes seriously ill, or is involved in a serious accident. Juvenile Probation and parents will be informed immediately if during working hours. After normal working hours, every effort will be made to notify Juvenile Probation and the parents. In the event of serious illness or accident and for any required follow-up care Service Provider shall be responsible for having the child transported to the nearest hospital or emergency care facility.
 - E. Ensure that the resident is made available to the juvenile probation officer to participate in **monthly status and progress reviews**, as described in Texas Administrative Code §341.506. A staff member who is knowledgeable about the resident's progress in the facility's programming participates in **monthly status and progress reviews** with the juvenile probation officer and provides a monthly written

summary of the resident's progress in the facility's programming and documentation is maintained in the resident's file.

- F. Document and maintain records of all goods and services provided to contracted children. These records shall contain, but are not limited to: hours of services provided, number of children served, average length of stay per client, total hours of counseling or treatment provided. These records shall be made available to Juvenile Probation for periodic inspection.
- G. Document and maintain records pertaining to the effectiveness of goods and services provided to contracted children. These records shall contain, but are not limited to: percentage of children in program successfully achieving set educational goals, percentage of children achieving set vocational goals, percentage of children achieving set social skills goals, percentage of youth demonstrating overall progress, and number and type of investigations made by the Department of Family and Protective Services or any law enforcement agency due to reports of abuse and/or neglect. These records shall be made available to Juvenile Probation for periodic inspection.
- H. Any and all medical/psychiatric treatment and medication required to meet the needs of the child, as well as clothing, or other expenses not provided for in the Service Provider's program, shall be the sole responsibility of the said child's parent(s), guardian(s), court ordered appointed conservator or Juvenile Probation, to be paid by either Juvenile Probation, Medicaid or health insurance. However, in no case shall a child be denied any needed medical/psychiatric treatment or clothing due to the inability to pay.

EVALUATION CRITERIA

4.01 The performance of Service Provider in achieving the goals of Juvenile Probation will be evaluated on the basis of the output and outcome measures contained in this section. Juvenile Probation, at its discretion and with no less than 30 days notice given to Service Provider, may use other means or additional measures to evaluate the performance of Service Provider in fulfilling the terms and conditions of the Agreement.

- A. Juvenile Probation shall evaluate Service Provider's performance under this Agreement according to the following specific performance goals for Service Provider:
 - 1. Ensure children complete residential placement.
 - 2. Prevent re-referrals of children during the six (6) months following release from residential placement.
 - 3. Ensure children move down in their Level of Care (if applicable) as they progress in the treatment program.
- B. Juvenile Probation shall additionally evaluate Service Provider by the following output measures (in actual numbers of units of service and activities):
 - 1. The total number of children placed in residential placement.
 - 2. The total number of children who were discharged from residential placement successfully.

3. The total number of re-referrals of children discharged from placements within six (6) months after release.
 4. The total number of children who move down in their Level of Care (if applicable).
 5. The average length of time before a child moves down in the Level of Care (if applicable).
- C. Juvenile Probation shall further evaluate Service Provider by the following outcome measures:
1. Percentage of children in residential placement who will complete their placement as a successful discharge.
 2. Percentage of children who have completed their placement and not re-referrals within six (6) months after release.
 3. Percentage of children who move down in their Level of Care (if applicable).

Notwithstanding the foregoing criteria for evaluation, nothing herein shall be construed as a guaranty of outcome or performance by any child.

- 4.02 Service Provider shall report on a monthly basis to Juvenile Probation as to each of the foregoing output and outcome measures. These reports will be reviewed by Juvenile Probation in order to monitor Service Provider for programmatic compliance with this Agreement.

COMPENSATION

- 5.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay the Service Provider not more than the per diem rates based upon the Level of Care provided, in accordance with the schedule of rates set by the Texas Department of Family and Protective Services. The daily rate shall be paid to the Service Provider for each day a child is in residential treatment pursuant to billing and paying procedures agreed upon by Juvenile Probation and Service Provider.
- 5.02 Psychiatric services will be provided to the child on an as needed basis and shall be billed to Juvenile Probation unless covered by Medicaid. An initial psychiatric/psychological evaluation that has been conducted within the last 12 months is required prior to acceptance into the program.
- 5.03 Service Provider will submit an invoice for payment of services to Juvenile Probation on a monthly basis. Said invoice shall be submitted with ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation in order to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation within 30 days of receiving invoice.
- 5.04 Juvenile Probation shall be responsible for all of the juvenile's medical expenses, and Juvenile Probation agrees to indemnify and hold the Service Provider, its officers, administrator, representatives, agents, shareholders and employees from any and all liability for charges for medical expenses.

For all non-emergency treatment, including dental, vision, medical, and mental health services, the Service Provider must obtain prior authorization from Juvenile Probation.

If an emergency examination, EMS treatment, health care treatment, and/or hospitalization outside the Facility (hereinafter, "Outside Treatment") is required for a child placed in the Facility, the Administrator of the Facility (hereinafter, "the Administrator") is authorized to secure the Outside Treatment at the expense of Juvenile Probation. The Administrator shall notify Juvenile Probation of Outside Treatment within twenty-four (24) hours of its occurrence.

Juvenile Probation shall make arrangements directly with vendors for the provision of, and payment for, routine medical expenses, including without limitation, hospitalization, prenatal services, and dental, for Post-Adjudication Program juveniles and other juveniles for whom the Administrator has not elected to secure such services as provided herein above. In all other medical situations, the Service Provider is authorized, but not required, to make arrangements with vendors, at Juvenile Probation's request, for the provision of medical treatment at the expense of Juvenile Probation. If the Service Provider makes such arrangement, the Service Provider is authorized, but not required, to seek coverage or reimbursement of expenses from all sources, including but not limited to, Medicaid, Social Security, medical insurance coverage, or contributions from parents or others and deducted from the invoice submitted to Juvenile Probation. Documentation must include the name(s) and SID numbers of the parties receiving the services, the dates and time services were provided and such other information deemed necessary for adequate fiscal control. In any event, responsibility for payment to vendors or reimbursement to Service Provider is the ultimate responsibility of Juvenile Probation. Service Provider will invoice Juvenile Probation for any non-reimbursed funds advanced by the Service Provider, and the Juvenile Probation will remit to the Service Provider, within 30 days of invoice, full and final payment.

- 5.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this Contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted Accounting Practices (GAAP):
1. Service Provider has an outside audit completed on a yearly basis which specifies receipt and expenditure of State funds. Service Provider shall forward a copy of the annual outside audit to Juvenile Probation following the end of the fiscal year.
 2. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. The accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.
- 5.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 5.07 In the event that State Reimbursement Rates are increased during the duration of the terms of this Contract, the new rates will become effective reflecting those of the increase.

- 5.08 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 5.09 Service Provider will provide certification of eligibility to receive state funds as required by Texas Family Code Section 231.006.
- 5.10 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ADDITIONAL TERMS & AGREEMENTS

- 6.01 Prior to transporting a child to the Facility for placement, Juvenile Probation shall call the Facility to ensure that space is available. Placement of children by Juvenile Probation may be denied if space limitations require as determined by the Facility.
- 6.02 A child will only be accepted in the Facility upon receipt by the Administrator of a proper order from the Juvenile Court of **Brazos County** and other documentation required by Service Provider.
- 6.03 Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the Administrator and staff of the Facility.
- 6.04 If a child is accepted by the Facility from Juvenile Probation and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, or unmanageable, unsuitable for the program or combination of such conditions or characteristics or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Administrator shall notify Juvenile Probation of **Brazos County** of this determination. It will be the responsibility of Juvenile Probation to provide for the transportation for the removal of the child within 24-48 hours during normal business hours. If the request for removal falls on a weekend or a holiday, arrangements need to be made and communicated with the placement agency within 24-48 hours of the next business day.
- 6.05 Service Provider, agrees that the Facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.
- 6.06 It is understood and agreed by the parties that children placed in the Facility under proper orders of the appropriate Juvenile Court shall not be discharged from the Facility until the Administrator of the Facility receives a written authorization from the Juvenile Probation Department that originally authorized the placement of the child, unless the child is unsuccessfully discharged from the facility.
- 6.07 It is further understood and agreed by the parties that children placed in the Facility may be released to the Juvenile Probation or other appropriate authority of **Brazos County** pursuant to: (a) Section 6.04 of this Contract or, (b) an Order of Release signed by the Judge of the Juvenile Court of **Brazos County**.

- 6.08 It is further understood and agreed by the parties that nothing in this contract shall be construed to permit **Brazos County**, its agents, servants, or employees in any way to manage, control, direct or instruct Service Provider, its director, officers, employees, agents, shareholders and designees in any manner respecting its work, duties or functions pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of **Brazos County** shall control the conditions and terms of detention supervision as to a particular child pursuant to Texas Family Code, Section 51.12.
- 6.09 Juvenile Probation reserves the right to terminate the child's placement with Service Provider at its discretion. Juvenile Probation will provide notice of removal within 24-48 hours during normal business hours. Service Provider must not release a child to any person or agency other than Juvenile Probation without the written consent of an authorized agent of Juvenile Probation.

EXAMINATION OF PROGRAM & RECORDS

- 7.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and evaluation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.
- 7.02 Service Provider shall provide to Juvenile Probation such descriptive information contracted children as requested on forms provided by Juvenile Probation.
- 7.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and Expenses of this Agreement.
- 7.04 Service Provider will keep a record of all services provided to Juvenile Probation under this agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.
- 7.05 "Contractor (aka "Service Provider") understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the contractor and the requirement to cooperate is included in any subcontract it awards."

CONFIDENTIALITY OF RECORDS

- 8.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation, and shall not re-disclose the information except as required to perform the services to be provided pursuant to this Contract, or as may be required by law.

DUTY TO REPORT

9.01 Allegations Occurring Inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program in the following manner:

- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made, to the following:
 - 1. Local law enforcement agency; and
 - 2. With respect to juveniles placed by **Brazos County Juvenile Probation Department**, notification shall be made to the **Brazos County Juvenile Probation Department** and an incident report shall be sent to facsimile number (979) 823-4211. Additionally, the Executive Director shall be contacted via telephone at (979) 361-1871 or (979) 361-1800 within 24 hours.
 - 3. When applicable, **Brazos County Juvenile Probation** shall make the appropriate notifications and reports to Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6717 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt.
- B. For allegations and incidents of sexual abuse or serious physical abuse:
 - 1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
 - 2. With respect to children placed by **Brazos County Juvenile Probation Department**, an Incident Report Form shall be sent to **Brazos County Juvenile Probation Department** within 24 hours at facsimile number (979) 823-4211 and notification shall also be made via a telephone call to the Executive Director at (979) 361-1871 or (979) 361-1800.
 - 3. When applicable, **Brazos County Juvenile Probation** shall contact the Texas Juvenile Justice Department immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6717 or by email.

- 9.02 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a child, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.
- 9.03 As used within this Agreement:
- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence of an alleged abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program.
 - B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
 - C. Sexual abuse is conduct committed by any person against a child that includes sexual abuse by contact or sexual abuse by non-contact.
 - D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
 - E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves children under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing children under juvenile court jurisdiction.
 - F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves children under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

CRIMINAL HISTORY SEARCHES

- 10.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.
- 10.02 Criminal history searches shall include the following:

- A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.
 - B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.
 - C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 10.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising there from have been resolved.
- 10.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 10.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 10.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 10.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

DISCLOSURE OF INFORMATION

- 11.01 Service Provider warrants that, prior to entering this Contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;
 - B. Any and all litigation filed against the Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;
 - C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with juveniles;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and/or exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with juveniles was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with juveniles that are registered sex offenders; and
 - F. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with juveniles that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
- 11.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether a prospective or existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

EQUAL OPPORTUNITY

- 12.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against any employee, prospective employee, child, childcare provider, or parent on the basis of age, race, sex religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ASSIGNMENT & SUBCONTRACT

- 13.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

OFFICIALS NOT TO BENEFIT

- 14.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

DEFAULT

- 15.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:
- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
 - B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms, and
 - C. In either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

TERMINATION

- 16.01 This Agreement may be terminated:
- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
 - B. Upon expenditure of available funds.
- 16.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

WAIVER OF SUBROGATION

- 17.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

REPRESENTATIONS & WARRANTIES

18.01 Service Provider hereby represents and warrants the following:

- A. That it has all necessary right, title, license and authority to enter into this Agreement;
- B. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, or any political subdivision thereof.
- C. The Service Agency 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 must be issued and then approved by Brazos County Risk Management. The Certificate of Insurance must be approved by Risk Management before any services can be rendered.
- D. The Service Agency shall furnish and keep in full force the following insurance during the term of this Contract:
 - 1. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, with Brazos County named as an additional insured with waiver of subrogation in favor of Brazos County.
 - 2. Professional Liability (Errors and Omissions) Insurance appropriate to the services being provided, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If the Service Agency maintains broader coverage and/or higher limits than the minimums shown above, Brazos County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Brazos County.
 - 3. Abuse and molestation insurance as an endorsement to the professional liability policy with coverage for damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Service Agency is responsible including but not limited to Service Agency and Service Agency's employees and volunteers. Policy endorsement's definition of an insured shall include the Service Agency, and the Service Agency's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$2,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.
 - 4. Commercial Automotive Liability with \$1,000,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as an additional insured with waiver of subrogation in favor of Brazos County.

5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Service Agency receives notification of contract approval.
 6. The Service Agency agrees to release and hold harmless Brazos County from any and all claims and liability due to the acts of the Service Agency's employees and the operation of his equipment. The Service Agency 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 Service Agency's employees' activities. Further, the Service Agency 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 Service Agency 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 Service Agency or Brazos County.
- E. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse, neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of the following official notice forms that are available on the Texas Juvenile Justice Department website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

TEXAS LAW TO APPLY

- 19.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in **Brazos County, Texas**.
- 19.02 Service Provider verifies that it does not boycott Israel and will not boycott Israel during the term of this contract.

VENUE

- 20.01 Exclusive venue for any litigation arising from this Agreement shall be in **Brazos County, Texas**.

LEGAL CONSTRUCTION

- 21.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

PRIOR AGREEMENTS SUPERSEDED

- 22.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting the within subject matter.

This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by **Juvenile Probation** for the children placed in the Facility by the Judge of **Brazos County** having juvenile jurisdiction.

PRISON RAPE ELIMINATION ACT

- 23.01 *If applicable*, Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual assault of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual assault in facilities housing adult and juvenile offenders. [PREA §115.312(a)].

Under PREA, Service Provider shall make available to the CPO all incident-based aggregated data reports for every allegation of sexual abuse at its facility or facilities, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30. [PREA §115.387(e) and (f)]

Under PREA, the Service Provider shall be subjected to annual contract monitoring by Juvenile Probation to ensure that the Service Provider is complying with the PREA standards [PREA §115.312(b)]. To comply with this standard the Service Provider will make available to the CPO all incident-based aggregated sexual abuse data within 24-hours of the allegation.


Under PREA, Juvenile Probation will make the aggregated sexual abuse data for each Service Provider available to the public via the Juvenile Probation website [PREA §115.389(b)].

Brazos County
Juvenile Probation Department

Roy Maas Youth Alternatives, Inc.
Service Provider



Linda Ricketson
Executive Director



Blair Thompson
Chief Executive Officer

Brazos County Commissioners Court

ON MARCH 14, 2023, FULLY EXECUTED, EACH OF
WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

By: 

Duane Peters, County Judge
Chairman, Juvenile Board
200 S. Texas Ave., Ste. 332
Bryan, TX 77803
Phone: 979-361-4102
Fax: 979-361-4503



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2023 - Right of Way
Abandonment - 20' Alley - Millican
Townsite

DATE OF COURT MEETING: 3/14/2023

ITEM: Consider and take action to close, vacate and abandon a 20' alley located in Block 115 of the town of Millican. Roadway was never built and there is not public interest served by retaining the original right of way. Site is located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 03/06/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Right of Way Abandonment - 20' Alley - Millican Townsite.pdf	Right of Way Abandonment - 20' Alley - Millican Townsite	Backup Material

**ORDER VACATING ROAD
("Order")**

STATE OF TEXAS §

COUNTY OF BRAZOS §

WHEREAS, the Brazos County Commissioners Court desires to close, abandon, and vacate a public road upon the following tract:

All that certain, lot, tract or parcel of land lying and being situated in the E. M. MILLICAN SURVEY, Abstract No. 40, Brazos County, Texas and part of the 20-foot wide alley as depicted in Block 115, TOWN OF MILLICAN, according to the plat recorded in Volume "P", Page 484, Brazos County Deed Records (B.C.D.R.), said tract being more particularly described by metes and bounds in **Exhibit A**, attached hereto and incorporated herein by reference;

WHEREAS, Texas Transportation Code §251.001 defines "abandon" as to "relinquish the public's right of way in and use of the road" and defines "vacate" as to "terminate the existence of the road by direct action of the commissioners court of a county". TEXAS TRANSPORTATION CODE §251.001 (1) and (3); and

WHEREAS, Texas Transportation Code §251.051(a)(1) states "the commissioners court of a county shall order that public roads be laid out, opened, discontinued, closed, abandoned, vacated or altered." TEXAS TRANSPORTATION CODE §251.051 (a) (1); and

WHEREAS, Texas Transportation Code §251.051(b)(1) states "a unanimous vote of the commissioners court is required to close, abandon, or vacate a public road." TEXAS TRANSPORTATION CODE §251.051(b)(1); and

WHEREAS, no person that owns property that abuts the public road being closed, abandoned and vacated has attempted to enjoin the entry or enforcement of this order. TEXAS TRANSPORTATION CODE §251.058(a)(1); and

WHEREAS, the public road being closed, abandoned and vacated does not provide the only ingress or egress to any property adjacent to it. TEXAS TRANSPORTATION CODE §251.058 (a) (2); and

WHEREAS, title to the public road being closed, abandoned and vacated to the center line of the road will vest on the date this order is signed by the county judge in the owner of the property that abuts the road being closed, abandoned and vacated, and a copy of this order shall be filed in the deed records of the county and serves as the official instrument of conveyance from the county to the owner of the abutting property. TEXAS TRANSPORTATION CODE §251.058 (b).

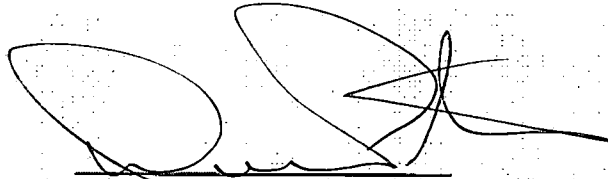
NOW, THEREFORE, IT IS ORDERED, upon proper notice and announcement as required by law, and upon motion duly made and seconded, and passed by a unanimous vote, as indicated by the signatures of the County Commissioners below, the public road upon the following tract is hereby closed, abandoned and vacated:

All that certain, lot, tract or parcel of land lying and being situated in the E. M. MILLICAN SURVEY, Abstract No. 40, Brazos County, Texas and part of the 20-foot wide alley as depicted in Block 115, TOWN OF MILLICAN, according to the plat recorded in Volume "P", Page 484,

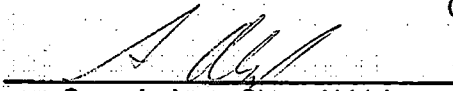
Brazos County Deed Records (B.C.D.R.), said tract being more particularly described by metes and bounds in **Exhibit A**, attached hereto and incorporated herein by reference;

FURTHERMORE, BE IT ORDERED that this Order serves as the official instrument of conveyance of the property described in **Exhibit A**, from the Grantor, Brazos County, Texas, to the owner of property abutting the road closed, abandoned and vacated, said owner being **MONTCLAIR COMPANIES, LLC**; the dimensions of the property being conveyed are described in **Exhibit A**, attached hereto and incorporated for all purposes herein.

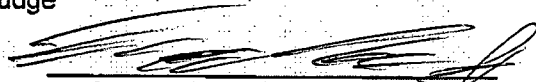
Issued by authority of the Commissioners Court of Brazos County, Texas, this 14 day of MARCH, 2023.



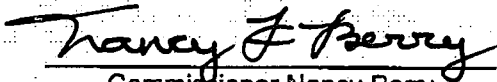
Duane Peters
County Judge



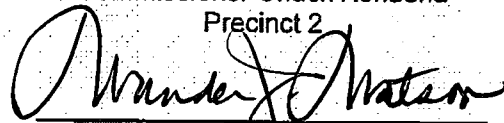
Commissioner Steve Aldrich
Precinct 1



Commissioner Chuck Konderla
Precinct 2



Commissioner Nancy Berry
Precinct 3

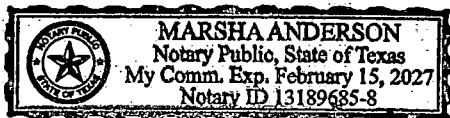


Commissioner Wanda J. Watson
Precinct 4

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on March 14, 2023, by Duane Peters, County Judge of the County of Brazos, Texas, a Political Subdivision of the State of Texas.

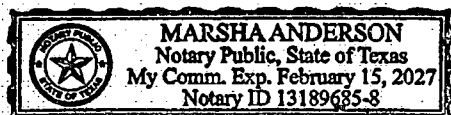


Marsha Anderson
Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on March 14, 2023, by Steve Aldrich, Commissioner Pct. 1 of the County of Brazos, Texas, a Political Subdivision of the State of Texas.

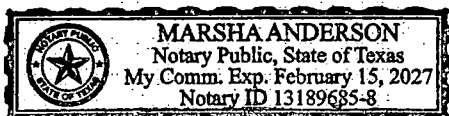


Marsha Anderson
Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on March 14, 2023, by Chuck Konderla, Commissioner Pct. 2 of the County of Brazos, Texas, a Political Subdivision of the State of Texas.

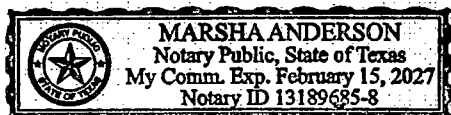


Marsha Anderson
Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on March 14, 2023, by Nancy Berry, Commissioner Pct. 3 of the County of Brazos, Texas, a Political Subdivision of the State of Texas.

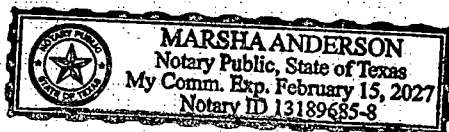


Marsha Anderson
Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on March 14, 2023, by Wanda J. Watson, Commissioner Pct. 4 of the County of Brazos, Texas, a Political Subdivision of the State of Texas.



Marsha Anderson
Notary Public, State of Texas

Exhibit "A"

Buchanan Street

100' R.O.W. ~ 10' Gravel Pymt.
 V.P., P.484

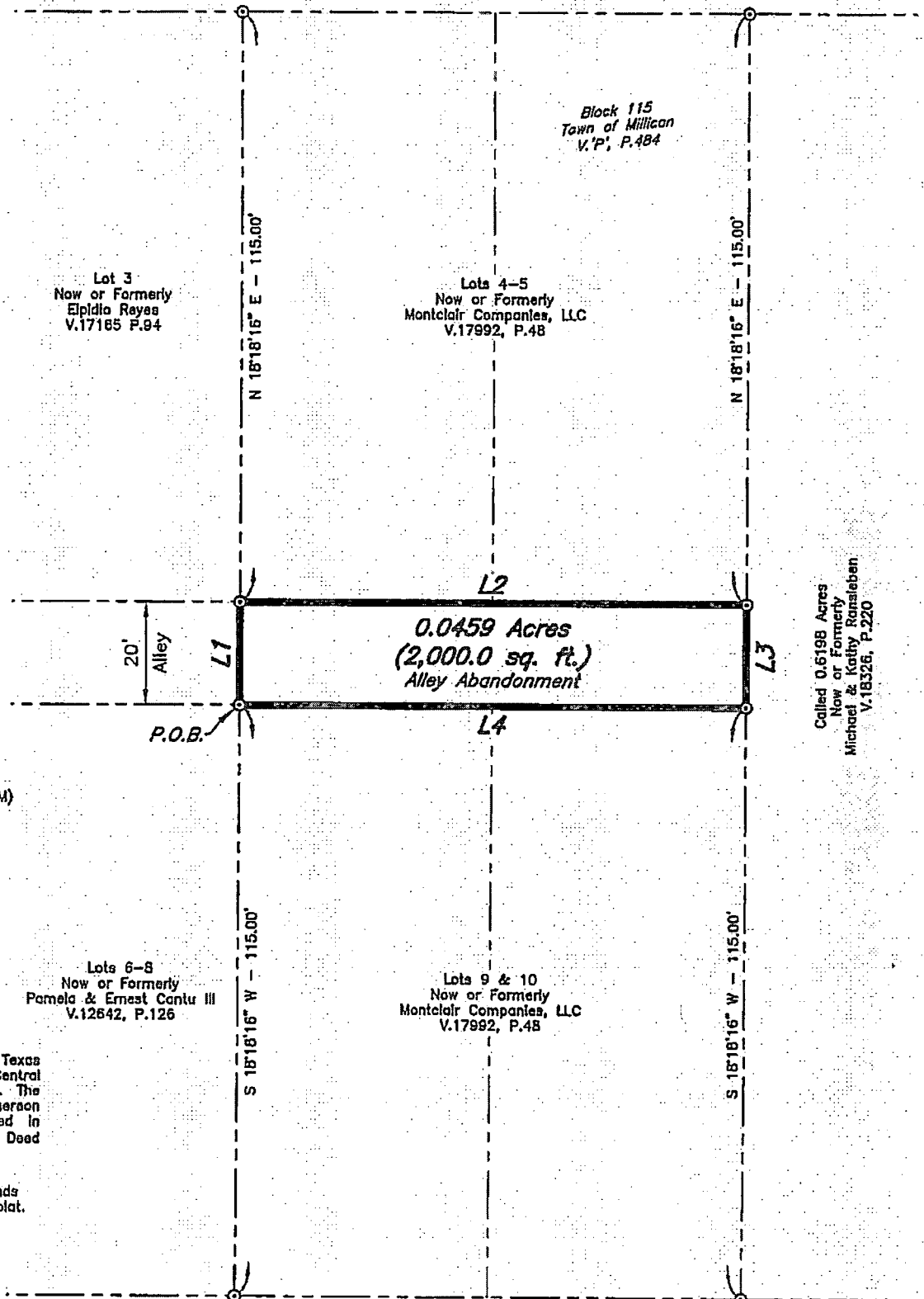
Scale:
 1"=30'

Block 115
 Town of Millican
 V.P., P.484

Lot 3
 Now or Formerly
 Elpidio Reyes
 V.17185 P.94

Lots 4-5
 Now or Formerly
 Montclair Companies, LLC
 V.17992, P.48

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 18°18'16" E	20.00'
L2	S 71°41'44" E	100.00'
L3	S 18°18'16" W	20.00'
L4	N 71°41'44" W	100.00'



Called 0.6198 Acres
 Now or Formerly
 Michael & Kathy Ransleben
 V.18326, P.220

LEGEND

⊙ - 1/2" Iron Rod Found (CM)
 CM - Controlling Monument
 P.O.B. - Point of Beginning

ORIGIN OF BEARINGS:
 The bearing system is Grid North, Texas State Plane Coordinate System, Central Zone, NAD83 per GPS observations. The actual measured distances shown hereon is consistent with the plat recorded in Volume 'P', Page 484, Brazos County Deed Records.

See Page 2 of 2 for metes and bounds description prepared with this survey plat.

Clay Street

80' R.O.W. ~ V.P., P.484
 (Undeveloped)

Exhibit "A"

Page 2 of 2

FIELD NOTES 0.0459 ACRES

Being all that certain tract or parcel of land lying and being situated in the E.M. MILLICAN LEAGUE, Abstract No. 40, Brazos County, Texas and being part of the 20-foot wide Alley as depicted in Block 115, TOWN OF MILLICAN, according to the plat recorded in Volume "P", Page 484, Brazos County Deed Records (B.C.D.R.), said tract being more particularly described by metes and bounds as follows:

BEGINNING: at a found 1/2-inch iron rod marking the southwest corner of this herein described tract, said iron rod also marking the common north corner of Lots 8 and 9, Block 115 of said TOWN OF MILLICAN and being in the southwest line of the said 20-foot wide Alley, from whence a found 1/2-inch iron rod marking the common south corner of said Lots 8 and 9 bears S 18°18'16" W at a distance of 115.00 feet for reference;

THENCE: N 18°18'16" E into and through the said 20-foot wide Alley for a distance of 20.00 feet to a found 1/2-inch iron rod marking the northwest corner of this tract, said iron rod also marking the common south corner of Lots 3 and Lot 4, Block 115 of said TOWN OF MILLICAN, from whence a found 1/2-inch iron rod marking the common north corner of said Lots 3 and 4 bears N 18°18'16" E at a distance of 115.00 feet for reference;

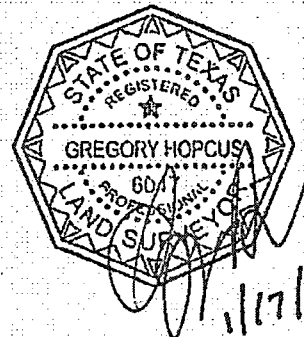
THENCE: S 71°41'44" E along the common line of this tract, said Lots 4 and 5 and the northeast line of the said 20-foot wide Alley for a distance of 100.00 feet to a found 1/2-inch iron rod marking the northeast corner of this tract, said iron rod also marking the southeast corner of said Lot 5 and being in the northwest right-of-way line of the called 0.6198 acre Michael & Kathy Ransleben tract recorded in Volume 18326, Page 220 of the Official Records of Brazos County, Texas (O.R.B.C.), from whence a found 1/2-inch iron rod marking the northeast corner of said Lot 5 bears N 18°18'16" E at a distance of 115.00 feet for reference;

THENCE: S 18°18'16" W along the common line of this tract and the called 0.6198 acre Ransleben tract for a distance of 20.00 feet to a found 1/2-inch iron rod marking the southeast corner of this tract, said iron rod also marking the northeast corner of Lot 10, Block 115 of said TOWN OF MILLICAN, from whence a found 1/2-inch iron rod marking the southeast corner of said Lot 10 bears S 18°18'16" W at a distance of 115.00 feet for reference;

THENCE: N 71°41'44" W along the common line of this tract, Lots 10 and 9 and the southwest line of the said 20-foot wide Alley for a distance of 100.00 feet to the POINT OF BEGINNING and containing 0.0459 acres (2,000.0 square feet) of land.

I, Gregory Hopcus, Registered Professional Land Surveyor No. 6047, State of Texas, do hereby certify to the best of my knowledge, information and belief, and in my professional opinion, that this survey is true and correct and agrees with a survey made on the ground under my supervision on January 17, 2023.

See survey plat on Page 1 of 2
for additional information.





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: **Overpayments**

- a. Robbie Jean Inmon - \$78.53
- b. Brandy Girl Properties - \$65.03

TO: Commissioners Court

DATE: 03/08/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[CC Refund Request 03 07 23 \(002\).pdf](#)

Tax Refund Applications

Backup Material

Kristeen Roe, CTA, PCC
Brazos County Tax Assessor/Collector
4151 County Park Ct
Bryan TX 77802
979-775-9930
979-775-9938 Fax

REFUNDS PENDING 03/14/2023

REQUESTOR	ROBBIE JEAN INMON
ADDRESS	15310 B HAZY MEADOW COLLEGE STATION TX 77845
OWNER NAME	REBECCA CORTEZ
PROP ID#	395477
REFUND AMOUNT	\$ 78.53

REQUESTOR	BRANDY GIRL PROPERTIES LLC
ADDRESS	PO BOX 9734 COLLEGE STATION TX 77842
OWNER NAME	BRANDY GIRL PROPERTIES LLC
PROP ID#	444697
REFUND AMOUNT	\$ 65.03

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

REQUESTOR	
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REQUESTOR	
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OWNER NAME	
PROP ID#	
REFUND AMOUNT	

REQUESTOR	
ADDRESS	
OWNER NAME	
PROP ID#	
REFUND AMOUNT	

APPLICATION FOR TAX REFUND

Collecting Office Name

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

Collecting Tax for: (taxing entities)

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

OWNER'S NAME AND ADDRESS

CORTEZ REBECCA ELIZABETH

141 OAK RUN

COLLEGE STATION TX 77845-8615

PROPERTY DESCRIPTION

Legal: OAK CREEK MHC, SPACE 141 OAK RUN, SER# OC051418188, HUD# NTA1616678

Address: 141 OAK RUN (PVT) ,

Account # 395477

TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2022	10/31/2022	\$895.00	\$78.53

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

INMON ROBBIE JEAN

15310 B HAZY MEADOW

COLLEGE STATION, TX 77845

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Robbie Jean Inmon
Signature

832-563-9440

Phone #

February 21, 2023
Date

jinmon@twit.net
Email Address

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.

TAX REFUND DETERMINATION

The tax refund is ☒ Approved ☐ Disapproved

[Signature]
Authorized Officer Signature

3/14/23
Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

Authorized Officer Signature

Date

TAX RECEIPT

11/01/2022 12:38PM

** DUPLICATE **

KRISTEEN ROE, CTA PH# (979) 775-9930
 BRAZOS COUNTY TAX ASSESSOR COLLECTOR
 4151 COUNTY PARK CT
 BRYAN, TX 77802

Receipt Number

3167578

Date Posted	10/31/2022
Payment Type	P
Payment Code	Over/Refund
Total Paid	\$895.00

PAID BY:

INMON ROBBIE JEAN
 15310 B HAZY MEADOW
 COLLEGE STATION, TX 77845

Property ID	Geo	Legal Acres	Owner Name and Address
395477	702023-0000-0051	0.0000	INMON ROBBIE JEAN 141 OAK RUN COLLEGE STATION, TX 77845-8615
Legal Description			
OAK CREEK MHC, SPACE 141 OAK RUN, SER# OC051418188, HUD# NTA1616678			
Situs	DBA Name		
141 OAK RUN (PVT)			

Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2022	0.00000	0	145289	N	78.53	0.00	0.00	0.00	0.00	78.53
EMG SVCS DIST #1	2022	0.02256	50,088	64189	N	11.30	0.00	0.00	0.00	0.00	11.30
BRAZOS COUNTY	2022	0.42941	50,088	64189	N	215.08	0.00	0.00	0.00	0.00	215.08
COLLEGE STATION											
ISD	2022	1.17810	50,088	64189	N	590.09	0.00	0.00	0.00	0.00	590.09
											895.00

Balance Due As Of 10/31/2022: -78.53

Tender	Details	Description	Amount
Check	REPOST	2022 MH ESCROW	895.00
			895.00

Operator	Batch	Total Paid
lemerson	43099 (2022_MH Escrow)	895.00

APPLICATION FOR TAX REFUND

Collecting Office Name

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

Collecting Tax for: (taxing entities)

Brazos County, City of Bryan, City of College Station

Bryan ISD, College Station ISD, F1, F2, F3, F4,

City of Kurten, Navasota ISD

OWNER'S NAME AND ADDRESS

BRANDY GIRL PROPERTIES LLC

PO BOX 9734

COLLEGE STATION TX 77842-7734

PROPERTY DESCRIPTION

Legal: MYERS CATTLE UNIT W# 2 31156375-000 MAGNOLIA OIL &/GIDDINGS (AUSTIN CHALK AB 160 /MAYS T H SUR .0766090000 R

Address:

Account # 444697

TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2022	12/31/2022	\$161.35	\$65.03

Taxpayer's reason for refund: OP-Overpayment

REFUND TO:

BRANDY GIRL PROPERTIES LLC

PO BOX 9734

COLLEGE STATION TX 77842-7734

Sign below and return form to the Brazos County Tax Office.

"I hereby apply for the refund of the above-described taxes and certify that the information on this form is true and correct."

Signature

Date

Phone #

Email Address

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.

TAX REFUND DETERMINATION

The tax refund is ☒ Approved ☐ Disapproved

Authorized Officer Signature

Date

Authorized Officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code

Authorized Officer Signature

Date

TAX RECEIPT

01/05/2023 04:04PM

KRISTEEN ROE, CTA PH# (979) 775-9930
BRAZOS-COUNTY TAX-ASSESSOR COLLECTOR
4151 COUNTY PARK CT
BRYAN, TX 77802

Receipt Number

3223891

Date Posted 12/31/2022
Payment Type P
Payment Code Over/Refund
Total Paid \$161.35

PAID BY:

BRANDY GIRL PROPERTIES LLC
PO BOX 9734
COLLEGE STATION, TX 77842-7734

Property ID	Geo	Legal Acres	Owner Name and Address								
444697	31-156375-000-R-031156375000R001010	0.0000	BRANDY GIRL PROPERTIES LLC PO BOX 9734 COLLEGE STATION, TX 77842-7734								
Legal Description											
MYERS CATTLE UNIT W# 2 31156375-000 MAGNOLIA OIL &/GIDDINGS (AUSTIN CHALK AB 160 /MAYS T H SUR .0766090000 R											
Situs		DBA Name									
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2022	0.00000	0	145961	N	65.03	0.00	0.00	0.00	0.00	65.03
EMG SVCS DIST #1	2022	0.02256	5,920	14959	N	1.34	0.00	0.00	0.00	0.00	1.34
BRAZOS COUNTY	2022	0.42941	5,920	14959	N	25.42	0.00	0.00	0.00	0.00	25.42
NAVASOTA ISD	2022	1.17509	5,920	14959	N	69.56	0.00	0.00	0.00	0.00	69.56
											161.35
Balance Due As Of 12/31/2022: -65.03											
Tender		Details		Description						Amount	
Check		1088								161.35	
										161.35	



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: • FY 22/23 Budget Amendments 23.01 - 23.03

TO: Commissioners Court

FROM: Nina Payne

DATE: 03/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

[23_Coversheet.pdf](#)

23 Coversheet

Cover Memo

[23.01 - 23.03.pdf](#)

Budget Amendments 23.01 - 23.03

Backup Material

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENT(S) FOR THE 2022-2023 BUDGET YEAR

NO. 22/23 23.01 – 23.03

On this the 14th day of March 2023 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. Chuck Konderla, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Wanda Watson, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk

The following proceedings were held:

THAT WHEREAS, on 14th day of March 2023 the Court heard and approved a budget amendment(s) for the 2022-2023 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 2022, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

ADOPTED AND APPROVED this the 14th day of March 2023.

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: _____

Duane Peters, County Judge

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

3/14/2023

[illegible]**Hotel Occupancy Tax Fund**

~~To reallocate funds for the survey, engineering, design, bidding and construction services for the Driveway Repair Project (CIP #23-548) at the Expo.~~

3/8/2023

Date _____

[illegible]**For Oracle Entry Only**

No. 22/23 - 23.02
3/14/2023

[illegible]

BV Human Trafficking Task Force Development Grant

Recognize revenue for the new FY 2023 BV Human Trafficking Task Force Development Grant.

Date:

NNP
3/8/2023

County Judge Approval

Date _____

For Oracle Entry Only					
FUND	DIV	ACCT	Change in Budget	ACCOUNT NAME	
30000	283700	48062900	250,000.00		
30000	283700	51615000	133,080.00		
30000	283700	53100000	67,243.00		
30000	283700	60080000	4,000.00		
30000	283700	60500000	42,113.00		
30000	283700	61801000	3,564.00		



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: • a. Employment & Separations

TO: Commissioners Court

DATE: 03/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Employment Separations - Public - 03-14-2023.pdf](#)

Employment & Separations Cover Sheet

Cover Memo

Personnel Change of Status

(Mar 9, 2023)

Commissioners' Court Date: 03-14-2023
Department Submitting Information: Human Resources
Purpose of Submissions: Consider and Take Action on Change

Employment

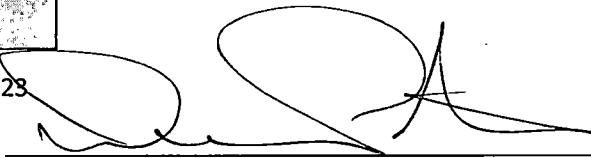
Department Name	Employee Name
Tax Assessor - Collector - Administration	Aguero Diaz, Maria
Juvenile Services - Detention	Bailey, Aaron
Juvenile Services - Detention	Greathouse, Semequia
County Judge	Mays, Spencyr
Juvenile Services - Detention	Scott, Tiffanie
Sheriff Office - Administration	Tatum, Romine
Juvenile Services - Court	Tunsel, Marsha
Juvenile Services - Detention	Walker, Beatrice
Juvenile Services - Detention	Wallace, Lawrenceia

Separations

Department Name	Employee Name
Tax Assessor - Collector - Administration	Bolton, Connie
District Attorney - Administration	Eades, Amy
Facilities Services - Administration	Lerma, Maria
Sheriff Office - Jail Administration	Menefee, Emalyn
Juvenile Services - Detention	Perry, Desmond
Exposition Center - Administration	Pineda, Jesus
Tax Assessor - Collector - Administration	Rodriguez, Martha

Approved in Commissioners' Court: 03-14-2023

County Judge's or Commissioner's Signature:



(This Copy to be attached to minutes)

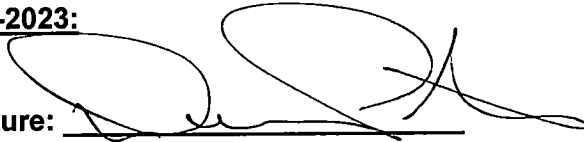
**PERSONNEL
CHANGE OF STATUS REQUESTS**

Commissioner Court Date: 03-14-2023 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
<hr/>		
No PAF Submissions		

Approved in Commissioners' Court: 03-14-2023:

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

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a horizontal line.



BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING: **March 14, 2023**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

CLAIMS # 8120947 Thru CLAIM # 8121106

CLAIMS # 9007020 Thru CLAIM # 9007068

The Court voted unanimously to approve these Claims as submitted.

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

Duane Peters
County Judge

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

Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 3/14/2023

ITEM: Acknowledgement of FY 2022-2023 Budget to Actual by Fund as of March 8, 2023.
Acknowledgement of FY 2022-2023 Contingency Budget to Actuals by Fund as of March 8, 2023.

TO: Commissioners Court

FROM: Nina Payne

DATE: 03/07/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[FY_2023_Actuals.pdf](#)

FY 2022-2023 Budget to Actuals as of 3/8/2023

Backup Material

[Contingency_Actuals_FY_2023.pdf](#)

FY 2022-2023 Contingency Budget to Actuals as of 3/8/2023

Backup Material

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 01000 General Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Taxes	109,254,629	116,116,899	127,148,000	94,453,135	74%
Charges for Services	12,187,206	14,007,731	11,771,570	4,548,072	39%
Interest Income	851,666	1,233,588	2,440,000	1,991,083	82%
Other Revenue	2,310,582	2,105,454	1,698,700	309,538	18%
Reserves	-	-	51,760,370	-	-
Intergovernmental	7,384,631	9,344,605	8,916,000	7,671,612	86%
Other Financing Sources	630,708	1,565,379	210,000	20,102	10%
Total Revenue	\$132,619,422	\$144,373,655	\$203,944,640	\$108,993,541	53%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	43,230,879	44,652,228	54,453,426	19,113,120	35%
Outside Labor Costs	118,536	186,676	163,000	104,348	64%
Benefits	24,617,595	27,150,252	31,761,343	10,861,170	34%
Discretionary Spending	-	-	22,865,013	-	-
Supplies and Other Charges	6,699,037	7,681,618	16,208,929	3,886,217	24%
Repairs and Maintenance	4,054,859	2,354,842	14,599,252	969,453	7%
Minor Acquisitions	(4,884)	-	0	-	-
Contractual Services	6,143,699	8,721,285	6,899,835	2,949,376	43%
Professional Services	4,044,697	4,303,755	12,856,623	2,412,341	19%
Community Contracts	4,325,964	4,615,488	5,717,045	2,939,395	51%
Capital Outlay	5,352,256	5,302,428	16,496,639	2,956,573	18%
Other Financing Uses	1,212,114	4,709,639	21,923,535	294,951	1%
Total Expense	\$99,794,753	\$109,678,212	\$203,944,640	\$46,486,945	23%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 02000 County Health Endowment
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	7,694	1,390	-	-
Intergovernmental	86,174	101,339	-	-
Total Revenue	\$93,869	\$102,730	-	-

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Other Financing Uses	-	1,010,633	-	-
Total Expense	-	\$1,010,633	-	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 06000 Non Capital

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Supplies and Other Charges	491,675	279,430	0	-
Repairs and Maintenance	368,095	192,199	0	-
Contractual Services	254,074	283,040	0	-
Professional Services	3,002	161,021	-	-
Other Financing Uses	197,928	-	-	-
Total Expense	\$1,314,774	\$915,691	\$0	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 11000 Hotel Occupancy Tax Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Taxes	2,261,435	3,360,758	2,600,000	1,191,309	46%
Interest Income	21,684	12,820	3,000	17,431	581%
Other Revenue	750	454	0	1,500	-
Reserves	-	-	638,788	-	-
Total Revenue	\$2,283,870	\$3,374,031	\$3,241,788	\$1,210,240	37%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	134,904	98,264	161,033	32,671	20%
Benefits	64,780	45,799	75,879	16,773	22%
Supplies and Other Charges	34,570	178,495	155,930	19,912	13%
Repairs and Maintenance	224,439	21,600	855,000	-	-
Contractual Services	101,016	127,582	201,790	41,659	21%
Professional Services	5,300	5,300	95,319	5,300	6%
Community Contracts	397,979	914,481	800,000	565,710	71%
Capital Outlay	89,640	20,704	896,837	41,473	5%
Other Financing Uses	-	1,165,715	-	-	-
Total Expense	\$1,052,629	\$2,577,941	\$3,241,788	\$723,498	22%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 12000 State Lateral Road Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Interest Income	1,381	276	300	902	301%
Intergovernmental	30,566	30,417	30,000	30,347	101%
Total Revenue	\$31,947	\$30,693	\$30,300	\$31,249	103%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Capital Outlay	-	-	30,300	-
Total Expense	-	-	\$30,300	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 13000 Unclaimed Property Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Interest Income	2,095	387	200	1,665	833%
Reserves	-	-	65,000	-	-
Total Revenue	\$2,095	\$387	\$65,200	\$1,665	3%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Supplies and Other Charges	-	-	65,200	-
Total Expense	-	-	\$65,200	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 15000 Law Library Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	52,755	28,463	34,000	5,955	18%
Interest Income	390	48	0	18	-
Reserves	-	-	22,000	-	-
Total Revenue	\$53,145	\$28,511	\$56,000	\$5,973	11%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	56,183	59,063	56,000	30,207	54%
Total Expense	\$56,183	\$59,063	\$56,000	\$30,207	54%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 16000 Local Provider Participation
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Taxes	12,418,831	36,793,246	35,500,000	31,090,650	88%
Interest Income	138,097	50,392	10,000	84,436	844%
Other Revenue	138,214	460,822	460,000	397,231	86%
Reserves	-	-	15,300,000	-	-
Total Revenue	\$12,695,142	\$37,304,461	\$51,270,000	\$31,572,317	62%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Community Contracts	27,192,927	26,568,700	51,250,000	10,972,049	21%
Other Financing Uses	20,000	20,000	20,000	20,000	100%
Total Expense	\$27,212,927	\$26,588,700	\$51,270,000	\$10,992,049	21%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 17000 Alternative Dispute
Resolution Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Charges for Services	39,524	0	0	-
Other Financing Sources	25,000	0	0	-
Total Revenue	\$64,524	\$0	\$0	-

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Community Contracts	64,524	0	0	-
Total Expense	\$64,524	\$0	\$0	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 18000 Law Enforcement Education
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Reserves	-	-	65,854	-	-
Intergovernmental	16,866	14,928	14,350	14,872	104%
Total Revenue	\$16,866	\$14,928	\$80,204	\$14,872	19%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	5,780	11,984	80,204	11,871	15%
Total Expense	\$5,780	\$11,984	\$80,204	\$11,871	15%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 19000 County Records
Management Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Charges for Services	205,777	23,569	0	313
Interest Income	5,571	935	0	2,709
Reserves	-	-	673,000	-
Other Financing Sources	226,063	42,545	-	-
Total Revenue	\$437,410	\$67,049	\$673,000	\$3,022

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Salaries and Wages	150,276	35,086	-	-
Benefits	86,456	21,497	-	-
Supplies and Other Charges	6,097	87	673,000	-
Repairs and Maintenance	778	-	-	-
Contractual Services	3,023	524	-	-
Capital Outlay	14,014	-	-	-
Total Expense	\$260,644	\$57,194	\$673,000	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 20000 County Clerk Records
Management Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	333,459	454,677	400,000	121,419	30%
Interest Income	10,710	5,390	1,000	5,837	584%
Reserves	-	-	1,362,000	-	-
Total Revenue	\$344,170	\$460,067	\$1,763,000	\$127,255	7%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	97,330	105,859	119,616	44,611	37%
Benefits	59,644	72,410	78,999	25,269	32%
Supplies and Other Charges	843	21,476	1,439,045	725	0%
Contractual Services	76,923	103,091	125,340	104,969	84%
Total Expense	\$234,740	\$302,836	\$1,763,000	\$175,574	10%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 20010 County Clerk Archival Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	381,325	387,387	390,000	94,900	24%
Interest Income	14,965	5,682	1,000	5,726	573%
Reserves	-	-	1,281,000	-	-
Total Revenue	\$396,290	\$393,069	\$1,672,000	\$100,626	6%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	-	-	1,172,000	-	-
Contractual Services	506,610	299,991	500,000	89,450	18%
Other Financing Uses	172,530	-	-	-	-
Total Expense	\$679,140	\$299,991	\$1,672,000	\$89,450	5%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 22000 Courthouse Security Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	115,216	105,826	86,700	40,393	47%
Interest Income	2,093	180	0	1,734	-
Other Revenue	1,558	-	-	-	-
Reserves	-	-	247,000	-	-
Other Financing Sources	387,223	442,325	294,951	294,951	100%
Total Revenue	\$506,089	\$548,331	\$628,651	\$337,077	54%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	274,968	318,556	407,356	153,588	38%
Benefits	123,712	132,453	203,874	65,645	32%
Supplies and Other Charges	2,777	5,352	4,410	615	14%
Repairs and Maintenance	8,333	16,733	12,000	4,367	36%
Community Contracts	-	-	1,011	359	36%
Capital Outlay	-	7,100	-	-	-
Total Expense	\$409,790	\$480,194	\$628,651	\$224,574	36%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 22010 Justice Court Security Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	32,852	33,291	31,000	12,898	42%
Interest Income	1,233	236	0	746	-
Reserves	-	-	171,000	-	-
Total Revenue	\$34,085	\$33,527	\$202,000	\$13,643	7%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Repairs and Maintenance	-	7,821	10,000	-
Contractual Services	-	-	10,000	-
Professional Services	-	8,129	57,000	-
Capital Outlay	-	-	125,000	-
Total Expense	-	\$15,950	\$202,000	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 23000 District Clerk Records
Management Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	18,782	61,726	27,000	32,288	120%
Interest Income	1,891	334	0	1,222	-
Reserves	-	-	240,000	-	-
Total Revenue	\$20,672	\$62,060	\$267,000	\$33,510	13%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	-	-	28,666	5,177	18%
Benefits	-	-	2,366	403	17%
Supplies and Other Charges	-	-	171,668	-	-
Contractual Services	-	-	23,000	19,989	87%
Professional Services	-	-	29,300	-	-
Capital Outlay	-	-	12,000	-	-
Total Expense	-	-	\$267,000	\$25,570	10%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 23010 District Clerk Archival Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	20,070	5,670	7,500	295	4%
Interest Income	499	69	0	64	-
Reserves	-	-	27,000	-	-
Total Revenue	\$20,569	\$5,739	\$34,500	\$359	1%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	34,348	28,569	28,666	9,064	32%
Benefits	2,900	2,233	2,238	705	32%
Professional Services	-	3,522	3,596	-	-
Total Expense	\$37,248	\$34,324	\$34,500	\$9,769	28%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 24000 Justice of the Peace
Technology Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	29,701	28,441	27,500	10,924	40%
Interest Income	1,535	276	-	734	-
Reserves	-	-	168,000	-	-
Total Revenue	\$31,236	\$28,717	\$195,500	\$11,658	6%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	6,014	39,945	169,505	717	0%
Contractual Services	-	798	1,875	889	47%
Professional Services	-	-	24,120	-	-
Total Expense	\$6,014	\$40,743	\$195,500	\$1,606	1%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 24010 County and District Court
Technology Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	8,098	9,750	9,000	3,050	34%
Interest Income	824	146	0	454	-
Reserves	-	-	105,000	-	-
Total Revenue	\$8,922	\$9,896	\$114,000	\$3,504	3%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Supplies and Other Charges	-	-	114,000	-
Total Expense	-	-	\$114,000	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 25000 Forfeiture Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	1,777	7,821	0	3,233	-
Interest Income	329	58	0	155	-
Reserves	-	-	35,000	-	-
Total Revenue	\$2,106	\$7,879	\$35,000	\$3,388	10%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	1,762	-	35,000	725	2%
Total Expense	\$1,762	-	\$35,000	\$725	2%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 26000 District Attorney Hot Check
Collections Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	40	7	0	20
Other Revenue	300	75	0	-
Reserves	-	-	4,650	-
Total Revenue	\$340	\$82	\$4,650	\$20

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Supplies and Other Charges	-	-	4,650	-
Total Expense	-	-	\$4,650	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 27000 Bail Bond Board Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Interest Income	897	151	0	429	-
Other Revenue	2,500	2,000	2,000	500	25%
Reserves	-	-	99,000	-	-
Total Revenue	\$3,397	\$2,151	\$101,000	\$929	1%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Salaries and Wages	727	304	4,001	-
Benefits	303	144	1,001	-
Supplies and Other Charges	-	274	95,998	-
Total Expense	\$1,031	\$722	\$101,000	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 28000 Voter Registration Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	82	13	0	-
Reserves	-	-	8,000	-
Intergovernmental	2,120	33,460	54,145	-
Total Revenue	\$2,202	\$33,473	\$62,145	-

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	621	1,461	60,345	796	1%
Contractual Services	-	20,201	1,800	15,733	874%
Professional Services	-	20,500	-	-	-
Total Expense	\$621	\$42,162	\$62,145	\$16,529	27%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 29000 Vehicle Inventory Interest
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Taxes	2,590	3,624	2,500	8,380	335%
Interest Income	8,670	4,142	1,250	8,382	671%
Reserves	-	-	312,000	-	-
Total Revenue	\$11,260	\$7,767	\$315,750	\$16,762	5%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	-	-	11,100	-	-
Benefits	-	-	2,777	-	-
Supplies and Other Charges	2,706	5,438	271,373	473	0%
Repairs and Maintenance	-	-	1,000	240	24%
Contractual Services	-	-	2,000	-	-
Professional Services	-	-	7,500	-	-
Capital Outlay	-	-	20,000	-	-
Total Expense	\$2,706	\$5,438	\$315,750	\$713	0%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 30000 Brazos County Grant Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Other Revenue	2,639	-	0	-	-
Reserves	-	-	61,000	-	-
Intergovernmental	5,930,595	5,175,775	3,645,058	1,266,125	35%
Other Financing Sources	489,915	300,769	685,584	-	-
Total Revenue	\$6,423,149	\$5,476,543	\$4,391,642	\$1,266,125	29%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	1,648,314	1,328,022	1,944,843	539,373	28%
Outside Labor Costs	15,452	-	-	-	-
Benefits	728,952	640,754	1,039,951	268,791	26%
Supplies and Other Charges	332,812	233,515	1,257,236	9,773	1%
Repairs and Maintenance	3,461	937,236	8,150	15	0%
Contractual Services	2,609,061	2,055,371	141,462	56,882	40%
Professional Services	-	3,840	-	-	-
Capital Outlay	1,084,853	322,412	-	127,469	-
Total Expense	\$6,422,905	\$5,521,150	\$4,391,642	\$1,002,304	23%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 31000 American Rescue Plan Act

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Interest Income	1,392	(1,392)	0	-	-
Reserves	-	-	29,503,000	-	-
Intergovernmental	6,582,430	8,445,192	0	7,299,824	-
Total Revenue	\$6,583,821	\$8,443,800	\$29,503,000	\$7,299,824	25%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	-	-	147,962	-	-
Benefits	-	-	52,875	-	-
Discretionary Spending	6,419,821	8,445,192	29,302,163	7,299,824	25%
Supplies and Other Charges	84,531	-	-	-	-
Contractual Services	78,078	-	-	-	-
Total Expense	\$6,582,430	\$8,445,192	\$29,503,000	\$7,299,824	25%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 33000 Sheriff's Office Crime Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	885	267	0	250
Other Revenue	330	1,600	0	-
Reserves	-	-	126,750	-
Total Revenue	\$1,215	\$1,867	\$126,750	\$250

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	9,211	85	92,750	2,842	3%
Repairs and Maintenance	-	-	4,000	-	-
Capital Outlay	11,374	-	30,000	-	-
Other Financing Uses	-	10,000	-	-	-
Total Expense	\$20,585	\$10,085	\$126,750	\$2,842	2%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 34000 District Attorney Crime
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	77,337	80,558	20,000	9,651	48%
Interest Income	1,796	341	0	1,052	-
Reserves	-	-	243,000	-	-
Total Revenue	\$79,133	\$80,899	\$263,000	\$10,703	4%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	10,812	14,390	20,323	7,897	39%
Benefits	6,860	7,935	9,660	2,403	25%
Supplies and Other Charges	6,466	24,089	213,017	4,398	2%
Contractual Services	7,000	314	20,000	180	1%
Capital Outlay	-	5,782	-	-	-
Total Expense	\$31,138	\$52,509	\$263,000	\$14,878	6%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 35000 Primary Election Services
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	63,419	38,109	25,000	70,904	284%
Interest Income	141	67	0	-	-
Reserves	-	-	16,000	-	-
Total Revenue	\$63,560	\$38,176	\$41,000	\$70,904	173%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	6,188	8,563	37,600	-	-
Repairs and Maintenance	-	-	1,000	-	-
Contractual Services	2,439	65,448	2,400	7,324	305%
Total Expense	\$8,628	\$74,011	\$41,000	\$7,324	18%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 39010 Brazos County Housing
Finance Corporation

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	2,853	-	5,000	2,500	50%
Interest Income	1,713	1,004	0	690	-
Reserves	-	-	104,000	-	-
Total Revenue	\$4,566	\$1,004	\$109,000	\$3,190	3%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Supplies and Other Charges	-	323	4,735	-
Professional Services	1,426	-	104,265	-
Total Expense	\$1,426	\$323	\$109,000	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 41000 General Obligation Debt
Service Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Taxes	11,054,562	10,766,578	9,070,000	8,793,568	97%
Interest Income	113,026	89,607	91,000	37,895	42%
Reserves	-	-	100,000	-	-
Other Financing Sources	-	1,165,715	0	-	-
Total Revenue	\$11,167,588	\$12,021,900	\$9,261,000	\$8,831,462	95%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Debt Service	10,748,560	17,009,447	9,261,000	1,209,487	13%
Total Expense	\$10,748,560	\$17,009,447	\$9,261,000	\$1,209,487	13%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 43170 2017 Certificates of
Obligation

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	31,353	0	0	4,522
Other Revenue	956	-	0	-
Total Revenue	\$32,308	\$0	\$0	\$4,522

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date
Capital Outlay	1,748,279	-	-	-
Other Financing Uses	2,021,092	-	-	-
Total Expense	\$3,769,371	-	-	-

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 43200 2020 Certificates of
Obligation

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Interest Income	212,534	105,757	120,000	146,070	122%
Reserves	-	-	12,115,000	-	-
Other Financing Sources	25,800,928	-	-	-	-
Total Revenue	\$26,013,461	\$105,757	\$12,235,000	\$146,070	1%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	71,109	-	987,592	-	-
Contractual Services	145,000	1,130,456	3,839,519	207,565	5%
Capital Outlay	8,630,076	1,940,552	7,407,889	770,944	10%
Debt Service	126,034	-	-	-	-
Other Financing Uses	10,041,833	-	-	-	-
Total Expense	\$19,014,052	\$3,071,008	\$12,235,000	\$978,509	8%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 45000 General Permanent
Improvement Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Other Revenue	-	95,799	-	-
Reserves	-	-	9,472,000	-
Other Financing Sources	12,883,886	5,473,504	20,943,000	-
Total Revenue	\$12,883,886	\$5,569,303	\$30,415,000	-

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Supplies and Other Charges	-	-	11,500,000	-	-
Capital Outlay	3,409,858	11,813,336	18,915,000	558,572	3%
Other Financing Uses	-	24,942	-	-	-
Total Expense	\$3,409,858	\$11,838,278	\$30,415,000	\$558,572	2%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 50000 Health and Life Insurance
Fund

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date	Percent Received
Charges for Services	60	-	-	-	-
Interest Income	57,755	11,448	8,000	40,783	510%
Other Revenue	21,501,083	20,909,742	20,212,700	9,152,560	45%
Reserves	-	-	5,800,000	-	-
Total Revenue	\$21,558,897	\$20,921,190	\$26,020,700	\$9,193,343	35%

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	177,068	215,192	392,736	87,783	22%
Benefits	75,361	60,911	162,470	37,464	23%
Supplies and Other Charges	54,080	50,614	876,694	14,708	2%
Repairs and Maintenance	93	93	100	-	-
Contractual Services	19,203,282	17,991,568	24,276,500	8,485,608	35%
Professional Services	187,433	289,964	312,200	155,657	50%
Total Expense	\$19,697,317	\$18,608,343	\$26,020,700	\$8,781,220	34%

Brazos County, Texas
FY 2022-2023 Budget to Actuals -
Revenue and Expenditure
Categories Report by Fund

Fund: 93000 Regional Mobility Authority

Description	2020-2021 Actual Revenue	2021-2022 Actual Revenue	2022-2023 Adopted Budget	2022-2023 Actual Revenue To Date
Interest Income	694	88	-	135
Reserves	-	-	31,510	-
Total Revenue	\$694	\$88	\$31,510	\$135

Description	2020-2021 Actual Expenditures	2021-2022 Actual Expenditures	2022-2023 Adopted Budget	2022-2023 Expenditures to Date	Percent Spent
Salaries and Wages	16,589	10,755	12,122	4,708	39%
Benefits	3,937	2,503	7,114	1,145	16%
Supplies and Other Charges	1,438	1,362	3,728	452	12%
Repairs and Maintenance	12	12	23	-	-
Contractual Services	42	42	1,023	16	2%
Professional Services	7,500	7,500	7,500	7,875	105%
Total Expense	\$29,518	\$22,174	\$31,510	\$14,196	45%

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 01000 General Fund - Contingency

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Pre-Trial Bond Supervision Contingency - 10003000 *	8,867.00	-	8,867.00
Commissioner's Court Contingency - 11001500	4,711,433.00	(353,065.96)	4,358,367.04
District Attorney - Child Protective Services Contingency - 19010000 *	1,900.00	-	1,900.00
Courty Specialty Court Program Contingency - 22700100 *	20,000.00	-	20,000.00
Road and Bridge Contingency - 56001000 *	1,257,800.00	-	1,257,800.00
Total General Fund Contingency	6,000,000.00	(353,065.96)	5,646,934.04

* Can only be used for that program or division

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 11000 HOT Fund Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
HOT Fund Contingency - 11002500	30,000.00	-	30,000.00
Total HOT Fund Contingency	30,000.00	-	30,000.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 13000 Unclaimed Property Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 12005000	49,200.00	-	49,200.00
Total Unclaimed Property Fund Contingency	49,200.00	-	49,200.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 20000 County Clerk Records Management Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 21005000	1,430,545.00	(325,000.00)	1,105,545.00
Total Count Clerk Records Management Fund Contingency	1,430,545.00	(325,000.00)	1,105,545.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 20010 County Clerk Archival Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 21006000	1,172,000.00	-	1,172,000.00
Total Count Clerk Archival Fund Contingency	1,172,000.00	-	1,172,000.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 23000 District Clerk Records Management - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 20005000	171,668.00	(149,231.20)	22,436.80
Total District Clerk Records Management Fund Contingency	171,668.00	(149,231.20)	22,436.80

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 24000 Justice of the Peace Technology Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
JP Technology Administration - 24005000	14,547.00	-	14,547.00
JP Technology - JP #1 - 24005100	5,000.00	-	5,000.00
JP Technology - JP #2 - 24005200	500.00	-	500.00
JP Technology - JP #3 - 24005300	5,000.00	-	5,000.00
JP Technology - JP #4 - 24005400	5,000.00	-	5,000.00
Total Justice of the Peace Technology Fund Contingency	30,047.00	-	30,047.00

* Can only be used for this fund and specific divisions

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 25000 Forfeiture Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Sheriff Forfeiture Fund - 2801000	17,502.00	-	17,502.00
Total Forfeiture Fund Contingency	17,502.00	-	17,502.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 26000 District Attorney Hot Check Collections Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 19006000	4,650.00	-	4,650.00
Total District Attorney Hot Check Collections Fund - Contingency	4,650.00	-	4,650.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 27000 Bail Bond Board Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 12006000	89,338.00	-	89,338.00
Total Bail Bond Board Fund - Contingency	89,338.00	-	89,338.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund:28000 Voter Registration Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 13005000	54,645.00	(42,745.00)	11,900.00
Total Voter Registration Fund - Contingency	54,645.00	(42,745.00)	11,900.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 29000 Vehicle Inventory Interest Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 13006000	244,623.00	(2,500.00)	242,123.00
Total Vehicle Inventory Interest Fund - Contingency	244,623.00	(2,500.00)	242,123.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 30000 Grant Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
HAVA - General Compliance - 212100	55,000.00	-	55,000.00
Texas Indigent Defense Commission - 272200	1,063,320.00	-	1,063,320.00
Metropolitan Planning - 424100	25,570.00	-	25,570.00
Total Grant Fund Contingency	1,143,890.00	-	1,143,890.00

* Can only be used for this fund and specific divisions

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 33000 Sheriff's Office Crime Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 28050000	29,150.00	-	29,150.00
Total Sheriff's Office Crime Fund Contingency	29,150.00	-	29,150.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 34000 District Attorney Crime Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 19200100	195,182.00	-	195,182.00
Total District Attorney Crime Fund Contingency	195,182.00	-	195,182.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 35000 Primary Election Services Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 21130000	30,900.00	(30,300.00)	600.00
Total Primary Election Services Fund Contingency	30,900.00	(30,300.00)	600.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 43200 2020 Certificates of Obligation - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Commissioner's Court Contingency - 11001500	987,592.00	(2.00)	987,590.00
Total 43200 2020 Certificates of Obligation Contingency	987,592.00	(2.00)	987,590.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 45000 General Permanent Improvement Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Commissioner's Court Contingency - 63110001	11,500,000.00	(45,330.98)	11,454,669.02
Total General Permanent Improvement Fund Contingency	11,500,000.00	(45,330.98)	11,454,669.02

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 50000 Health and Life Insurance Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Group Insurance - Admiration - 64005000	748,272.00	-	748,272.00
Health and Wellness Clinic - 64005100	3,157.00	-	3,157.00
Total Health and Life Insurance Fund Contingency	751,429.00	-	751,429.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 55000 Jail Commissary Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Jail Commissary - 28006000	1,131,700.00	(15.00)	1,131,685.00
Total Jail Commissary Fund Contingency	1,131,700.00	(15.00)	1,131,685.00

* Can only be used for this fund

**Brazos County, Texas
FY 2022-2023 Contingency
Budget to Actuals by Fund**

Fund: 58000 County Attorney Operating Fund - Contingency *

Department	2022-2023 Adopted Budget	2022-2023 Contingency Used	2022-2023 Remaining to Date
Contingency - 18006000	57,000.00	-	57,000.00
Total County Attorney Operating Fund Contingency	57,000.00	-	57,000.00

* Can only be used for this fund