



## **MINUTES**

**OCTOBER 17, 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, October 17, 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 - Commissioner Aldrich

2. Call for Citizen input and/or concerns

Ronnie Vittuli expressed concern over property tax rates and Interstate 14. He stated that Kurten residents are already feeling effects of Interstate 14 as they are enduring higher property prices and the anticipation of TXDOT acquiring land for the Interstate. Mr. Vitulli acknowledged understanding of the Court's lack of direct authority over TXDOT roads, but did urge the Court to leverage its influence with the State and offer better support to the community members affected by this.

**Consider and take action on agenda items: 3 - 22**

3. Acceptance of donated or unclaimed property left by inmates leaving the Brazos County Detention Center for the months of May and June 2023.

A copy of the donation form is attached.

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

4. Approval of Truist Resolution for Deposit Account and Designated Representatives.

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

5. Approval of the following Job Descriptions:

- 1. County Judge - B0242 - Assistant General Counsel
- 2. Exposition Complex - B0831 - Facility Operations Assistant
- 3. Fleet Shop - Heavy Equipment - B2674- Shop Foremen - Heavy Fleet
- 4. Fleet Shop - Heavy Equipment - B2675 - Resource Specialist I - Heavy Fleet
- 5. Fleet Shop - Heavy Equipment - B2676 - Mechanic - Heavy Fleet
- 6. Fleet Shop - Heavy Equipment - B2677 - Tire Specialist - Heavy Fleet
- 7. Fleet Shop - Heavy Equipment - B2681 - Parts Manager - Heavy Fleet
- 8. Fleet Shop - Light Equipment - B2655 - Resource Specialist I - Fleet Service
- 9. Fleet Shop - Light Equipment - B2691 - Mechanic - Fleet Service
- 10. Fleet Shop - Light Equipment - B2692 - Parts Coordinator - Fleet Service
- 11. Fleet Shop - Light Equipment - B2695- Shop Foremen - Fleet Service

A copy of the job descriptions is attached.

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

6. Approval requested from the Public Defender's Office for the following Payment Authorizations to be paid from FY23 budget. A Purchase Order was not obtained in advance.
- a. USA Certified Interpreters LLC, Invoice #2535 in the amount of \$378.60 for Transcription and Translation services and Certificate of Accuracy.
  - b. USA Certified Interpreters LLC, Invoice #2536 in the amount for \$737.00 for Transcription and Translation services and Certificate of Accuracy.

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

7. Approval of Engagement Letter with West, Webb, Allbritton & Gentry, P. C. for the negotiation and acquisition of real property for the location of a central receiving warehouse and/or other needed offices.

A copy is attached.

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

8. Approval of Engagement Letter with West, Webb, Allbritton & Gentry, P. C. for the negotiation and acquisition of real property located on State Highway 21, Bryan, Brazos County, Texas.

A copy is attached.

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

9. Approval of the following Community Support Contracts for FY 2024:
  - a. Aggieland Humane Society
  - b. South Brazos County Fire Department

A copy of the contracts is attached.

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

10. Approval of Change Order #1 to CIP #23-575 Replacement of Various Roofs - Phase VIII (Sheriff's Office) with Jaco Roofing for additional labor and supplies.

A copy of the change order is attached.

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

11. Approval of Amendment #5 to 24-008R Pest Control Services for Brazos County to add Constable & JP Pct 1 Building with Allstar Pest Control.

A copy of the amended service agreement is attached.

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

12. Award of Bid #24-023 Landscape Maintenance. Recommended Award: Rios Tree Service Inc.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Bid #24-023 Landscape Maintenance to Rios Tree Service Inc. A copy of the bid tabulation is attached.

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

13. Approval of Renewal #24-027R for Vending Machines and Services for Brazos County with Sodexo Operations and PepsiCo.

A copy of the renewal of contract and bid tabulation is attached.

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

14. Approval of Contract #24-066 Mal-Practice Insurance with USI Insurance.

A copy of the service contract is attached.

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

15. Approval of CIP 24-600 for Talent Locator with Advanced Recruitment Solutions for Brazos County Sheriff's Office.

Commissioner Berry questioned whether this service provides any guarantees on hiring candidates. Chief Deputy Kevin Stuart stated that while the service does not provide guarantees, other counties have had great success with the program. A copy of the service contract is attached.

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

16. Approval of the Treasurer Report for August 2023.

The Court voted unanimously to receive, approve and order filed as submitted the Treasurer's report for August 2023. A copy is attached and made a part of these minutes.

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

17. Tax Refund Applications for the following:

**Overpayments**

- a. Winona F Loukanis - \$5.97

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

18. Budget Amendments.

- FY 22/23 Budget Amendments 52.01 - 52.02
- FY 23/24 Budget Amendments 3.01 - 3.02

FY 22/23 Budget Amendments 52.01 - 52.02

52.01 Reallocate funds for County Clerk.

52.02 Reallocate Health and Life Insurance funds.

FY 23/24 Budget Amendments 3.01 - 3.02



3.01 Reallocate funds for District Attorney.

3.02 Reallocate funds for District Clerk.

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

19. Personnel Change of Status.

- a. Employment & Separations
- b. Personnel Action Forms

A copy of the Personnel Change of Status is attached.

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

20. Payment of Claims.

Claims

8125185 – 8125361

9008750 – 9008813

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

21. Convene into Executive Session pursuant to the following:

- a. Texas Government Code §551.072 to deliberate the purchase, exchange, lease, or value of real property.
- b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of county personnel.

At this point, the County Judge announced the Court would consider items 23 through 26 and then return to convene into Executive Session.

Having considered the previously noted agenda items, at 10:18 a.m. the County Judge stated that the Court would convene into Executive Session to deliberate pursuant to the sections mentioned above. The following individuals were asked to stay for each session:

a. Texas Government Code §551.072 to deliberate the purchase, exchange, lease, or value of real property.

Aubrey Leggett, Administrative Assistant

Ed Bull, Chief of Staff/Civil Counsel

Bruce Erratt, Civil Counsel

Nina Payne, Budget Analyst

b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of county personnel.  
Aubrey Leggett, Administrative Assistant  
Ed Bull, Chief of Staff/Civil Counsel  
Bruce Erratt, Civil Counsel  
Jennifer Salazar, Human Resources Director  
Raeanna McConathy, Human Resources Assistant Director

22. Consider and possible action on Executive Sessions.

At 10:34 a.m. the County Judge announced the meeting open to the public and announced that no action would be taken on the Closed Executive Session.

At this point, the County Judge re-read agenda items 11, 12 and 14 to correct the misreading of the agenda language for the record.

23. Acknowledgement of FY 2023-2024 Budget to Actuals by Fund as of October 11, 2023.

Acknowledgement of FY 2023-2024 Contingency Budget to Actuals by Fund as of October 11, 2023.

The Court acknowledged receipt of the 2023-2024 Budget to Actuals by Fund and Contingency Fund Budget to Actuals as of October 11, 2023.

24. Juvenile director's report on detention population.

Juvenile Director Linda Ricketson reported there are 34 juveniles in the detention center, 27 are male and 7 are female, and 31 have electronic monitors.

25. Sheriff's report on inmate population.

Sheriff Wayne Dicky stated there were 732 inmates in jail, 619 inmates are male, 113 are female and 51 have electronic monitors.

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

Commissioner Berry announced to employees that sick leave pool donations close at the end of this month.

Commissioner Konderla announced that TXDOT is hosting an event at Legends Event Center on October 25, 2023 to discuss the Interstate 14 and Interstate 214 Loop projects. He encouraged citizens to attend. Commissioner Aldrich added that the event is an open house and he too, encourages community attendance.

27. Adjourn.



The foregoing minutes of the Commissioners Court Meeting held October 17, 2023, have been examined and are approved in open Court this 7th day of November 2023, in Bryan, Brazos County, Texas .

A blue ink signature of Duane Peters, written in a cursive style, positioned above a horizontal line.

Duane Peters  
County Judge

A blue ink signature of Steve Aldrich, written in a cursive style, positioned above a horizontal line.

Steve Aldrich  
Commissioner, Precinct 1

A blue ink signature of Chuck Konderla, written in a cursive style, positioned above a horizontal line.

Chuck Konderla  
Commissioner, Precinct 2

A blue ink signature of Nancy Berry, written in a cursive style, positioned above a horizontal line.

Nancy Berry  
Commissioner, Precinct 3

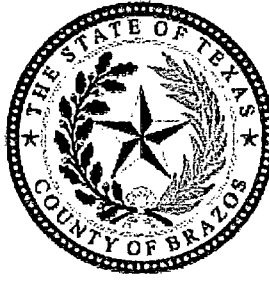
A blue ink signature of Wanda J. Watson, written in a cursive style, positioned above a horizontal line.

Wanda J. Watson  
Commissioner, Precinct 4

Attest:

A blue ink signature of Karen McQueen, written in a cursive style, positioned above a horizontal line.

Karen McQueen  
County Clerk



**BRAZOS COUNTY  
BRYAN, TEXAS**

FILED

2023 OCT 13 P 3:09

*[Handwritten signature: Mike McQueen]*

**NOTICE OF MEETING AND AGENDA**

**BRAZOS COUNTY COMMISSIONERS COURT**

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET  
IN REGULAR SESSION ON OCTOBER 17, 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**

- 
1. Invocation and Pledge of Allegiance
    - U.S. and Texas Flag - Commissioner Aldrich
  2. Call for Citizen input and/or concerns

**Consider and take action on agenda items: 3 - 22**

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#### **Overpayments**

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24. Juvenile director's report on detention population.
25. Sheriff's report on inmate population.
26. Announcement of interest items and possible future agenda topics.
27. 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

17 DAY OF October, 2023  
10:00 AM/PM, Regular Meeting

**Name**

(PLEASE PRINT)

Audrey Uggert  
Mersana Anderson  
Vonda Bob  
Karen McQueen  
Flo Workman  
Ashlie Peters-Bowman  
Cathie Viens  
Linda Ricketson  
Santas Naderette  
William Poland  
Ronnie Vitelli  
Eddie Bolch  
Nine Payne  
BERRA  
Michelle Meade

**Organization**

(PLEASE PRINT)

Comm. Court  
Co. Judge  
South Texas Aerobics  
Co. Clerk  
Co. Clerk's Off.  
Co. Clerk's Off.  
taxpayer  
Juvenile  
BCHD  
BCHD  
CITIZEN  
Bolch on Site Support Design  
Auditor  
Co. Judge  
OEM



# BRAZOS COUNTY COMMISSIONER'S COURT

17<sup>th</sup> DAY OF October, 2023  
10:00 (AM/PM, Regular)

**Name**

(PLEASE PRINT)

Megan Mason  
MIKE STREET  
Cyndy Wiley  
Bea Holmes  
Chris McDermott  
Wayne Dickey  
Kyle Hawthorn  
Kevin Stuart  
Paul Markner  
Jim Stewart  
Kathlyn Battles  
Celina Nava  
Kimberly Rouch  
Linda Stetz  
Ignacio Contreras Jr

**Organization**

(PLEASE PRINT)

Auditors  
TAXPAYER  
Self  
Vet. Serv.  
Pat. 2 Constable  
SO  
STMT  
MC SO  
BC SO  
Judges Office  
Purchasing  
Purchasing  
CO Judge  
Self  
BC SO

# BRAZOS COUNTY COMMISSIONER'S COURT

17<sup>th</sup> DAY OF October, 2023  
10:00 (AM/PM, Regular)

Name

(PLEASE PRINT)

Katie Mock

Joe Allen

~~Helene Laschky~~

Cristian Villarreal

Jennifer Salazar

Raeanne McConathy

Barbara Smith

~~Ed Bull~~

Cheryl Wendt

Organization

(PLEASE PRINT)

BTD

BVCOC

~~Leeta~~

Treas

HR

HR

cojudge

BC Judges Office



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Brazos County Office of the  
Sheriff-Detention Ctr.

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Acceptance of donated or unclaimed property left by inmates leaving the Brazos County Detention Center for the months of May and June 2023.

TO: Commissioners Court

FROM: Chief Kevin Stuart, CJM

DATE: 10/12/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Donation_of_County_Property_2023_June_-form_dated_2023-1006.pdf</a>	Property Form for the month of June 2023	Backup Material
<a href="#">Donation_of_County_Property_2023_May_form_dated_2023-1006.pdf</a>	Property Form for the month of May 2023	Backup Material



**BRAZOS COUNTY, TEXAS**  
**ACCEPTANCE OF DONATED/AWARDED PROPERTY**  
**DONATION OF COUNTY PROPERTY**

Date: 10/06/23

☐ Acceptance of Donated/Awarded Property  
(Awarded property requires signed court documentation)

☐ Donation of County Property

☒ Acceptance of Donated Inmate Property  
(Requires signed inmate documentation – NO VALUE ASSESSED)

Item Description: \_\_\_\_\_

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ SN/VIN #: \_\_\_\_\_

☐ Functional ☐ Non-Functional. Explain if Non-Functional \_\_\_\_\_

Additional Description/Information: Clothing, Jewelry, Electronics and other misc items left by

Inmates leaving the Brazos County Detention Center in the month of June 2023.

Estimated Value: \_\_\_\_\_

Check box for Capital Asset (value/initial cost is over \$5000)

Acceptance of Donated Property	Donation of County Property
<p>Check the appropriate account based on estimated value of property being accepted:</p> <p><input type="checkbox"/> 61235000 (Donation - Other)*</p> <p><input type="checkbox"/> 60010000 (Minor Property - \$1 - \$4999)</p> <p><input type="checkbox"/> 80010000 (Capital Property - Over \$5000)</p>	<p>Check the appropriate entity property being donated to:</p> <p>Government Entity: <u>Brazos Sheriff's Office</u> Organization Name</p> <p>Other (Due to Statutory requirements prior approval is required by Purchasing: _____ Organization Name</p>

**\*Donation – Other account 61235000 is to be used ONLY for cash/check funds donated to Brazos County.**

I certify that the above-mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretion of Commissioners Court based upon such things as usefulness, projected operating, maintenance, and insurance costs.

Requesting Department: Brazos Co. Sheriff's Office  
Department Name

Michael C.  
Authorized Signature

Organization Receiving Donated Property: Michael C.  
Authorized Signature

Approved by Commissioners Court on this 17 day of OCTOBER 2023

[Signature]  
Commissioners Court Approval

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID:300303**

**SO#:127233**

This is to advise you, NEWMAN, ANDREW RICHARD that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                          |                   |
|--------------------------|-------------------|
| 1) <u>3x Shoes</u>       | 6) <u>lighter</u> |
| 2) <u>Misc Clothes</u>   | 7) _____          |
| 3) <u>Book 4</u>         | 8) _____          |
| 4) <u>C 2 Bag LG</u>     | 9) _____          |
| 5) <u>Misc Paperwork</u> | 10) _____         |

Inmate Signature: \_\_\_\_\_

Date:6/22/2023

Officer Signature: \_\_\_\_\_

Date:6/22/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID:339302**

**SO#:21628560**

This is to advise you, SHIVERS, WILLIE, JR. that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |                           |
|---------------------------|---------------------------|
| 1) <u>Shoes</u>           | 6) <u>master c - 5639</u> |
| 2) <u>clothing</u>        | 7) <u>Set of keys</u>     |
| 3) <u>misc paper work</u> | 8) _____                  |
| 4) <u>WALLET</u>          | 9) _____                  |
| 5) <u>lighter</u>         | 10) _____                 |

Inmate Signature: \_\_\_\_\_ Date: 6/22/2023

Officer Signature: [Signature] Date: 6/22/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/16/2023

Jail ID:328288

SO#:70356

This is to advise you, TURNER, ERIC ALLEN that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- 1) 2 blue shoes
- 2) Wnt Shorts
- 3) Red shirt
- 4) blk pants
- 5) blk shirt

- 6) red jacket

- 7) \_\_\_\_\_

- 8) \_\_\_\_\_

- 9) \_\_\_\_\_

- 10) \_\_\_\_\_

Inmate Signature: Eric Allen Turner

Date: 6/16/2023

Officer Signature: RED 1158

Date: 6/16/2023

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/16/2023**

**Jail ID:323266**

**SO#:134884**

This is to advise you, TYLER, WARREN JAY that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

**DONATE**

1) 2 brown shoes

6) \_\_\_\_\_

2) Wht tank top

7) \_\_\_\_\_

3) blue shorts

8) \_\_\_\_\_

4) \_\_\_\_\_

9) \_\_\_\_\_

5) \_\_\_\_\_

10) \_\_\_\_\_

Inmate Signature: Warren Jay Tyler

Date: 6/16/2023

Officer Signature: V-6 11581

Date: 6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/4/2023**

**Jail ID:336895**

**SO#:136521**

This is to advise you, SUTTON, SADIE LYNN that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                   |           |
|-------------------|-----------|
| 1) <u>folders</u> | 6) _____  |
| 2) <u>Books</u>   | 7) _____  |
| 3) _____          | 8) _____  |
| 4) _____          | 9) _____  |
| 5) _____          | 10) _____ |

Inmate Signature:  Date: 6/4/2023

Officer Signature:  Date: 6/4/2023

**Person Designated To Pick Up Property:**

Name: Lydia Singleton

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID: 338766**

**SO#: 102731**

This is to advise you, LUNA, GAVINO GONZALES, III that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                   |           |
|-------------------|-----------|
| 1) <u>Shoes</u>   | 6) _____  |
| 2) <u>Clothes</u> | 7) _____  |
| 3) <u>Watch</u>   | 8) _____  |
| 4) _____          | 9) _____  |
| 5) _____          | 10) _____ |

Inmate Signature: [Signature] Date: 6/22/2023

Officer Signature: [Signature] Date: 6/22/2023

**Person Designated To Pick Up Property:**

Name: Sally Gonzales

Address: [Signature]

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Copy Of ID)

Releasing Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:339689**

**SO#:53408**

This is to advise you, TAYLOR, MARSHALL SAMUEL, JR that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |           |
|---------------------------|-----------|
| 1) <u>misc clothes</u>    | 6) _____  |
| 2) <u>shoes</u>           | 7) _____  |
| 3) <u>Manila envelope</u> | 8) _____  |
| 4) <u>Bcso ID</u>         | 9) _____  |
| 5) _____                  | 10) _____ |

Inmate Signature: [Signature] Date: 6/8/2023

Officer Signature: [Signature] Date: 6/8/2023

**Person Designated To Pick Up Property:**

Name: LaTasha Taylor

Address: 1006 Boulevard

Bryan TX

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DONATE

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/30/2023

Jail ID: 335313

SO#: 78878

This is to advise you, REYES, REUBEN MICHAEL that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |                          |
|-------------------------|--------------------------|
| 1) <u>1 blue jeans</u>  | 6) <u>1 brown wallet</u> |
| 2) <u>1 Grey shirt</u>  | 7) _____                 |
| 3) <u>2 brown boots</u> | 8) _____                 |
| 4) <u>1 brown belt</u>  | 9) _____                 |
| 5) <u>1 blue phone</u>  | 10) _____                |

Inmate Signature: Re P Date: 6/30/2023

Officer Signature: 11581 Date: 6/30/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/22/2023

Jail ID:332570

SO#:93450

This is to advise you, GUYTON, TERRY LYN, JR that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                    |                   |
|--------------------|-------------------|
| 1) <u>Shoes X2</u> | 6) _____          |
| 2) <u>Clothing</u> | 7) <u>Donated</u> |
| 3) <u>hat</u>      | 8) _____          |
| 4) _____           | 9) _____          |
| 5) _____           | 10) _____         |

Inmate Signature: \_\_\_\_\_

Date: 6/22/2023

Officer Signature: \_\_\_\_\_

Date: 6/22/2023

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID:332570**

**SO#:93450**

This is to advise you, GUYTON, TERRY LYN, JR that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                    |                 |
|--------------------|-----------------|
| 1) <u>Shoes X2</u> | 6) _____        |
| 2) <u>Clothing</u> | 7) <u>Don't</u> |
| 3) <u>hat</u>      | 8) _____        |
| 4) _____           | 9) _____        |
| 5) _____           | 10) _____       |

Inmate Signature: [Signature] Date: 6/22/2023

Officer Signature: [Signature] Date: 6/22/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/16/2023**

**Jail ID:326569**

**SO#:56344**

This is to advise you, FRANKLIN, HENRY EUGENE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                  |                      |
|------------------|----------------------|
| 1) belt          | 6) Orange Shirt      |
| 2) blk shoes     | 7) brown jacket      |
| 3) blue jeans    | 8)                   |
| 4) Gray tank top | 9) <del>DONATE</del> |
| 5) blue shirt    | 10)                  |

Inmate Signature: \_\_\_\_\_

Date: 6/16/2023

Officer Signature: \_\_\_\_\_

Date: 6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/30/2023

Jail ID:339525

SO#:92988

This is to advise you, EVANS, JEFFERY ERIC that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                        |           |
|------------------------|-----------|
| 1) <u>RED SHIRT</u>    | 6) _____  |
| 2) <u>BLACK SWEATS</u> | 7) _____  |
| 3) <u>SWEATER</u>      | 8) _____  |
| 4) <u>BLK SHOES</u>    | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: [Signature] Date: 6/30/2023

Officer Signature: [Signature] 11581 Date: 6/30/2023

**Person Designated To Pick Up Property:**

Name: LaTrice Evans Ruckett  
Address: 715 Nassar Court #D  
College Station, TX 77840

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID:329375

SO#:120517

This is to advise you, RANKIN, ROBERT LEE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |                      |
|-------------------------|----------------------|
| 1) <u>Misc. Clothes</u> | 6) <u>FAKE money</u> |
| 2) <u>shoes</u>         | 7) <u>wallet</u>     |
| 3) <u>Belt</u>          | 8) <u>ID TX</u>      |
| 4) <u>Phone</u>         | 9) <u>VISA 3019</u>  |
| 5) <u>Key X3</u>        | 10) _____            |

Inmate Signature: [Signature]

Date: 6/8/2023

Officer Signature: [Signature]

Date: 6/8/2023

Person Designated To Pick Up Property:

Name: Candace Beardford

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/16/2023**

**Jail ID:331512**

**SO#:117358**

This is to advise you, SMITH, DERRICK DEABRAM that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |                     |
|---------------------------|---------------------|
| 1) <u>2 blk Shoes</u>     | 6) <u>blk phone</u> |
| 2) <u>blue underwear</u>  | 7) <u>Scale</u>     |
| 3) <u>blk swim trunks</u> | 8) <u>lighter</u>   |
| 4) <u>blk shirt</u>       | 9) _____            |
| 5) <u>blk backpack</u>    | 10) _____           |

Inmate Signature: \_\_\_\_\_

Date: 6/16/2023

Officer Signature: \_\_\_\_\_

Date: 6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Derrick S Kellie Antoin  
2900 Wildflower #208

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/12/2023

Jail ID:336473

SO#:56089

This is to advise you, LOPEZ, BRANDY MICHELLE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd, Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

1) SHOES, BRA, PANTIES, SOCKS,

2) WHITE SHIRT, RED SHIRT,

3) JEANS, HIGHLIGHTER, HAIR CLIP

4) \_\_\_\_\_

5) \_\_\_\_\_

6) NATE

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

Inmate Signature: [Signature]

Date: 6/12/2023

Officer Signature: [Signature] 11581

Date: 6/12/2023

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID: 320891**

**SO#: 116318**

This is to advise you, **SALTER, CLIFFORD DEWAYNE** that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |                    |
|-------------------------|--------------------|
| 1) <u>Shoes</u>         | 6) <u>Brush</u>    |
| 2) <u>Clothes</u>       | 7) <u>Hair gel</u> |
| 3) <u>15 Books</u>      | 8) _____           |
| 4) <u>Misc paperw</u>   | 9) _____           |
| 5) <u>1 Bag of Hair</u> | 10) _____          |

Inmate Signature: Clifford Salter Date: 6/22/2023

Officer Signature: [Signature] Date: 6/22/2023

**Person Designated To Pick Up Property:**

Name: Logan Garvey

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:318473**

**SO#:124304**

This is to advise you, Punchard, Jacques Earl that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |           |
|---------------------------|-----------|
| 1) <u>Shoes</u>           | 6) _____  |
| 2) <u>MISC. PAPERWORK</u> | 7) _____  |
| 3) <u>Socks</u>           | 8) _____  |
| 4) <u>MISC. clothing</u>  | 9) _____  |
| 5) _____                  | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date: 6/8/2023

Officer Signature: \_\_\_\_\_

Date: 6/8/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Donated*

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID: 338915**

**SO#: 133431**

This is to advise you, CARRUTHERS, TRAVIS DEON that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |           |
|---------------------------|-----------|
| 1) <u>Misc. clothes</u>   | 6) _____  |
| 2) <u>Shoes</u>           | 7) _____  |
| 3) <u>Misc. paperwork</u> | 8) _____  |
| 4) _____                  | 9) _____  |
| 5) _____                  | 10) _____ |

Inmate Signature: Travis C Date: 6/8/2023

Officer Signature: [Signature] Date: 6/8/2023

**Person Designated To Pick Up Property:**

Name: Andrea Calhan

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:338153**

**SO#:109548**

This is to advise you, MCCRAY, RODRICK LEMALE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |                  |
|---------------------------|------------------|
| 1) <u>Misc. clothing</u>  | 6) <u>wallet</u> |
| 2) <u>shoes</u>           | 7) _____         |
| 3) <u>Misc. Paperwork</u> | 8) _____         |
| 4) <u>Hot spot</u>        | 9) _____         |
| 5) <u>Lighter</u>         | 10) _____        |

Inmate Signature: \_\_\_\_\_

Date: 6/8/2023

Officer Signature: \_\_\_\_\_

Date: 6/8/2023

**Person Designated To Pick Up Property:**

Name: Samarra McCray

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:324579**

**SO#:131525**

This is to advise you, JACKSON, DEMONTREYON DEMON that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>FANYTACK</u>      | 6) _____  |
| 2) <u>MISC. CLOTHES</u> | 7) _____  |
| 3) _____                | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: Demontreyon Jackson

Date: 6/8/2023

Officer Signature: [Signature] 11892

Date: 6/8/2023

Donate

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/16/2023

Jail ID:338720

SO#:136678

This is to advise you, Garcia, Joel Anthony that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- 1) Blue Shirt
- 2) Brown pants
- 3) ~~Blue Sandals~~
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

**DONATE**

Inmate Signature: [Signature]

Date:6/16/2023

Officer Signature: [Signature] 11581

Date:6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID: 339638

SO#: 31046874

This is to advise you, Dove, Anthony Wayne that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                          |           |
|--------------------------|-----------|
| 1) <u>Misc. Clothing</u> | 6) _____  |
| 2) <u>Shoes</u>          | 7) _____  |
| 3) <u>Phone</u>          | 8) _____  |
| 4) _____                 | 9) _____  |
| 5) _____                 | 10) _____ |

Inmate Signature: Anthony Dove Date: 6/8/2023

Officer Signature: [Signature] Date: 6/8/2023

Person Designated To Pick Up Property:

Name: Christopher Scott

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Copy Of ID)

Releasing Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/6/2023

Jail ID: 335984

SO#: 104246

This is to advise you, RIOS, JEROME JOAQUIN that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1) <u>blk bag w misc items</u> | 6) <u>1 book</u>                |
| 2) <u>1 wnt shirt</u>          | 7) <u>1 folder w mis papers</u> |
| 3) <u>1 pair tan pants</u>     | 8) _____                        |
| 4) <u>1 pair blk slippers</u>  | 9) _____                        |
| 5) _____                       | 10) _____                       |

Inmate Signature: \_\_\_\_\_

Date: 6/6/2023

Officer Signature: \_\_\_\_\_

Date: 6/6/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/16/2023**

**Jail ID: 333655**

**SO#: 123886**

This is to advise you, CONWAY, DEVION JULIUS that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                      |                  |
|----------------------|------------------|
| 1) <u>3 mads</u>     | 6) _____         |
| 2) <u>Blue pants</u> | 7) <u>DONATE</u> |
| 3) <u>blue shirt</u> | 8) _____         |
| 4) _____             | 9) _____         |
| 5) _____             | 10) _____        |

Inmate Signature: Devion Conway

Date: 6/16/2023

Officer Signature: \_\_\_\_\_

Date: 6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/16/2023

Jail ID: 335258

SO#: 109172

This is to advise you, WALLACE, RAY LEE SHI-HEAM that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                                |                |
|--------------------------------|----------------|
| 1) 2 blue shoes                | 6) 1 blk phone |
| 2) blk Hoodie                  | 7) _____       |
| 3) plad ps pants               | 8) _____       |
| 4) blk shorts                  | 9) _____       |
| 5) 1 phone w/ shattered screen | 10) _____      |

Inmate Signature: Ray Wallace

Date: 6/16/2023

Officer Signature: \_\_\_\_\_

Date: 6/16/2023

**Person Designated To Pick Up Property:**

Name: Larnel Miller

Address: 1472 Pastey Glen

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/16/2023

Jail ID:339190

SO#:135633

This is to advise you, Fortier, Nicholas Andrew that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                          |                      |
|--------------------------|----------------------|
| 1) <u>2 red shoes</u>    | 6) <u>Orange hat</u> |
| 2) <u>red pants</u>      | 7) _____             |
| 3) <u>blk sweater</u>    | 8) _____             |
| 4) <u>Phone red case</u> | 9) _____             |
| 5) <u>Smart Watch</u>    | 10) _____            |

Inmate Signature: [Signature]

Date: 6/16/2023

Officer Signature: \_\_\_\_\_

Date: 6/16/2023

**Person Designated To Pick Up Property:**

Name: JENNIFER WARREN

Address: 32 Gabb Rd

Bloom Field Ct 06002

Phone#: 860 844 5411

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID: 335661

SO#: 104097

This is to advise you, OLVERA, JACOB that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                          |                        |
|--------------------------|------------------------|
| 1) <u>watch</u>          | 6) <u>misc clothes</u> |
| 2) <u>pack of cigs</u>   | 7) _____               |
| 3) <u>key</u>            | 8) _____               |
| 4) <u>bracelet</u>       | 9) _____               |
| 5) <u>medical papers</u> | 10) _____              |

Inmate Signature: \_\_\_\_\_

Date: 6/8/2023

Officer Signature: \_\_\_\_\_

Date: 6/8/2023

*Donate*

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:339344**

**SO#:96739**

This is to advise you, SMITH, JEREMY ASHTON that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>Misc clothing</u> | 6) _____  |
| 2) <u>ID</u>            | 7) _____  |
| 3) <u>Glasses case</u>  | 8) _____  |
| 4) <u>Watal</u>         | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date: 6/8/2023

Officer Signature: \_\_\_\_\_

Date: 6/8/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/2/2023

Jail ID: 339187

SO#: 119294

This is to advise you, SAMANO-CALDERON, JAIRO that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                        |                    |
|------------------------|--------------------|
| 1) <u>BROWN SHOES</u>  | 6) <u>PHONE</u>    |
| 2) <u>MAROON SHIRT</u> | 7) <u>BELT</u>     |
| 3) <u>BLK SOCKS</u>    | 8) <u>NECKLACE</u> |
| 4) <u>BLK PANTS</u>    | 9) _____           |
| 5) <u>1 BOXER</u>      | 10) _____          |

Inmate Signature: Jairo Calderon Date: 6/2/2023

Officer Signature: [Signature] 11581 Date: 6/2/2023

**Person Designated To Pick Up Property:**

Name: Yancet Samano

Address: 1912 Echols St Bryan Tx

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Copy Of ID)

Releasing Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID:338958**

**SO#:58941**

This is to advise you, Sauseda, Bryan Christopher that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                       |           |
|-----------------------|-----------|
| 1) <u>Shoes</u>       | 6) _____  |
| 2) <u>Clothes</u>     | 7) _____  |
| 3) <u>Set of keys</u> | 8) _____  |
| 4) _____              | 9) _____  |
| 5) _____              | 10) _____ |

Inmate Signature: [Signature]

Date: 6/22/2023

Officer Signature: [Signature]

Date: 6/22/2023

**Person Designated To Pick Up Property:**

Name:

Ray Sauseda or Brittany # 2290146 (979)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone#

\_\_\_\_\_

Receiver's Signature: \*

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID: 336680**

**SO#: 132670**

This is to advise you, Henderson, Pimptereus Loentey that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>Misc. clothes</u> | 6) _____  |
| 2) <u>shoes</u>         | 7) _____  |
| 3) _____                | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: Pimptereus Henderson Date: 6/8/2023

Officer Signature: [Signature] Date: 6/8/2023

**Person Designated To Pick Up Property:**

Name: Margie Henderson

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/2/2023**

**Jail ID: 338707**

**SO#: 125565**

This is to advise you, Crucet, Holden Douglas that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                            |           |
|----------------------------|-----------|
| 1) <u>1 pair blk pants</u> | 6) _____  |
| 2) <u>1 blk shirt</u>      | 7) _____  |
| 3) <u>2 Grey shoes</u>     | 8) _____  |
| 4) <u>1+x dl</u>           | 9) _____  |
| 5) _____                   | 10) _____ |

Inmate Signature: [Signature]

Date: 6/2/2023

Officer Signature: [Signature] 11581

Date: 6/2/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DONATE

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/30/2023

Jail ID:329594

SO#:131207

This is to advise you, O'Neal, James Lee, JR that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                        |           |
|------------------------|-----------|
| 1) <u>tan pants</u>    | 6) _____  |
| 2) <u>1 purp shirt</u> | 7) _____  |
| 3) <u>2 brwn shoes</u> | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: [Signature]

Date: 6/30/2023

Officer Signature: [Signature] 11581

Date: 6/30/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DONATE

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/30/2023

Jail ID: 325819

SO#: 86903

This is to advise you, SANDERS, RODERICK TRYONE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                     |           |
|---------------------|-----------|
| 1) 1 blue shirt     | 6) _____  |
| 2) 1 Chedder boxers | 7) _____  |
| 3) 1 blue Shorts    | 8) _____  |
| 4) 1 durag          | 9) _____  |
| 5) _____            | 10) _____ |

Inmate Signature: Roderick Sanders Date: 6/30/2023

Officer Signature: [Signature] 11581 Date: 6/30/2023

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Copy Of ID)

Releasing Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/4/2023**

**Jail ID:330040**

**SO#:50914**

This is to advise you, ARRINGTON, KRISTINA GAYLE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                        |           |
|------------------------|-----------|
| 1) <u>Misc clothes</u> | 6) _____  |
| 2) <u>2 x books</u>    | 7) _____  |
| 3) <u>2 x shoes</u>    | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date: 6/4/2023

Officer Signature: \_\_\_\_\_

Date: 6/4/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Donate*

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID: 327941

SO#: 136640

This is to advise you, BUTLER, KENNETH JAMES that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                              |           |
|------------------------------|-----------|
| 1) <u>MISC clothing</u>      | 6) _____  |
| 2) <u>Shoes</u>              | 7) _____  |
| 3) <u>MISC. Apparel/work</u> | 8) _____  |
| 4) <u>EYE/EAR Drops</u>      | 9) _____  |
| 5) _____                     | 10) _____ |

Inmate Signature: Kenneth Butler

Date: 6/8/2023 Donate

Officer Signature: [Signature] 11892

Date: 6/8/2023

Person Designated To Pick Up Property:

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/4/2023**

**Jail ID: 338717**

**SO#: 140399**

This is to advise you, JAMES, GWENDOLYN ANN that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                      |           |
|----------------------|-----------|
| 1) Red TDCJ bag      | 6) _____  |
| 2) Misc clothes      | 7) _____  |
| 3) Blister pack meds | 8) _____  |
| 4) _____             | 9) _____  |
| 5) _____             | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date: 6/4/2023

Officer Signature: Neal 11376

Date: 6/4/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/22/2023

Jail ID: 336741

SO#: 111046

This is to advise you, SANCHEZ, MICHAEL JOSEPH that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                        |                       |
|------------------------|-----------------------|
| 1) <u>Shoes</u>        | 6) <u>lighter</u>     |
| 2) <u>MISC CLOTHES</u> | 7) <u>Hat</u>         |
| 3) <u>belt</u>         | 8) <u>Box of Cigs</u> |
| 4) <u>Necktie</u>      | 9) _____              |
| 5) <u>Wallet</u>       | 10) _____             |

Inmate Signature: \_\_\_\_\_

Date: 6/22/2023

Officer Signature: \_\_\_\_\_

Date: 6/22/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID: 325375**

**SO#: 135700**

This is to advise you, TERAN, GILBERTO EUGENE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |                       |
|---------------------------|-----------------------|
| 1) <u>MISC Clothing</u>   | 6) <u>Rubber Band</u> |
| 2) <u>Tobacco Product</u> | 7) _____              |
| 3) <u>Id GA</u>           | 8) _____              |
| 4) <u>Cell Phone</u>      | 9) _____              |
| 5) <u>lighter</u>         | 10) _____             |

Inmate Signature: Gilberto Teran

Date: 6/22/2023

Officer Signature: [Signature]

Date: 6/22/2023

**Person Designated To Pick Up Property:**

Name: Tiffany Teran

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/26/2023**

**Jail ID: 338741**

**SO#: 129255**

This is to advise you, BELL, MARQUAYVIA CHANCENIQUE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                              |           |
|------------------------------|-----------|
| 1) <u>Brown pants</u>        | 6) _____  |
| 2) <u>Orange shirt</u>       | 7) _____  |
| 3) <u>Pair of blue shoes</u> | 8) _____  |
| 4) <u>Blue pill bottle</u>   | 9) _____  |
| 5) _____                     | 10) _____ |

Inmate Signature: MBell

Date: 6/26/2023

Officer Signature: 12745

Date: 6/26/2023

**Person Designated To Pick Up Property:**

Name: DUNCAN

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/16/2023**

**Jail ID: 323266**

**SO#: 134884**

This is to advise you, TYLER, WARREN JAY that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

**DONATE**

1) 2 brown shoes

6) \_\_\_\_\_

2) white tank top

7) \_\_\_\_\_

3) blue shorts

8) \_\_\_\_\_

4) \_\_\_\_\_

9) \_\_\_\_\_

5) \_\_\_\_\_

10) \_\_\_\_\_

Inmate Signature: Warren Jay Tyler

Date: 6/16/2023

Officer Signature: T-6 11581

Date: 6/16/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/13/2023**

**Jail ID:339346**

**SO#:52083**

This is to advise you, CHATHAM, LASHANDRA that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>Misc. clothes</u> | 6) _____  |
| 2) <u>shoes</u>         | 7) _____  |
| 3) <u>BAG</u>           | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: Lashandra Chatham Date: 6/13/2023

Officer Signature: [Signature] Date: 6/13/2023

**Person Designated To Pick Up Property:**

Name: Bernice a Ford

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID: 320616

SO#: 51085

This is to advise you, HENDRICKS, DWAYNE BENARD that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                                 |           |
|---------------------------------|-----------|
| 1) <u>Misc. clothes</u>         | 6) _____  |
| 2) <u>Boots</u>                 | 7) _____  |
| 3) <u>Misc. Items (vac sea)</u> | 8) _____  |
| 4) _____                        | 9) _____  |
| 5) _____                        | 10) _____ |

Inmate Signature: Dwayne Hendricks Date: 6/8/2023

Officer Signature: [Signature] Date: 6/8/2023

Person Designated To Pick Up Property:

Name: Latonya Hendricks

Address: \_\_\_\_\_

Phone# 979 492 6228

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/4/2023

Jail ID:336309

SO#:132331

This is to advise you, GRIMES, MICHELLE LYNNE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                             |           |
|-----------------------------|-----------|
| 1) <u>8 Books</u>           | 6) _____  |
| 2) <u>Misc Jewelry</u>      | 7) _____  |
| 3) <u>Misc Paper-work</u>   | 8) _____  |
| 4) <u>Misc clothing</u>     | 9) _____  |
| 5) <u>black house shoes</u> | 10) _____ |

Inmate Signature: Michelle Grimes Date: 6/4/2023

Officer Signature: Meat 11334 Date: 6/4/2023

Person Designated To Pick Up Property:

Name:

Claudia Walton

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone#

\_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/8/2023

Jail ID: 327698

SO#: 86285

This is to advise you, DELEON, JOEL that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>Misc. clothes</u> | 6) _____  |
| 2) <u>shoes</u>         | 7) _____  |
| 3) _____                | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: Joel DeLeon

Date: 6/8/2023

Officer Signature: [Signature]

Date: 6/8/2023

Donate

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY SHERIFF'S OFFICE**

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/8/2023**

**Jail ID:330781**

**SO#:77499**

This is to advise you, PARNELL, BILLY DEWAYNE that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                 |           |
|-----------------|-----------|
| 1) <u>Shoes</u> | 6) _____  |
| 2) _____        | 7) _____  |
| 3) _____        | 8) _____  |
| 4) _____        | 9) _____  |
| 5) _____        | 10) _____ |

Inmate Signature: Billy PARNELL

Date: 6/8/2023

Officer Signature: [Signature]

Date: 6/8/2023

**Person Designated To Pick Up Property:**

Name: KINDER, PARNELL

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/12/2023

Jail ID: 338345

SO#: 101732

This is to advise you, Davis, Sharell Serlestine that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |  |           |
|--|-----------|
| 1) <u>WIG, JACKET, SLIDES</u>            | 6) _____  |
| 2) <u>BIBLE, WHITE SHIRT, PINK SKIRT</u> | 7) _____  |
| 3) <u>BRA, UNDERWEAR, SOCKS</u>          | 8) _____  |
| 4) <u>HAIR CAP, PHONE, KEYS</u>          | 9) _____  |
| 5) _____                                 | 10) _____ |

Inmate Signature: [Signature] Date: 6/12/2023

Officer Signature: [Signature] 11581 Date: 6/12/2023

**Person Designated To Pick Up Property:**

Name: Sierra Humphrey  
Address: 1421 Magnolia St  
College Station, TX 77840

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Copy Of ID)

Releasing Officers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

Date Inmate Left Facility: 6/4/2023

Jail ID:329999

SO#:107185

This is to advise you, SANDLE, TODDISIA LI'ASIA that the Brazos County Office of the Sheriff will grant you a period of one-week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                  |                 |
|------------------|-----------------|
| 1) 2 Slides      | 6) Misc Cards   |
| 2) Misc Clothing | 7) Misc Jewelry |
| 3) Bra           | 8)              |
| 4) Hair          | 9)              |
| 5) Choker        | 10)             |

Inmate Signature: [Signature] Date: 6/4/2023

Officer Signature: \_\_\_\_\_ Date: 6/4/2023

Person Designated To Pick Up Property:

Name:

Toddisia Sandle

Address:

Phone#

Receiver's Signature:

(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature:

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 6/22/2023**

**Jail ID:331313**

**SO#:115815**

This is to advise you, SCYRUS, TYRONE RAY that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                          |           |
|--------------------------|-----------|
| 1) <u>X-2 Shoes</u>      | 6) _____  |
| 2) <u>Clothes</u>        | 7) _____  |
| 3) <u>Pair ear Plugs</u> | 8) _____  |
| 4) _____                 | 9) _____  |
| 5) _____                 | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date:6/22/2023

Officer Signature: JS 11832

Date:6/22/2023

**Person Designated To Pick Up Property:**

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

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BRAZOS COUNTY, TEXAS**  
**ACCEPTANCE OF DONATED/AWARDED PROPERTY**  
**DONATION OF COUNTY PROPERTY**

Date: 10/06/23

☐ Acceptance of Donated/Awarded Property  
(Awarded property requires signed court documentation)

☐ Donation of County Property

☒ Acceptance of Donated Inmate Property  
(Requires signed inmate documentation – NO VALUE ASSESSED)

Item Description: \_\_\_\_\_

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ SN/VIN #: \_\_\_\_\_

☐ Functional ☐ Non-Functional. Explain if Non-Functional \_\_\_\_\_

Additional Description/Information: Clothing, Jewelry, Electronics and other misc items left by

Inmates leaving the Brazos County Detention Center in the month of May 2023.

Estimated Value: \_\_\_\_\_

Check box for Capital Asset (value/initial cost is over \$5000)

Acceptance of Donated Property	Donation of County Property
Check the appropriate account based on estimated value of property being accepted:  <input type="checkbox"/> 61235000 (Donation - Other)* <input type="checkbox"/> 60010000 (Minor Property - \$1 - \$4999) <input type="checkbox"/> 80010000 (Capital Property - Over \$5000)	Check the appropriate entity property being donated to:  Government Entity: <u>Brazos Sheriff's Office</u> Organization Name  Other (Due to Statutory requirements prior approval is required by Purchasing: _____) Organization Name

*\*Donation – Other account 61235000 is to be used ONLY for cash/check funds donated to Brazos County.*

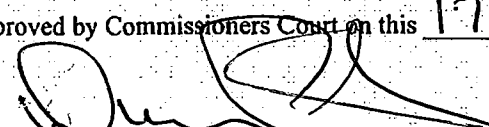
I certify that the above-mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretion of Commissioners Court based upon such things as usefulness, projected operating, maintenance, and insurance costs.

Requesting Department: Brazos Co. Sheriff's Office  
Department Name

Authorized Signature

Organization Receiving Donated Property: \_\_\_\_\_  
Authorized Signature

Approved by Commissioners Court on this 17 day of OCTOBER 2023.

  
Commissioners Court Approval

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 5/24/2023**

**Jail ID: 335915**

**SO#: 04217273**

This is to advise you, WALKER, DEMETRIC DONNELL that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                           |                     |
|---------------------------|---------------------|
| 1) <u>Misc. Clothes</u>   | 6) <u>Chapstick</u> |
| 2) <u>Boots (Brown)</u>   | 7) <u>Belt</u>      |
| 3) <u>Misc. Paperwork</u> | 8) <u>Phone</u>     |
| 4) <u>ID TEXAS</u>        | 9) <u>Ring</u>      |
| 5) <u>Knife</u>           | 10) _____           |

Inmate Signature: [Signature]

Date: 5/24/2023

Officer Signature: [Signature]

Date: 5/24/2023

**Person Designated To Pick Up Property:**

Name:

FRANKIE THOMAS WALKER

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone#

\_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BRAZOS COUNTY DETENTION CENTER  
INMATE PROPERTY INVENTORY FORM**

**Date Inmate Left Facility: 5/16/2023**

**Jail ID:333521**

**SO#:73972**

This is to advise you, NELSON, ANDY LAMAR that the Brazos County Office of the Sheriff will grant you a period of one week (five working days) to have anyone of your choice pickup and/or receive any and all property that you have accumulated during your time incarcerated in the Brazos County Detention Center. In the event that no one has picked up your property after the expiration of one week (five working days), any and all property will be donated to the Brazos County Sheriff's Office and disposed of to the person(s) or organization of choice by the order of the Sheriff of Brazos County, Texas. Your property will not be released to anyone other than the person that you have designated to pick it up and can be picked up from the Release Lobby of the Brazos County Detention Center located at 1835 Sandy Point Rd. Bryan, TX 77807. To avoid long wait times please schedule the pickup 24 hours in advance.

**LIST OF PROPERTY**

- |                         |           |
|-------------------------|-----------|
| 1) <u>MISC clothes</u>  | 6) _____  |
| 2) <u>Shoes</u>         | 7) _____  |
| 3) <u>MISC CLODS</u>    | 8) _____  |
| 4) <u>Phone Charger</u> | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: \_\_\_\_\_

Date: 5/16/2023

Officer Signature: [Signature]

Date: 5/16/2023

**Person Designated To Pick Up Property:**

Name: Andy Nelson

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_  
(Include Copy Of ID)

Date: \_\_\_\_\_

Releasing Officers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Donated*





**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	10/17/2023
ITEM:	Approval of Truist Resolution for Deposit Account and Designated Representatives.
TO:	Commissioners Court
DATE:	10/11/2023
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
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**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of the following Job Descriptions:

- 1. County Judge - B0242 - Assistant General Counsel
- 2. Exposition Complex - B0831 - Facility Operations Assistant
- 3. Fleet Shop - Heavy Equipment - B2674- Shop Foremen - Heavy Fleet
- 4. Fleet Shop - Heavy Equipment - B2675 - Resource Specialist I - Heavy Fleet
- 5. Fleet Shop - Heavy Equipment - B2676 - Mechanic - Heavy Fleet
- 6. Fleet Shop - Heavy Equipment - B2677 - Tire Specialist - Heavy Fleet
- 7. Fleet Shop - Heavy Equipment - B2681 - Parts Manager - Heavy Fleet
- 8. Fleet Shop - Light Equipment - B2655 - Resource Specialist I - Fleet Service
- 9. Fleet Shop - Light Equipment - B2691 - Mechanic - Fleet Service
- 10. Fleet Shop - Light Equipment - B2692 - Parts Coordinator - Fleet Service
- 11. Fleet Shop - Light Equipment - B2695- Shop Foremen - Fleet Service

TO: Commissioners Court

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">County Judge - B0242 - Assistant General Counsel .docx</a>	Approval of the following Job Descriptions: County Judge - B0242 - Assistant General Counsel	Backup Material
<a href="#">Exposition Complex - B0831 - Facility Operations Assistant.docx</a>	Approval of the following Job Descriptions: Exposition Complex - B0831 - Facility Operations Assistant	Backup Material
<a href="#">Fleet Shop - Heavy Equipment - B2674 - Shop Foremen - Heavy Fleet.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Heavy Equipment - B2674- Shop Foremen - Heavy Fleet	Backup Material
<a href="#">Fleet Shop - Heavy Equipment - B2675 - Resource Specialist I - Heavy Fleet.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Heavy Equipment - B2675 - Resource Specialist I - Heavy Fleet	Backup Material
<a href="#">Fleet Shop - Heavy Equipment - B2676 - Mechanic - Heavy Fleet.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Heavy Equipment - B2676 - Mechanic - Heavy Fleet	Backup Material
<a href="#">Fleet Shop - Heavy Equipment - B2677 - Tire Specialist - Heavy Fleet.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Heavy Equipment - B2677 - Tire Specialist - Heavy Fleet	Backup Material
<a href="#">Fleet Shop - Heavy Equipment - B2681 - Parts Manager - Heavy Fleet.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Heavy Equipment - B2681 - Parts Manager - Heavy Fleet	Backup Material

<a href="#">Fleet Shop - Light Equipment - B2655 - Resource Specialist I - Fleet Service.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Light Equipment - B2655 - Resource Specialist I - Fleet Service	Backup Material
<a href="#">Fleet Shop - Light Equipment - B2691 - Mechanic - Fleet Service.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Light Equipment - B2691 - Mechanic - Fleet Service	Backup Material
<a href="#">Fleet Shop - Light Equipment - B2692 - Parts Coordinator - Fleet Service.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Light Equipment - B2692 - Parts Coordinator - Fleet Service	Backup Material
<a href="#">Fleet Shop - Light Equipment - B2695- Shop Foremen - Fleet Service.docx</a>	Approval of the following Job Descriptions: Fleet Shop - Light Equipment - B2695- Shop Foremen - Fleet Service	Backup Material



## Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0242	<b>Title:</b>	Assistant General Counsel
<b>Pay Group:</b>	B0242	<b>Department:</b>	County Judge
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	General Counsel
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Professionals

### General Summary:

Performs professional legal work advising the Commissioner's Court, other County elected Officials, department heads, and various boards' commissions on civil and potentially criminal legal matters.

### Essential Duties:

Advise on civil legal matters, including economic development, labor matters, subdivision regulations, tax matters, open records, conflicts of interest, land interests, federal and local regulations, grants, interlocal agreements, bid proposals, construction, corporate formation, and constitutional claims.

Work involves representing the County and its employees in court and advising officials on issues with legal implication for the County.

Employee is responsible for preparing and interpreting contracts, reviewing and analyzing real estate documents, and performing all legal work in preparation for court appearances, including, but not limited to: performing legal research, interpreting statutes and constitutional provisions, preparing briefs and motions, drafting all necessary pleadings in environmental, eminent domain and civil cases, identifying all proper parties to litigation, securing service on all parties, interviewing witnesses, taking depositions and securing full discovery, seeking interlocutory or appellate relief as appropriate, conferring with other legal counsel, making all necessary court appearances, negotiating settlements as authorized, etc.

Other Duties as assigned.

### Supervision

**Received:** General Counsel

**Given:** This is a non-supervisory position.

### Education

**Required:** Juris doctor degree plus minimum of four (4) years in the practice of law.

**Preferred:**

### Experience

**Required:** Experience in civil trial, governmental, appellate law and related experience.

**Preferred:**

### Certificates, Licenses, Registrations

**Required:** State of Texas law license.

**Preferred:**

**APPROVED**

 10/17/23

Duane Peters

Date

County Judge

### Physical Demands

**Typical:** Light lifting and carrying of approximately 20 pounds or less.

### Knowledge, Skills, & Abilities

**Typical:** Must have a working knowledge of Civil, Criminal Law, Family Law, Mental Health Law and Bail Bond Law. Possess the ability to understand and apply the law.

### Work Environment

**Typical:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is frequently required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to perform tedious and exacting work; and to work closely with others as part of a team.



**Brazos County**  
**Job Description**  
Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0831	<b>Title:</b>	Facility Operations Assistant
<b>Pay Group:</b>	12	<b>Department:</b>	Exposition Complex
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	All Managers
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Service/Maintenance

**General Summary:**

Performs and monitors daily duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up cleaning and tearing-down events. Responsibilities may include the operation of light to moderate equipment and machinery including tractors with implements, skid steer loaders and forklifts.

**Essential Duties:**

Position covers multi-faceted areas of focus; such as janitorial, event set up, event break down, maintenance, inventory, light equipment operator.

The position includes following but not limited to;

- Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down;
- Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens;
- Cleans all areas in the Exhibit Hall, Arena and Pavilion including horse stalls, livestock pens, cattle tie stalls, livestock wash areas, seating areas, aisles, roads and parking lots;
- Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash;
- Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter;
- Strips, waxes, buffs and scrubs floors as needed and instructed;
- Keeps all floors dusted, mopped, and vacuumed;
- Distributes supplies as necessary;
- Assists in painting, minor repairs and other maintenance projects as necessary;
- Assists visitors in a polite manner during events at the Exposition Complex;
- Must be willing to work various hours as needed including some nights, weekends, holidays, etc.;
- Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory;
- Assists as necessary in inventory control including equipment;
- Assists in scheduling work, creating assignments and/or monitoring work as necessary for full time Facility Operations assistants and part-time and/or temporary building attendants/staff.
- Operates light to moderate equipment such as tractors with implements, forklifts, skid steer loaders.

Other Duties as assigned.

**Supervision**

**Received:** Event Supervisor, Event Coordinator, and all Managers.

**Given:** This is a non-supervisory position. However, may occasionally assist with the supervision of part-time/temporary event staff.

**Education**

**Required:** High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Some experience in operating a tractor and/or related equipment is preferred.

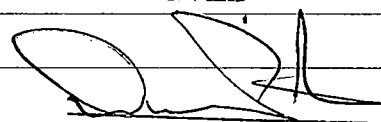
**Preferred:**

**Experience**

**Required:** At least one year of related work experience.

**Preferred:**

**APPROVED**

 10/17/23

Duane Peters  
County Judge

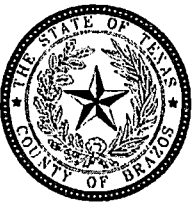
Date

**Certificates, Licenses, Registrations**

**Required:** None.

**Preferred:**

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Safe operation of light to moderate equipment/machinery and custodial/maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn how to safely operate light to moderate equipment; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.



## Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2674	<b>Title:</b>	Shop Foreman - Heavy Fleet
<b>Pay Group:</b>	23	<b>Department:</b>	Fleet Shop - Heavy Equipment
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Worker

### General Summary:

Manage everyday work going through shop. Manage work schedule and technician's time. Diagnoses and repairs to specifications/performs preventive and corrective maintenance on county's vehicles and equipment, including performing engine rebuilds, brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning, cooling and computer systems, drive trains and body work.

### Essential Duties:

Other duties may be assigned. Manage all jobs going in and out of shop. Supervise Technicians and help Resource specialist with scheduling work in and out of shop. Help manage sublet repairs to outside vendors. Report directly to fleet manager. Monitor vehicles and equipment for accurate assessment to be used at time of budgeting. Help with regular maintenance of all shop equipment. Help manage technician's sick time and vacation time. Performs corrective maintenance on county's vehicles and equipment, including performing repairs of hydraulic, electrical, cooling, and fuel systems, drive trains and body work; Performs scheduled maintenance on vehicles and equipment, including tune-ups, oil and filter changes, grease jobs, battery checks, tire and lubrication checks, and other preventive maintenance; Diagnoses engine mechanical problems and performs needed repairs on vehicles and equipment; Repairs drive trains, and performs other repairs including engine overhauls, transmission rebuilds, and clutch replacements; Repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, and belts; Troubleshoots and repairs vehicles ignition and electrical systems, including wiring, solenoid relays, and alternators; Repairs and maintains braking systems, including master cylinders, rotors, brake pads, and drums; Repairs and maintains vehicle fuel systems, including fuel pumps, fuel filters, fuel lines, and fuel gauges; Performs vehicle alignments, suspension repairs, and tire balancing; Assist other technicians in performing technical activities; Continuously learns new technical information and techniques in formal training session in order to stay abreast with rapidly changing automotive technology; Keeps fleet manager aware of mechanical repair problems as they occur. Fills out and processes work orders; and Drives vehicles to a licensed station for state inspection; Have knowledge to the installation of police roll bars, cages, radios, electronics and lights. Help keep a safe running shop.

Other Duties as assigned.

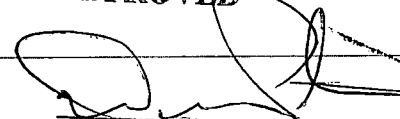
<b>Supervision</b>	
<b>Received:</b>	Fleet Manager
<b>Given:</b>	This is a supervisory position, reporting directly to fleet manager. Managing light fleet shop while still doing technician work as previous position (lead technician).

<b>Education</b>	
<b>Required:</b>	High school graduation or its equivalent and/or equivalent combination of education and experience that provides the required knowledge, skills and abilities.
<b>Preferred:</b>	

<b>Experience</b>	
<b>Required:</b>	Min. 5 years of automotive mechanical diagnosis, problem solving and repair experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<b>Certificates, Licenses, Registrations</b>	
<b>Required:</b>	ASE certifications, strong leadership skills and a co-worker focused attitude to go along with a high level of motivation and energy. Class C Driver's License
<b>Preferred:</b>	

APPROVED

  
Duane Peters  
County Judge

10/17/23  
Date

<p><i>Physical Demands</i></p> <p><b>Typical:</b></p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.</p>
<p><i>Knowledge, Skills, &amp; Abilities</i></p> <p><b>Typical:</b></p>	<p>Ability to communicate solutions to other; Methods, practices, equipment, and materials used on the service and repair of automotive mechanics; safe operation and repair of automotive, light and heavy equipment, including brake, hydraulic, and electrical systems. Diagnose problems and repair vehicles and equipment; repair hydraulic systems, gasoline and diesel engines, and heavy equipment; read wiring diagrams and electrical circuits; operate diagnostic equipment; understand and follow instructions; tolerate adverse working conditions; communicate effectively both orally and in writing; work effectively with co-workers; and maintain Texas driver's license applicable to job responsibilities.</p>
<p><i>Work Environment</i></p> <p><b>Typical:</b></p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to perform tedious and exacting work. The employee is frequently required to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines.</p>





# Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2675	<b>Title:</b>	Resource Specialist I - Heavy Fleet
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Heavy Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Administrative Support

<b>General Summary:</b>
Performs general resource support or basic accounting-related activities. Work includes basic accounting/bookkeeping, budget support, purchasing, data entry in support of accounts payable, travel expenses, basic contract review and preparation and processing and other related activities. Work is generally performed in or in support of the department's primary administrative unit. Work requires contact with other County departments and county contractors/vendors. Employees at this level follow standard practices that do not require frequent supervision of details.
<b>Essential Duties:</b>
Processes or audits various vouchers, invoices or contracted services; prepares written correspondence, reports; maintains files, logs, activity books, tables, coding manuals, or automated databases with accounting processes and activities; Coordinates the approval and submission of purchase orders for parts, tires, bulk oil, and the sublet repairs of fleet vehicles; Maintains a database of County Fleet Maintenance Department expenditures; Maintains purchase orders, invoices, and other documents related to departmental expenditures; Reconciles purchase orders with vendor invoices and payments; Assists County Fleet Manager with monitoring of the departmental budget; Schedule regular maintenance and repairs of vehicles with other county departments; Maintains an inventory of vehicles, equipment, parts, bulk oil and tires; Maintains data on annual vehicle maintenance service schedule; Co-ordinates sublet repairs with outside vendors; Generates monthly reports on the computer; Issues work orders for regular maintenance and repairs of county vehicles; Types letters, reports, forms, memos, and other documents; Answers telephone, including answering questions and taking messages; Sorts and distributes departmental mail; Manage time keeping system for employees payroll; Assists with communication with Commissioner's Court, Purchasing, Auditors Office, Budget Office and other departments as requested.
Other Duties as assigned.


<b>Supervision</b>	
<b>Received:</b>	Fleet Manager
<b>Given:</b>	This is a lead worker position. Ability to lead other office staff with little or no supervision. However, may assign and review work of part-time staff.

<b>Education</b>	
<b>Required:</b>	Bachelor's Degree in accounting, business administration, management or a financially related field plus one (1) year experience in accounting, bookkeeping, payroll processing, auditing, purchasing, contract processing, statistics or other accounting related areas. Additional experience in accounting, bookkeeping, payroll processing, auditing, purchasing, contract processing, statistics or other accounting related areas may be substituted for education on a year per year basis.
<b>Preferred:</b>	

<b>Experience</b>	
<b>Required:</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<b>Certificates, Licenses, Registrations</b>	
<b>Required:</b>	None.
<b>Preferred:</b>	

**APPROVED**



**10/17/23**

**Duane Peters** **Date**

**County Judge**

<b>Physical Demands</b>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Thorough knowledge of generally accepted accounting principles, procedures and terminology; thorough knowledge of bookkeeping practices and procedures; considerable knowledge of applicable mainframe systems and applications; considerable knowledge of purchasing methods and procedures; working knowledge of contract management policies and procedures; proficient skill in maintaining effective working relationships with others; proficient skills in preparing and maintaining records, files and reports; proficient skill in the responsibilities associated with administrative practices and procedures to include writing, editing, and report writing techniques, recording meeting notes, record keeping and record management. Maintain Texas driver's license applicable to job responsibilities.

<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is frequently required to work closely with others as a part of a team, to perform tedious and exacting work, to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines.



**Brazos County**  
**Job Description**  
Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2676	<b>Title:</b>	Mechanic - Heavy Fleet
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Heavy Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Workers

**General Summary:**

Perform preventative and corrective maintenance on county's vehicles and equipment, including performing engine rebuilds and repairs of hydraulics, electrical, cooling, and fuel systems, drive trains, and body work.

**Essential Duties:**

Perform corrective maintenance on county's vehicles and equipment, including performing engine rebuilds and repairs of hydraulic, electrical, cooling, and fuel systems, drive trains and some minor body work; Performs scheduled maintenance on vehicles and equipment, including tune-ups, oil and filter changes, grease jobs, battery checks, tire and lubrication checks, and other preventative maintenance; Diagnoses engine and mechanical problems and performs needed repairs on vehicles and equipment; Repairs drive trains, and performs other repairs including engine overhauls, transmission rebuilds, and clutch replacements; repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, and belts; Troubleshoots and repairs vehicles ignition and electrical systems, including wiring, solenoid relays, alternators; Repairs and maintains braking systems, including master cylinders, rotors, brake pads, and drums; Repairs and maintains vehicle fuel systems, including fuel pumps, fuel filters, fuel lines, and fuel gauges; Performs vehicle alignments, suspension repairs, tire repair and balancing; Cleans and maintains tools, diagnostic equipment, and county garage in an orderly manner; Fills out and processes work orders; and Drives vehicles to licensed station for state inspection. Some knowledge of OBDII and ABS diagnoses and diagnostic equipment. Some knowledge of A/C recovery and charge equipment.

Other Duties as assigned.

**Supervision**

**Received:** Fleet manager

**Given:** This is a non-supervisory position.

**Education**

**Required:** High school graduation or its equivalent, plus at least five years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Preferred:**

**Experience**

**Required:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

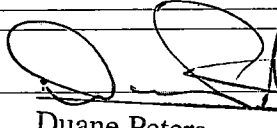
**Preferred:**

**APPROVED**

**Certificates, Licenses, Registrations**

**Required:** Class C Driver's License.

**Preferred:**

  
Duane Peters  
County Judge

10/17/23  
Date

**Physical Demands**

**Typical:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Methods, practices, equipment, and materials used on the service and repair of automotive mechanics; safe operation and repair of automotive, light, and heavy equipment, including brake, hydraulic, and electrical systems. Diagnose problems and repair vehicles and equipment; repair hydraulic systems, gasoline and diesel engines, and heavy equipment; read wiring diagrams and electrical circuits; operate diagnostic equipment; understand and follow instructions; tolerate adverse working conditions; communicate effectively both orally and in writing; work effectively with co-workers; and maintain Texas driver's license applicable to job responsibilities.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to perform tedious and exacting work. The employee is frequently required to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines. Some repairs require being in the elements of the outdoors.



**Brazos County**  
**Job Description**  
Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2677	<b>Title:</b>	Tire Specialist - Heavy Fleet
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Heavy Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Workers

**General Summary:**

Repair and or replace heavy and light duty equipment tires both in the shop and the field. Performs preventive and corrective maintenance on County vehicles and equipment, including performing preventative maintenance on engines, drive trains and hydraulic systems. Handle light repairs on brakes, electrical, cooling systems, suspension, drive train and fuel systems.

**Essential Duties:**

Perform repairs and or replace heavy and light duty equipment tires both in the shop and the field under some extreme conditions. Perform tire repairs using regular tire irons and tire machines. Operate tire balancers and have the ability to diagnose all types of tire wear problems. Performs scheduled maintenance on vehicles and equipment, including tune-ups, oil and filter changes, grease jobs, battery checks, tire and lubrication checks, and other preventive maintenance; Repairs and maintains brake systems as preventative maintenance including brake pads, rotors, drums, and master cylinders. Will be able to spot, notify foreman and driver of any type of problem, which looks to come in future for any item concerning engine, drive train, brakes, cooling systems, belts, hoses, compressors, water pumps, steering components, suspension and under carriage. Repairs and maintains vehicle fuel systems, including fuel pumps, fuel filters, fuel lines, and fuel gauges; Performs vehicle suspension repairs, such as shock, struts and bushing replacement. Cleans and maintains tools, diagnostic equipment, and county garage in an orderly manner; Fills out and processes work orders; and Drives vehicles to a licensed station for state inspection. Perform maintenance on small engines such as compressors, concrete mixers, and trash pumps.

Other Duties as assigned.

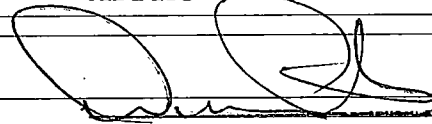
<b>Supervision</b>	
<b>Received:</b>	Shop foreman
<b>Given:</b>	This is a non-supervisory position.

<b>Education</b>	
<b>Required:</b>	High school graduation or its equivalent, plus at least three years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<b>Experience</b>	
<b>Required:</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<b>Certificates, Licenses, Registrations</b>	
<b>Required:</b>	Class C Driver's License.
<b>Preferred:</b>	Class A Driver's License.

**APPROVED**

  
Duane Peters  
County Judge

10/17/23  
Date

<b>Physical Demands</b>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects that have some extreme weights, such as tires, wheels, tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Methods, practices, equipment, and materials used on the service and repair of automotive mechanics; safe operation and repair of automotive, light, and heavy equipment, including brake, hydraulic, and electrical systems. Diagnose problems and repair vehicles and equipment; repair hydraulic systems, gasoline and diesel engines, and heavy equipment; read wiring diagrams and electrical circuits; operate diagnostic equipment; understand and follow instructions; tolerate adverse working conditions; communicate effectively both orally and in writing; work effectively with co-workers; and maintain Texas driver's license applicable to job responsibilities.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to perform tedious and exacting work. The employee is frequently required to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines. Some repairs require being in the elements of the outdoors.



## Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2681	<b>Title:</b>	Parts Manager - Heavy Fleet
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Heavy Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Workers

### General Summary:

Orders, procures, and stocks materials, parts, and office supplies needed for the maintenance and repair of county vehicles and equipment.

### Essential Duties:

Assists with the assessment of materials, parts, and supply needs for county vehicles and equipment; Orders materials, parts, and office supplies needed for the maintenance and repair of county vehicles and equipment; Prepares and submits purchase orders; Makes telephone calls to vendors to order materials, parts, and supplies; Drives to vendor's establishment to procure ordered materials, parts, and supplies; Shelves materials, parts, and supplies; Assists with the preparation of vehicle and equipment work orders; Issues county vehicle and equipment keys; Issues hand tools; Issue Road crew supplies and Answers telephone, takes messages, and routes calls as appropriate.

Other Duties as assigned.

### Supervision

**Received:** Fleet Manager

**Given:** This is a non-supervisory position

### Education

**Required:** High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Preferred:**

### Experience

**Required:** At least one year of experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

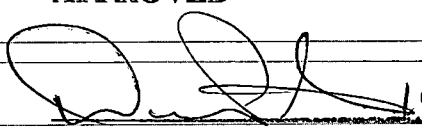
**Preferred:**

**APPROVED**

### Certificates, Licenses, Registrations

**Required:** Class C Driver's License.

**Preferred:**

  
Duane Peters  
County Judge

**Date**

10/17/23

### Physical Demands

**Typical:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Standard purchasing policies and procedures; basic automotive equipment and mechanics; and standard office practices and procedures. Read automotive and equipment manuals; perform basic bookkeeping; keep accurate records; apply safety standards to prevent hazards; understand and follow instructions; communicate effectively both orally and in writing; work effectively and cooperatively with co-workers; and maintain Texas driver's license applicable to job responsibilities.

<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously, switch from one task to another, and to work under time pressures to meet deadlines.





# Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2655	<b>Title:</b>	Resource Specialist I - Fleet Service
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Light Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Administrative Support

## General Summary:

Performs general resource support or basic accounting-related activities. Work includes basic accounting/bookkeeping, budget support, purchasing, data entry in support of accounts payable, travel expenses, basic contract review and preparation and processing and other related activities. Work is generally performed in or in support of the department's primary administrative unit. Work requires contact with other County departments and county contractors/vendors. Employees at this level follow standard practices that do not require frequent supervision of details.

## Essential Duties:

Processes or audits various vouchers, invoices or contracted services; prepares written correspondence, reports; maintains files, logs, activity books, tables, coding manuals, or automated databases with accounting processes and activities; Coordinates the approval and submission of purchase orders for parts, tires, bulk oil, and the sublet repairs of fleet vehicles; Maintains a database of County Fleet Maintenance Department expenditures; Maintains purchase orders, invoices, and other documents related to departmental expenditures; Reconciles purchase orders with vendor invoices and payments; Assists County Fleet Manager with monitoring of the departmental budget; Schedule regular maintenance and repairs of vehicles with other county departments; Maintains an inventory of vehicles, equipment, parts, bulk oil and tires; Maintains data on annual vehicle maintenance service schedule; Co-ordinates sublet repairs with outside vendors; Generates monthly reports on the computer; Issues work orders for regular maintenance and repairs of county vehicles; Types letters, reports, forms, memos, and other documents; Answers telephone, including answering questions and taking messages; Sorts and distributes departmental mail; Manage time keeping system for employees payroll; Assists with communication with Commissioner's Court, Purchasing, Auditors Office, Budget Office and other departments as requested.

Other Duties as assigned.

## Supervision

**Received:** From Fleet Manager

**Given:** This is a lead worker position. Ability to lead other office staff with little or no supervision. However, may assign and review work of part-time staff.

## Education

**Required:** Bachelor's Degree in accounting, business administration, management or a financially related field plus one (1) year experience in accounting, bookkeeping, payroll processing, auditing, purchasing, contract processing, statistics or other accounting related areas. Additional experience in accounting, bookkeeping, payroll processing, auditing, purchasing, contract processing, statistics or other accounting related areas may be substituted for education on a year per year basis.

**Preferred:**

## Experience

**Required:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred:**

APPROVED

## Certificates, Licenses, Registrations

**Required:** None.

**Preferred:**

Duane Peters

County Judge

Date

## Physical Demands

**Typical:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Thorough knowledge of generally accepted accounting principles, procedures and terminology; thorough knowledge of bookkeeping practices and procedures; considerable knowledge of applicable mainframe systems and applications; considerable knowledge of purchasing methods and procedures; working knowledge of contract management policies and procedures; proficient skill in maintaining effective working relationships with others; proficient skills in preparing and maintaining records, files and reports; proficient skill in the responsibilities associated with administrative practices and procedures to include writing, editing, and report writing techniques, recording meeting notes, record keeping and record management. Maintain Texas driver's license applicable to job responsibilities.

<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is frequently required to work closely with others as a part of a team, to perform tedious and exacting work, to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines.



# Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2691	<b>Title:</b>	Mechanic - Fleet Service
<b>Pay Group:</b>	17	<b>Department:</b>	Fleet Shop - Light Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Workers

## General Summary:

Perform preventative and corrective maintenance on county's vehicles and equipment, including performing engine rebuilds and repairs of hydraulics, electrical, cooling, and fuel systems, drive trains, and body work.

## Essential Duties:

Perform corrective maintenance on county's vehicles and equipment, including performing engine rebuilds and repairs of hydraulic, electrical, cooling, and fuel systems, drive trains and some minor body work; Performs scheduled maintenance on vehicles and equipment, including tune-ups, oil and filter changes, grease jobs, battery checks, tire and lubrication checks, and other preventative maintenance; Diagnoses engine and mechanical problems and performs needed repairs on vehicles and equipment; Repairs drive trains, and performs other repairs including engine overhauls, transmission rebuilds, and clutch replacements; repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, and belts; Troubleshoots and repairs vehicles ignition and electrical systems, including wiring, solenoid relays, alternators; Repairs and maintains braking systems, including master cylinders, rotors, brake pads, and drums; Repairs and maintains vehicle fuel systems, including fuel pumps, fuel filters, fuel lines, and fuel gauges; Performs vehicle alignments, suspension repairs, tire repair and balancing; Cleans and maintains tools, diagnostic equipment, and county garage in an orderly manner; Fills out and processes work orders; and Drives vehicles to licensed station for state inspection. Some knowledge of OBDII and ABS diagnoses and diagnostic equipment. Some knowledge of A/C recovery and charge equipment.

Other Duties as assigned.

## Supervision

**Received:** Fleet manager

**Given:** This is a non-supervisory position.

## Education

**Required:** High school graduation or its equivalent, plus at least five years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Preferred:**

## Experience

**Required:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Preferred:**

APPROVED

## Certificates, Licenses, Registrations

**Required:** Class C Driver's License.

**Preferred:**

Duane Peters  
County Judge

Date

## Physical Demands

**Typical:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Methods, practices, equipment, and materials used on the service and repair of automotive mechanics; safe operation and repair of automotive, light, and heavy equipment, including brake, hydraulic, and electrical systems. Diagnose problems and repair vehicles and equipment; repair hydraulic systems, gasoline and diesel engines, and heavy equipment; read wiring diagrams and electrical circuits; operate diagnostic equipment; understand and follow instructions; tolerate adverse working conditions; communicate effectively both orally and in writing; work effectively with co-workers; and maintain Texas driver's license applicable to job responsibilities.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to perform tedious and exacting work. The employee is frequently required to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines. Some repairs require being in the elements of the outdoors.



## Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2692	<b>Title:</b>	Parts Coordinator - Fleet Service
<b>Pay Group:</b>	16	<b>Department:</b>	Fleet Shop - Light Equipment
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Workers

### General Summary:

Orders, procures, and stocks materials, parts, and office supplies needed for the maintenance and repair of county vehicles and equipment. Keep up with an inventory system.

### Essential Duties:

Assists with the assessment of materials, parts, and supply needs for County vehicles and equipment; Orders materials, parts, and office supplies needed for the maintenance and repair of county vehicles and equipment; Prepares and submits purchase orders; Keep up and maintain a parts inventory system using parts inventory software on a PC; Makes telephone calls to vendors to order materials, parts, and supplies; Drives to vendor's establishment to procure ordered materials, parts, and supplies; Shelves materials, parts, and supplies; Assists with the preparation of vehicle and equipment work orders; Issues hand tools; Work with Purchasing to order equipment to be installed in County vehicles; Help out in shop when time is idle. Answers telephone, takes messages, and routes calls as appropriate.

Other Duties as assigned.

### Supervision

**Received:** From Fleet Manager

**Given:** This is a non-supervisory position

### Education

**Required:** High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Preferred:**

### Experience

**Required:** At least one year of experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

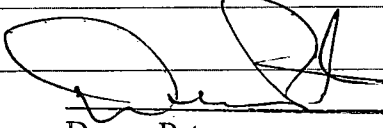
**Preferred:**

**APPROVED**

### Certificates, Licenses, Registrations

**Required:** Class C Driver's License.

**Preferred:**

  
Duane Peters  
County Judge

10/17/23  
Date

### Physical Demands

**Typical:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds sometime up stairs, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Standard purchasing policies and procedures; basic automotive equipment and mechanics; and standard office practices and procedures. Read automotive and equipment manuals; perform basic bookkeeping; keep accurate records; apply safety standards to prevent hazards; understand and follow instructions; communicate effectively both orally and in writing; work effectively and cooperatively with co-workers; and maintain Texas driver's license applicable to job responsibilities.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously, switch from one task to another, and to work under time pressures to meet deadlines.



## Brazos County Job Description

Last Updated: October 2023

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2695	<b>Title:</b>	Shop Foreman – Fleet Service
<b>Pay Group:</b>	23	<b>Department:</b>	Fleet Services – Light Equipment
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Fleet Manager
<b>Approved Date:</b>	10/17/2023	<b>EEOC Category:</b>	Skilled Craft Worker

### General Summary:

Manage everyday work going through shop. Manage work schedule and technician's time. Diagnoses and repairs to specifications/performs preventive and corrective maintenance on county's vehicles and equipment, including performing engine rebuilds, brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning, cooling and computer systems, drive trains and body work.

### Essential Duties:

Other duties may be assigned. Manage all jobs going in and out of shop. Supervise Technicians and help Resource specialist with scheduling work in and out of shop. Help manage sublet repairs to outside vendors. Report directly to fleet manager. Monitor vehicles and equipment for accurate assessment to be used at time of budgeting. Help with regular maintenance of all shop equipment. Help manage technician's sick time and vacation time. Performs corrective maintenance on county's vehicles and equipment, including performing repairs of hydraulic, electrical, cooling, and fuel systems, drive trains and body work; Performs scheduled maintenance on vehicles and equipment, including tune-ups, oil and filter changes, grease jobs, battery checks, tire and lubrication checks, and other preventive maintenance; Diagnoses engine mechanical problems and performs needed repairs on vehicles and equipment; Repairs drive trains, and performs other repairs including engine overhauls, transmission rebuilds, and clutch replacements; Repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, and belts; Troubleshoots and repairs vehicles ignition and electrical systems, including wiring, solenoid relays, and alternators; Repairs and maintains braking systems, including master cylinders, rotors, brake pads, and drums; Repairs and maintains vehicle fuel systems, including fuel pumps, fuel filters, fuel lines, and fuel gauges; Performs vehicle alignments, suspension repairs, and tire balancing; Assist other technicians in performing technical activities; Continuously learns new technical information and techniques in formal training session in order to stay abreast with rapidly changing automotive technology; Keeps fleet manager aware of mechanical repair problems as they occur. Fills out and processes work orders; and Drives vehicles to a licensed station for state inspection; Have knowledge to the installation of police roll bars, cages, radios, electronics and lights. Help keep a safe running shop.

### Other Duties as assigned.


<b>Supervision</b>	
<b>Received:</b>	Fleet Manager
<b>Given:</b>	This is a supervisory position, reporting directly to fleet manager. Managing light fleet shop while still doing technician work as previous position (lead technician).

<b>Education</b>	
<b>Required:</b>	High school graduation or its equivalent and/or equivalent combination of education and experience that provides the required knowledge, skills and abilities.
<b>Preferred:</b>	

<b>Experience</b>	
<b>Required:</b>	Min. 5 years of automotive mechanical diagnosis, problem solving and repair experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<b>Certificates, Licenses, Registrations</b>	
<b>Required:</b>	ASE certifications, strong leadership skills and a co-worker focused attitude to go along with a high level of motivation and energy. Class C Driver's License
<b>Preferred:</b>	

APPROVED

  
Duane Peters  
County Judge

10/17/23  
Date

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Ability to communicate solutions to other; Methods, practices, equipment, and materials used on the service and repair of automotive mechanics; safe operation and repair of automotive, light and heavy equipment, including brake, hydraulic, and electrical systems. Diagnose problems and repair vehicles and equipment; repair hydraulic systems, gasoline and diesel engines, and heavy equipment; read wiring diagrams and electrical circuits; operate diagnostic equipment; understand and follow instructions; tolerate adverse working conditions; communicate effectively both orally and in writing; work effectively with co-workers; and maintain Texas driver's license applicable to job responsibilities.

<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to perform tedious and exacting work. The employee is frequently required to perform multiple tasks simultaneously, to switch from one task to another, and to work under time pressures to meet deadlines.





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval requested from the Public Defender's Office for the following Payment Authorizations to be paid from FY23 budget. A Purchase Order was not obtained in advance.

- a. USA Certified Interpreters LLC, Invoice #2535 in the amount of \$378.60 for Transcription and Translation services and Certificate of Accuracy.
- b. USA Certified Interpreters LLC, Invoice #2536 in the amount for \$737.00 for Transcription and Translation services and Certificate of Accuracy.

TO: Commissioners Court

DATE: 10/09/2023

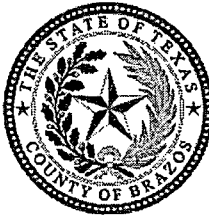
FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Invoice_2535_from_USA_Certified_Interpreters_LLC.pdf</a>	Invoice #2535 USA Certified Interpreters LLC	Cover Memo
<a href="#">Invoice_2536_from_USA_Certified_Interpreters_LLC.pdf</a>	Invoice #2536 USA Certified Interpreters LLC	Cover Memo
<a href="#">email_backup.pdf</a>	email backup	Cover Memo



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

10/17/2023

ITEM:

Approval requested from the Public Defender's Office for the following Payment Authorizations to be paid from FY23 budget. A Purchase Order was not obtained in advance.

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TO:

Commissioners Court

DATE:

10/09/2023

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

Invoice\_2535\_from\_USA\_Certified\_Interpreters\_LLC.pdf Invoice #2535 USA Certified Interpreters LLC

Cover Memo

Invoice\_2536\_from\_USA\_Certified\_Interpreters\_LLC.pdf Invoice #2536 USA Certified Interpreters LLC

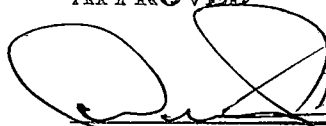
Cover Memo

email\_backup.pdf

email backup

Cover Memo

**APPROVED**



10/17/23

Duane Peters  
County Judge

Date

# INVOICE

USA Certified Interpreters LLC  
Montgomery, TX 77356  
monica@usaift.com  
+1 (936) 588-9079  
www.usaift.com



## Brazos County Public Defender's Office

**Bill to**  
Brazos County Public Defender's Office

**Invoice details**  
Invoice no.: 2535  
Terms: County Payment Schedule  
Invoice date: 09/26/2023  
Due date: 09/27/2023

Product or service		Amount
1. <b>Interpreting Services</b>	1 unit × \$300.00	\$300.00
Service date: 09/26/2023		
RE: Case 2203835 Jacobo Pena - Atty. Nathan Wood		
2. <b>Mileage</b>	120 units × \$0.655	\$78.60
Service date: 09/26/2023		
Miles 60 x 2		

### Ways to pay



**Total** **\$378.60**

**Overdue** 09/27/2023

Pay invoice

# INVOICE

USA Certified Interpreters LLC  
Montgomery, TX 77356

monica@usaatt.com  
+1 (936) 588-9079  
www.usaatt.com



## Brazos County Public Defender's Office

**Bill to**  
Brazos County Public Defender's Office

**Invoice details**  
Invoice no.: 2536  
Terms: County Payment Schedule  
Invoice date: 09/26/2023  
Due date: 10/16/2023

Product or service		Amount
1. <b>Transcription Translation</b>	17 units × \$36.00	\$612.00
Service date: 09/26/2023		
3 Audio segments total 17 min		
2. <b>Certificate of Accuracy</b>	1 unit × \$125.00	\$125.00
Service date: 09/26/2023		
Court ready document.		

### Ways to pay



**Total** **\$737.00**

Pay invoice

**From:** [Natalie K. Hays](#)  
**To:** [Marsha D. Anderson](#)  
**Subject:** Commissioner's Court Agenda Items  
**Date:** Monday, October 9, 2023 9:41:32 AM  
**Attachments:** [Invoice 2535 from USA Certified Interpreters LLC.pdf](#)  
[Invoice 2536 from USA Certified Interpreters LLC.pdf](#)

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Good morning Marsha,

I have two invoices on services that were incurred last FY that I need to get approval for by the Commissioners for payment authorizations. I did not have PO's for them (live and learn since we're new here ). I spoke with Katie Connor and she said that I will need to get them approved by Commissioners to be able to use last year's budget to cover the cost. Can you let me know how to put in the request to get these on the Agenda?

Thank you so much for your help. If its easier, please feel free to call me- 4574.

Natalie K. Hays  
Office Manager  
Brazos County Public Defender's Office  
200 South Texas Ave, Suite 126  
Bryan, Texas 77803  
979 361-4581



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of Engagement Letter with West, Webb, Allbritton & Gentry, P. C. for the negotiation and acquisition of real property for the location of a central receiving warehouse and/or other needed offices.

TO: Commissioners Court

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Engagement Letter - Central Receiving.pdf](#) Engagement Letter - Central Receiving

Backup Material



**WEST WEBB  
ALLBRITTON  
& GENTRY**

**Mike Gentry**  
Shareholder

Board Certified Commercial Real Estate Law  
Texas Board of Legal Specialization  
mike.gentry@westwebb.law

October 11, 2023

***Via Email [ebull@brazoscountytexas.gov](mailto:ebull@brazoscountytexas.gov)***

Brazos County  
Judge Duane Peters, Brazos County Judge  
Attn: Ed Bull, Chief of Staff, Legal Officer  
200 South Texas Avenue, Ste. 332  
Bryan, Texas 77803

Re: Engagement Letter; Central Receiving

Dear Ed:

This letter describes the terms and conditions under which West, Webb, Allbritton & Gentry, P.C. ("**Firm**") will represent Brazos County ("**County**") concerning the legal matter described in greater detail below (the "**matter**"). Our representation shall become effective upon our receipt of a countersigned copy of this letter ("**Agreement**").

The Firm is being retained to assist and represent Brazos County in the negotiation for and acquisition of real property for the location of a central receiving warehouse and/or other needed offices. The scope of work includes the preparation of a contract for the purchase of real property, including associated title policy and survey review and preparation for closing. We have agreed that our fee for these services will not exceed \$15,000.00 unless approved in advance by you. As with other matters for which we provide services to the County, the hourly rate of our attorneys and paralegals will be discounted by 15%.

The Firm's representation is limited to the above-referenced matters and the Firm has not been retained to represent you generally or in connection with any other matter unless we modify this engagement letter by subsequent engagement letters. Additionally, you understand that the Firm has been retained to provide legal services, not business or financial advice or services.

As is true with all legal services, we cannot and do not guarantee the results of our representation. We make no express warranties concerning this matter and disclaim any implied warranties concerning the matter.

Attorneys like other professionals who advise on personal financial matters, may be required by a federal law such as the Gramm-Leach-Bliley Act to inform their clients of their policies regarding privacy of client information. In the course of representing our clients, we receive all manner of significant personal financial information from them. As a client of the firm, you are advised that all information we receive from you will be held in confidence and not released to outside persons, except as agreed to by you or as required under applicable law. We

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1515 Emerald Plaza, College Station, TX 77845 | 979.694.7000 | [westwebb.law](http://westwebb.law)

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Engagement Letter Central Receiving

October 11, 2023

Page 2

retain records relating to professional services we provide to assist our client with their professional needs and in some cases, to comply with professional guidelines.

At the end of our representation, please let us know if you need any documents from our files. We will retain documents for ten (10) years and then destroy them in accordance with our record-retention policy then in effect.

Third party costs and fees incurred on your behalf will be paid directly by you, or when advanced by the Firm, will be borne by and paid for by you upon receipt of a statement for said expenses. Certain expenses will be forwarded to you for payment directly.

The Firm will provide to you at monthly intervals an itemized statement setting forth in reasonable detail all advances for the above-mentioned expenses and a description in reasonable detail of all work performed on your behalf in these matters with the cost for services performed. Full payment is due on receipt of the statement for current fees and expenses.

You agree that this attorney-client agreement will not be modified by any oral agreement; instead, all modifications of this agreement must be in writing and signed by West, Webb, Allbritton & Gentry, P.C. and you. You agree that this attorney-client agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns. This agreement shall be interpreted and construed according to the laws of the State of Texas, and all obligations of the parties are performable in Brazos County, Texas. This agreement is to be performed in Brazos County, Texas, although the litigation involved may be tried in a different county.

Once again, we are pleased to have this opportunity to work with you in this matter. If you have any questions or concerns about any of the above, please contact us as soon as possible. If this letter accurately reflects our agreement, please sign the enclosed copy of this letter and return it to me.

Sincerely,

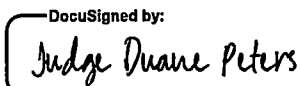
WEST, WEBB, ALLBRITTON & GENTRY, PC.



\_\_\_\_\_  
Mike Gentry

AGREED AND ACCEPTED:

Brazos County

DocuSigned by:  
  
ADE64E9E12824FE  
\_\_\_\_\_  
Judge Duane Peters  
Brazos County Judge

10/17/2023

\_\_\_\_\_  
Date





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of Engagement Letter with West, Webb, Allbritton & Gentry, P. C. for the negotiation and acquisition of real property located on State Highway 21, Bryan, Brazos County, Texas.

TO: Commissioners Court

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Engagement Letter - SH21.pdf](#)

**Description**

Engagement Letter - SH21

**Type**

Backup Material



**WEST WEBB  
ALLBRITTON  
& GENTRY**

**Mike Gentry**  
Shareholder

Board Certified Commercial Real Estate Law  
Texas Board of Legal Specialization  
mike.gentry@westwebb.law

October 11, 2023

***Via Email [ebull@brazoscountytexas.gov](mailto:ebull@brazoscountytexas.gov)***

Brazos County  
Judge Duane Peters, Brazos County Judge  
Attn: Ed Bull, Chief of Staff, Legal Officer  
200 South Texas Avenue, Ste. 332  
Bryan, Texas 77803

Re: Engagement Letter; SH21 Property

Dear Ed:

This letter describes the terms and conditions under which West, Webb, Allbritton & Gentry, P.C. ("Firm") will represent Brazos County ("County") concerning the legal matter described in greater detail below (the "matter"). Our representation shall become effective upon our receipt of a countersigned copy of this letter ("Agreement").

The Firm is being retained to assist and represent Brazos County in the negotiation for and acquisition of real property located on State High 21, Bryan, Brazos County, Texas. The scope of work includes the preparation of a contract for the purchase of real property, including associated title policy and survey review and preparation for closing. We have agreed that our fee for these services will not exceed \$15,000.00 unless approved in advance by you. As with other matters for which we provide services to the County, the hourly rate of our attorneys and paralegals will be discounted by 15%.

The Firm's representation is limited to the above-referenced matters and the Firm has not been retained to represent you generally or in connection with any other matter unless we modify this engagement letter by subsequent engagement letters. Additionally, you understand that the Firm has been retained to provide legal services, not business or financial advice or services.

As is true with all legal services, we cannot and do not guarantee the results of our representation. We make no express warranties concerning this matter and disclaim any implied warranties concerning the matter.

Attorneys like other professionals who advise on personal financial matters, may be required by a federal law such as the Gramm-Leach-Bliley Act to inform their clients of their policies regarding privacy of client information. In the course of representing our clients, we receive all manner of significant personal financial information from them. As a client of the firm, you are advised that all information we receive from you will be held in confidence and not released to outside persons, except as agreed to by you or as required under applicable law. We

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1515 Emerald Plaza, College Station, TX 77845 | 979.694.7000 | [westwebb.law](http://westwebb.law)

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41526-40593Engagement Letter SH21

October 11, 2023  
Page 2

retain records relating to professional services we provide to assist our client with their professional needs and in some cases, to comply with professional guidelines.

At the end of our representation, please let us know if you need any documents from our files. We will retain documents for ten (10) years and then destroy them in accordance with our record-retention policy then in effect.

Third party costs and fees incurred on your behalf will be paid directly by you, or when advanced by the Firm, will be borne by and paid for by you upon receipt of a statement for said expenses. Certain expenses will be forwarded to you for payment directly.

The Firm will provide to you at monthly intervals an itemized statement setting forth in reasonable detail all advances for the above-mentioned expenses and a description in reasonable detail of all work performed on your behalf in these matters with the cost for services performed. Full payment is due on receipt of the statement for current fees and expenses.

You agree that this attorney-client agreement will not be modified by any oral agreement; instead, all modifications of this agreement must be in writing and signed by West, Webb, Allbritton & Gentry, P.C. and you. You agree that this attorney-client agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns. This agreement shall be interpreted and construed according to the laws of the State of Texas, and all obligations of the parties are performable in Brazos County, Texas. This agreement is to be performed in Brazos County, Texas, although the litigation involved may be tried in a different county.

Once again, we are pleased to have this opportunity to work with you in this matter. If you have any questions or concerns about any of the above, please contact us as soon as possible. If this letter accurately reflects our agreement, please sign the enclosed copy of this letter and return it to me.

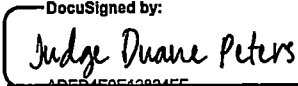
Sincerely,

WEST, WEBB, ALLBRITTON & GENTRY, PC.

  
Mike Gentry

AGREED AND ACCEPTED:

Brazos County

DocuSigned by:  
  
ADEB4E0E42024FC...  
Judge Duane Peters  
Brazos County Judge

10/17/2023

Date



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: NUMBER:  
DATE OF COURT MEETING: 10/17/2023  
ITEM: Approval of the following Community Support Contracts for FY 2024:  
• a. Aggieland Humane Society  
• b. South Brazos County Fire Department  
TO: Commissioners Court  
DATE: 10/09/2023  
FISCAL IMPACT: False  
BUDGETED: False  
DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Aggieland_Humane.pdf</a>	Aggieland Humane	Cover Memo
<a href="#">VFD_Pct_1.pdf</a>	VFD 1	Cover Memo

**AGREEMENT FOR ANIMAL SHELTER SERVICES**  
**Brazos County and Aggieland Humane Society, Inc.**  
**October 1, 2023 – September 30, 2024**

This Agreement for Animal Shelter Services ("Agreement") is made this 17th day of October, 2023 by and between The Aggieland Humane Society, Inc., a Texas non-profit corporation (herein the "Shelter") and Brazos County, Texas, a political subdivision of the State of Texas acting by and through its duly elected Commissioners Court (herein "County").

**RECITALS**

Whereas, the Shelter operates a facility currently located at 5359 Leonard Road, Bryan, Brazos County to house stray, unwanted or abandoned animals (herein the "Facility"); and

Whereas, the County has a need of a facility to house animals, other than livestock, that it takes possession of throughout the County;

For and in consideration of the mutual covenants herein expressed, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**AGREEMENT**

1. The County agrees that all animals, other than livestock, seized within its jurisdiction by its duly appointed agents, may be delivered to the Facility, there to be impounded under the exclusive control and custody of the Shelter for periods of time as required by State law and the applicable County orders except as hereinafter set forth, but in no circumstances less than three (3) days unless determined by a certified euthanasia technician that euthanasia is necessary.

2. The County agrees to pay to the Shelter an annual fee of **\$190,000.00** based upon the term of the Agreement. The fee shall be divided into twelve (12) equal monthly payments due on the first of each month.

3. The COUNTY shall and does hereby assign to the SHELTER those fees collected for the registration of dogs and cats within Brazos County commonly referred to as "license fees." The SHELTER shall administer the County License program (Registration of Dogs and Cats, Texas Health and Safety Code §826.031).

4. The County represents to the Shelter that it has in force orders providing for the vaccination and licensing of animals under appropriate circumstances, providing for impounding of nuisance animals running at large, and that while this Agreement is in effect, such orders will be continued in force, provided, however, that such orders may be modified from time to time as the County deems appropriate.

5. The County agrees that every animal delivered to the Shelter in accordance with this Agreement, shall become the sole and exclusive property of the Shelter upon its

delivery to the Shelter (subject to reclamation by the owner), so that neither the County nor any agency nor agent of the County, nor of the State of Texas, nor any institution, corporation nor individual shall have any claim or right to any animal not so claimed and redeemed. The County agrees that the Shelter shall have the undisputed right, consistent with the orders of the County, to humanely dispose of every animal given into its custody in accordance with the Shelter's principles as follows:

- a. To place animals in the care, custody, and control of new owners: and
- b. To humanely destroy animals which are not claimed by owners, and which are not suitable for placement in the care, custody, and control of new owners.

6. The Shelter agrees to accept each, and every animal delivered to the Facility located in Brazos County, Texas by the agents of the County and to provide each and every such animal with shelter, food, water and all other humane treatment of the same degree and kind that the Shelter provides for all other animals which may come into its care, custody, and control. The County shall not accept a surrender of ownership of an animal by its owner in the field.

7. The Shelter agrees to accept each, and every stray animal delivered to the Facility located in Brazos County, Texas by the residents of the unincorporated areas of Brazos County and to provide each and every such animal with shelter, food, water and all other humane treatment of the same degree and kind that the Shelter provides for all other animals which may come into its care, custody, and control.

8. The Shelter agrees that it will make its Facility available to the County during its open hours and during periods of closure for the purpose of delivering animals to the Shelter.

9. The Shelter agrees to provide to the County on or before the last day of each month during the term of this Agreement a statement of the number of dogs, cats and miscellaneous animals received by the Shelter from the County or otherwise retrieved from Brazos County, and the number of dogs and cats issued County tags during the preceding calendar month.

10. The County reserves the right to require an audit of the records of the Shelter at any time deemed necessary for the limited purpose of verifying the number of animals registered or licensed and the number of animals attributable to the County and the length of stay of each such animal.

11. It is mutually agreed that the Shelter shall provide facilities for rabies observation for at least six (6) dogs and eight (8) cats. Animals delivered to the Shelter by the County for rabies observation shall be isolated for a period of time in accordance with State law.

12. In the event animals are being held by the Shelter as a result of a cruelty, seizure or a legal hold has been placed upon the animals as a result of a criminal prosecution, the County shall reimburse the Shelter for any veterinarian invoices and

medical bills incurred by the Shelter until the Court either awards the animal to the Shelter, orders it destroyed or orders it returned to its owner. The County shall not be liable for these costs in the event a court of competent jurisdiction orders the animal owner to pay such costs.

13. Shelter shall at all times relevant to the fulfillment of this Agreement have, keep, and maintain insurance covering general liability, worker's compensation if required by State law, and automobile liability.

Worker's Compensation insurance shall be at statutory limits, including employer's liability coverage at minimum limits of \$500,000.00 each accident. Such policy will contain a waiver of subrogation in favor of the County.

The General Liability insurance shall have a minimum combined single limit for bodily injury, personal injury, and property damage of \$1,000,000.00 per occurrence and shall name the County as an additional insured.

Automobile Liability insurance shall be continuously held with limits for bodily injury and for property damage of not less than \$1,000,000.00 on all self-propelled vehicles used in connection with the animal control operation, whether owned, non-owned or hired.

Copies of certificates evidencing such insurance as herein required shall be sent to the County for its records.

The Shelter agrees, to the extent allowed by law, to indemnify and hold harmless the County from all claims, damages, or causes of action which might arise from any obligations of Shelter as outlined herein, and Shelter specifically agrees to indemnify the County against all claims, damages or causes of action which might arise as a result of acts, omissions County for respondent superior or vicarious liability, arising out of Shelter's obligations under this Agreement.

14. The Shelter shall at all times in performance of its Agreement be considered as an independent contractor. Such status shall apply to all of the Shelter's officers, agents, and employees and in no event shall the Shelter's officers, agents or employees be considered an employee of the County.

15. In the event the County fails to remit to the Shelter the fees due hereunder, the County shall be in default. The Shelter shall terminate the Agreement for non-payment of fees if the County has not cured the default after thirty (30) day written notice.

16. TAX EXEMPT STATUS: As a political subdivision of the State of Texas, Brazos County is tax exempt. Tax exemption certification will be furnished upon request.

17. GOVERNING LAW AND VENUE: This Agreement shall be governed by the laws of the State of Texas and venue shall lie exclusively in Brazos County, Texas. The Parties agree that all obligations under this Agreement are performable in Brazos County, Texas and that this Agreement has been executed in Brazos County,

Texas. Venue shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.

18. **DISPUTE RESOLUTION:** The dispute resolution process provided in Chapter 2009, Texas Government Code, and the related rules adopted by the Attorney General pursuant Chapter 2009, shall be used by County and Shelter to attempt to resolve any claim for breach of contract made by Shelter that cannot be resolved in the ordinary course of business. Shelter shall submit written notice of a claim of breach of contract under this Chapter to the County Attorney – Civil Division of Brazos County, who shall examine Shelter's claim and any counterclaim and negotiate with Shelter in an effort to resolve the claim.

19. **LIMITATIONS:** The parties are aware that there are constitutional and statutory limitations on the authority of the County to enter into certain terms and conditions of the Agreement, including, but not limited to, authorizations of the placement of liens on County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability or acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"). Any terms and conditions related to the Limitations will not be binding on the County except to the extent authorized by the laws and Constitution of the State of Texas.

20. **AUDITS:** All records relating to the service provided under this Agreement and supporting documentation for invoices submitted to County by the Shelter shall be retained and made available by the Shelter for audit by County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by Shelter and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, Shelter shall comply with such changes. County shall inform the Shelter in writing of the retention periods established by State and federal law applicable to such records and shall provide written notice if changes occur to such retention requirements. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the Shelter shall retain such records until the audit is concluded and all issues resolved. Shelter shall provide County with copies of such audits that are conducted with respect to the Agreement.

21. **AUDIT RESPONSIBILITY:** The Shelter shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this Agreement. The Shelter shall repay to County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The Shelter recognizes and agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this Agreement if evidence exists of less than full compliance with this Agreement.

22. This Agreement is not assignable by either party.



23. This Agreement shall be for a term of one year commencing on October 1, 2023 and terminating on September 30, 2024. Either party may cancel this Agreement upon thirty (30) days written notice to the non-cancelling party.

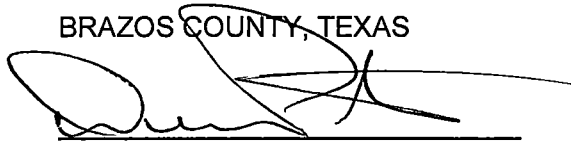
24. SEVERABILITY: In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.

IN WITNESS WHEREOF, the said County and the said Shelter have hereunto caused their representative corporate names and seals to be hereunto subscribed and affixed by their representative officers first thereunto duly authorized as of the date hereinabove first written.

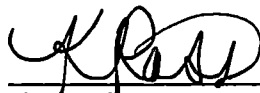
ATTEST:

  
Karen McQueen, County Clerk

BRAZOS COUNTY, TEXAS

  
Duane Peters, County Judge

AGGIELAND HUMANE SOCIETY

  
Katrina Ross,  
Executive Director

## 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 2270:

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.

Company Name: AggieLand Humane Society

Authorized Company Representative: Katrina Ross

Address: 5359 Leonard Rd.

Bryan, TX 77807

Signature: K Ross

Date: 10-9-2023

Contract #: 24-039

**FUNDING AGREEMENT  
BETWEEN BRAZOS COUNTY AND  
SOUTH BRAZOS COUNTY FIRE DEPARTMENT, INC.**

THIS AGREEMENT for the Funding of Fire Protection Service of South Brazos County ("Agreement") is hereby effective **October 1, 2023**, by and between the **SOUTH BRAZOS COUNTY FIRE DEPARTMENT, INC.** ("Department") and **BRAZOS COUNTY, TEXAS**, ("County"), each acting by and through its duly authorized agents;

**RECITALS**

WHEREAS, the County is authorized to contract with an incorporated volunteer fire department to provide fire protection pursuant to Local Government Code §352.001; and

WHEREAS, the County believes it is more cost effective to contract with a volunteer fire department than to purchase equipment and operate a County fire department; and

WHEREAS, the Department is located within the County and shall provide fire protection to an area of the County that is located outside the municipalities in the County; and

WHEREAS, the Department has the personnel and equipment to provide such services and would benefit by the payment of funds by the County.

NOW, THEREFORE, the parties, in consideration of the mutual covenants and conditions contained herein, agree as follows:

**AGREEMENT**

**SCOPE**

1. Department shall provide fire protection services to any person who requests it within the confines of South Brazos County, Precinct 1, as described on Exhibit "A" attached hereto and made a part hereof for all purposes; provided however, if assistance is requested by other fire departments for Precinct 2, 3 and 4 it shall provide services in these areas, if possible. A more detailed map of the various Fire Districts can be obtained at the Brazos County Appraisal District at 1673 Briarcrest Drive, Suite A-101, Bryan, Texas 77802, and the parties agree to use the records maintained by that office if a question about the boundaries of the Precincts should arise.

2. All requests for services under this Agreement shall be made through the 9-1-1 Emergency Communications District, which dispatches fire protection units for the County.
3. Department will maintain firefighting equipment and certified personnel in compliance with Subchapter D of Chapter 419, Texas Government Code. **The County is not responsible for damage to equipment or injury to any person, or for the actions of the Department or their volunteers except as expressly provided by this Agreement.**

## **PAYMENTS**

4. County shall pay Department the total sum of **\$29,000.00** ("Funds") for the year beginning October 1, 2023 and ending September 30, 2024 upon receipt of invoice.
5. The County shall make all payments to Department for these services from current revenues.

## **TERM AND TERMINATION**

6. This Agreement term shall be from October 1, 2023 and terminate at 12:00 a.m. (C.S.T.) on September 30, 2024. Either party shall have the right to terminate this Agreement, without cause, upon thirty (30) days written notice of such termination. Should the Agreement be terminated, the rights and obligations of the parties hereunder shall terminate, except that the rights and obligations of the parties that have accrued under this Agreement prior to the date of termination shall survive. In the event of a termination, the fee payable pursuant hereto shall be adjusted on a pro-rata basis and refunded within thirty (30) days of such termination.

## **NOTICES**

7. All notices issued between parties to this Agreement shall be in writing. All notices shall be deemed given on the date personally delivered, faxed, or deposited in the U.S. Mail to the following parties:

**Department: South Brazos County Fire Department, Inc.**  
**P.O. Box 696**  
**Millican, TX 77866**  
**Attn: Mike Montgomery, Fire Chief**

**County: Brazos County Commissioners Court**  
**200 South Texas Ave., Suite 310**  
**Bryan, TX 77803**



## **DEFENSE OF CLAIMS**

8. Pursuant to Local Government Code §352.004, the act of a person who, in carrying out the County's authority to provide fire protection under this Agreement, furnishes fire protection to a county resident who lives outside the municipalities in the County, including the act of a person who is a regular employee or fire fighter of a municipality, is considered to be the act of an agent of the County.
9. The County does not waive or relinquish any immunities or defense it has under law, on behalf of itself, its officers, employees, or agents as a result of its execution of this Agreement and the performance of the covenants herein.

## **MISCELLANEOUS PROVISIONS**

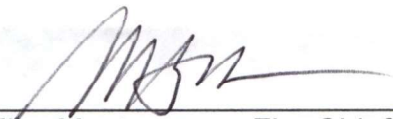
10. If any provision of the Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provisions or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.
11. This Agreement is the entire Agreement between the Department and the County relating to the provision of fire protection services and supersedes any and all prior Agreements, arrangements, or understandings, whether written or oral.
12. This Agreement is for the benefit of the parties to the Agreement and does not confer any rights on any third parties.
13. No amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by the authorized representatives of all parties.
14. This Agreement has been made under and shall be governed by the laws of the State of Texas. This Agreement and all matters related thereto shall be performed in Brazos County, Texas.
15. Failure of any party at any time, to enforce a provision of this Agreement, shall not constitute a waiver of that provision, nor in any way affect the validity of this Agreement or the right of any party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived, or breach excused unless the waiver shall be in writing and signed by the party(ies) claimed to have waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other, different, or subsequent breach.

16. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

#### INFORMATION FURNISHED BY RECIPIENT

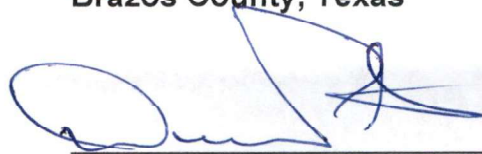
17. Department agrees that County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Department agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement unless a longer period of records retention is stipulated. Department agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Department agrees that the County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which Brazos County provided funds to the Department under prior Agreements. Any audit will be conducted by County personnel or an independent third party, as determined by the Brazos County Commissioners Court. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the Department. If an independent financial audit is performed, a management letter will be prepared by the auditor as part of the process and a copy of said management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the Department annual financial report, but which are of concern to or under the suggestion of the auditor. Annual financial statements (audited if available) are due to County within six (6) months of completion.

**South Brazos County Department, Inc.**

By:   
Mike Montgomery, Fire Chief

Date: 10/9/2023

**Brazos County, Texas**

  
Judge Duane Peters, County

Date: 10/17/2023

**ATTEST:**

  
Karen McQueen, County Clerk



## Legislative Certifications

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2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, and 2274.002 Texas Government Code:

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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.

Company Name: South Brazos County Fire Department

Authorized Company Representative: Mike Montgomery

Address: PO Box 501  
Milligan TX 77866

Signature: 

Date: 10/9/2023

Contract #: 936-825-3014



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of Change Order #1 to CIP #23-575 Replacement of Various Roofs - Phase VIII (Sheriff's Office) with Jaco Roofing for additional labor and supplies.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 10/10/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Change\\_Order\\_1\\_Jaco\\_Roofing\\_Brazos\\_County\\_Sheriff.pdf](#) Change Order #1

Backup Material

[Gutter\\_Ibeam.PDF](#) Backup Material

Backup Material



# **Jaco Roofing**

& Construction, Inc.

## **Change Order**

1725 S. Velasco  
Angleton, Texas 77515  
979-265-6101

C.O. No: 01

Date: October 9, 2023

Job No.: 23-575

Job Location: **Brazos County Sheriff Station**  
**Rear roof with gutter section**

To: **Brazos County**  
**300 E. 26<sup>th</sup> St.**  
**Bryan TX. 77803**

Attn: William C. Wendt

Tax Exempt: Yes x No   

**Description:**

1. **Provide and install 2-layers of treated 2x4 against the steel beam per drawing provided by Duro-Last (approx. 160 LF).**
2. **Supply and install new 24 ga. metal cladding over the new 2x4's per drawing provided by Duro-Last (Approx. 80 LF).**
3. **Sales tax is not included.**

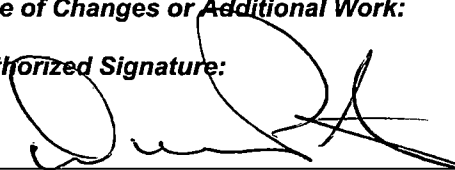
**TOTAL ADD TO CONTRACT AMOUNT . . . . \$ 1,326.00**

We agree to make all the designated changes or additional work. The price of this contract:

☒ **Increases** ☐ Decreases and will be ☐ Lump sum as specified ☐ Lump sum to be estimated or  
☐ Cost Plus 18%

**Date of Changes or Additional Work:**

**Authorized Signature:**



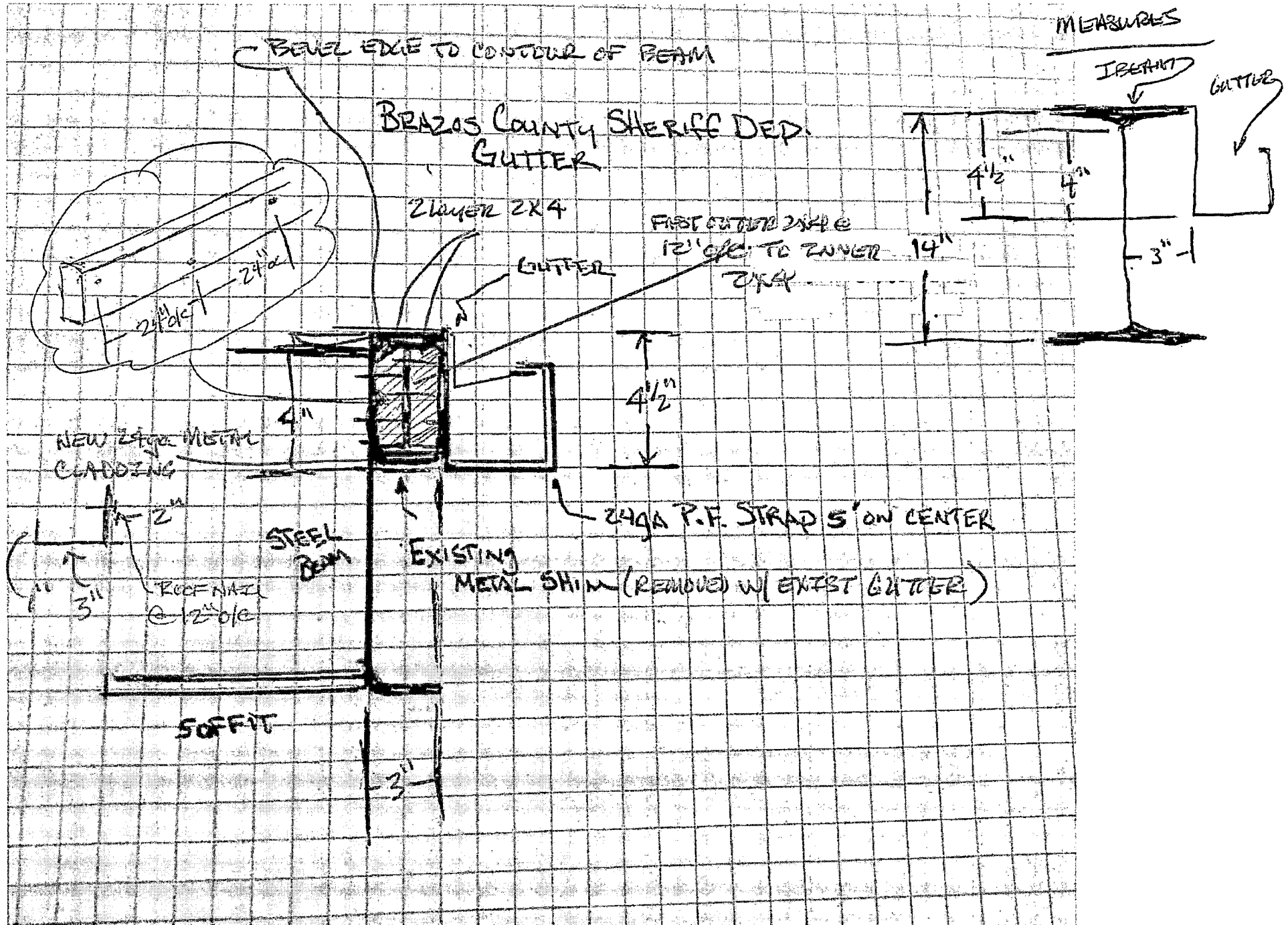
**Printed Name/Title:**

**DUANE PETERS, COUNTY JUDGE**

**Date:**

**OCTOBER 17, 2023**

**ACCEPTED**-The above prices and specifications of this order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise specified. Payment shall be made upon completion in accordance with above specifications, payable to Jaco Roofing & Construction, Inc., P.O. Box 937, Clute, Texas, Brazoria County.





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of Amendment #5 to 24-008R Pest Control Services for Brazos County to add Constable & JP Pct 1 Building with Allstar Pest Control.

TO: Commissioners Court

FROM: Summer Dubec

DATE: 10/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Fully Executed Contract - AllStar Pest Control.pdf</a>	Original Contract	Backup Material
<a href="#">Amendment #5 - Partially Executed.pdf</a>	Amendment	Backup Material
<a href="#">24-008R Tabulation - Amendment #5.pdf</a>	Tabulation	Backup Material

**PEST CONTROL SERVICES  
CONTRACT**

**BRAZOS COUNTY PURCHASING DEPT.**

**200 S. Texas Ave., Ste. 352**

**Bryan, Texas 77803**

**Telephone (979) 361-4292**

**Contract No. 21-008**

**Page 1 of 9 Pages**

**GENERAL REQUIREMENT FOR CONTRACT**

I, Billy Hayt as a duly authorized representative of Allstar Pest Control "Contractor" willingly attest to perform (or deliver) as per Exhibit A for Brazos County. I further agree to all of the provisions and specifications contained in this contract.

**TERM:**

The term of this contract will be for two (2) years, with the option to renew with three (3) additional one (1) year periods.

**ASSIGNMENT**

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Brazos County Commissioners Court. Should there be a change in ownership or management, the contract shall be terminated unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices.

**AWARD**

Brazos County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. The County reserves the right to accept or reject in part or in whole, any IQs submitted, and to waive any technicalities for the best interest of the County.

**BIDDERS RESPONSIBILITY**

It is the bidder'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 bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, pending award, renewal, amended or extended contract. Visit [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more information. 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.

### **CONTRACT OBLIGATION**

Brazos County Commissioners Court must award the contract and Brazos County Judge, or other person authorized by Brazos County Commissioners Court must sign the contract before it becomes binding on Brazos County or the offerors. Department heads are NOT authorized to sign contracts for Brazos County. Binding contracts shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

### **QUANTITIES**

The quantities specified in this contract are estimates only. Brazos County does not guarantee to purchase any minimum quantities or services other than those listed on a purchase order.

### **CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between Brazos County and the offeror. Any and all price escalations shall not be accepted and shall be considered a non-response.

### **HOLD HARMLESS AGREEMENT**

Contractor, the successful offeror, shall indemnify and hold Brazos County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this contract. Certification of such coverage must be provided to Brazos County upon request.

Contractor assumes all risk for its agents, employees, and guests arising out of, or related to, their exposure to other human beings and/or animals for the spread of illness or disease, including but not limited to germs, viruses, bacteria, and other infective or illness causing agents, and shall indemnify, defend, and hold Contract harmless for any such exposure.

### **INSPECTIONS & TESTING**

Acceptance of merchandise, work, and/or equipment provided shall be made by Brazos 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 Brazos County of any and all documentation as may be required. 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.

### **ADDITION/MODIFICATION OF LOCATIONS OR SERVICES**

Brazos County reserves the right to add locations as these additional locations may be required. Locations to be added may include, but not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that Brazos County makes significant structural changes to an existing facility that impacts the contractor's cost in providing the services anticipated by this contract such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.

In the event Brazos County wishes to add other locations to a group under the contract, a quotation will be solicited from the incumbent contractor in good standing for the group in which the new location is appropriately situated.

In the event Brazos County shall sell, vacate, abandon, or otherwise dispose or terminate a location to which the contract applies, all existing contracts for services applicable to such location, the portion of this contract that applies to such locations is terminated. All remaining portions of the contract will remain intact. Brazos County will endeavor to give the contractor written notice of such termination of locations a minimum of thirty (30) days in advance.

### **INVOICES & PAYMENTS**

Payments to contractors will not be made if the contractor cannot produce a Brazos County Purchase Order. Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the contractor. 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.

When multiple deliveries and/or services are required, the contractor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. The contractor will provide an invoice for each month in which Brazos County is responsible for payment, during the duration of the contract. Prior to any and all payments made for goods and/or services provided under this contract, the contractor should provide their Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

### **PRICING**

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror MUST indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

### **TAXES**

Brazos County is exempt from all federal excise, state and local taxes unless otherwise stated in this contract. Brazos County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to Brazos County Purchasing Agent.

### **GOVERNING FORMS**

In the event of any conflict of interpretation of any part of this overall contract, Brazos County's interpretation shall govern. In the event of a conflict between the terms, conditions, provisions, and specifications of this contract and any other terms, conditions, provisions, and specifications provided by the contractor, the terms of this contract shall supersede.

### **GOVERNING LAW AND VENUE**

This bid solicitation is governed by the laws of the State of Texas, specifically, the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Brazos County may request and rely on advice, decisions and opinions of the Attorney General of Texas and Brazos County Attorney concerning and portion of these requirements. Potential vendors 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. Bidder understands that Brazos County is a government subject to Texas State and Federal public information statutes. Venue shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.

### **DISQUALIFICATION OF OFFEROR**

Upon signing this contract, an offeror offering to sell supplies, materials, services, or equipment to Brazos County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, *et seq.*, as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if Brazos County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. Requests to withdraw a submitted bid or proposal are subject to the approval of the Purchasing Agent.

### **SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

### **SILENCE OF SPECIFICATIONS**

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of

the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

### **TERMINATION**

Brazos County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Brazos County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Brazos County's satisfaction and/or to meet all other obligations and requirements. Brazos County may terminate the contract without cause upon thirty (30) days written notice.

### **POLICY REQUIREMENTS FOR CERTIFICATE OF INSURANCE**

#### **CONTRACTOR'S INSURANCE**

The contractor(s) before starting work for Brazos County, must furnish Brazos County a Certificate of Insurance or other acceptable evidence from a reputable insurance company or companies with an A.M. Best Rating of AA (such companies to be acceptable to Brazos County) licensed to write insurance in the state of Texas, showing that the contractor is covered by the insurance as follows:

- (1) Statutory Workers Compensation Insurance with Employers Liability Insurance in the amount of \$1,000,000. In the event any work is sublet, the contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation is required. (TLC Sec. 401.011)
- (2) Commercial General Liability Insurance with a \$ 1,000,000 Combined Single Limit. The policy shall be on the Comprehensive General Liability 1986/90 occurrence form, and shall include coverage for acts of independent contractors, and shall name Brazos County as an additional insured. Waiver of subrogation is required. No claims made policies will be acceptable without prior approval by the Commissioners Court/Risk Management.
- (3) Automobile Public Liability Insurance with a \$1,000,000 Combined Single Limit, in all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired.

The Certificate of Insurance furnished to Brazos County shall contain a provision that coverage under such policies shall not be canceled or materially changed until at least 30 days prior written notice has been given to Brazos County.

### **LIMITATIONS**

The parties are aware that there are constitutional and statutory limitations on the authority of Brazos County to enter into certain terms and conditions of the contract, including, but not limited to, authorizations of the placement of liens on Brazos County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties;



payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"). Any contract terms and conditions related to the Limitations will not be binding on Brazos County except to the extent authorized by the laws and Constitution of the State of Texas.

**COVERAGES/WAGES**

Nothing in this contract shall be construed as making Brazos County responsible for the payment of compensation and/or any benefits for contractor including health, property, motor vehicle, workers' compensation, disability, death, and dismemberment insurance for the contractor's employees and/or equipment. Nothing in the contract shall be construed as making Brazos County responsible for wages, materials, logistical support, equipment, and related travel expenses incurred by the contractor.

**SOVEREIGN IMMUNITY**

The parties understand that Brazos County does not waive or relinquish any immunity or defense on behalf of itself, officers, employees, agents, and volunteers as a result of its execution of this contract and the performance of the covenants contained herein. Further, Brazos County is not responsible for any civil liability that arises from any act or omission made within the course and scope of this contract. The parties understand and agree that Brazos County does not assume civil liability under any theory of law for the actions of the contractor in providing services hereunder.

**NOTICES**

Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

**BRAZOS COUNTY:**  
**Brazos County, Texas**  
**Duane Peters, Brazos County Judge**  
**200 South Texas Avenue, Suite 332**  
**Bryan, Texas 77803**

**CONTRACTOR:**

**Sales Contact Name:**

**Phone Number:**

**Billing Info:**

Billy Hoyt

979-229-2855

8899 Greenbranch Loop  
Bryan, TX 77808

**FISCAL FUNDING CLAUSE**

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.

**WAIVERS**

No waiver by either party hereto of any term or condition of this contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

**ENTIRE CONTRACT**

This contract represents the entire and integrated agreement between Brazos County and the contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may only be amended by written instrument approved and executed by the parties.

**AVAILABILITY AND RETENTION OF RECORDS**

All records relating to the service provided under this contract and supporting documentation for invoices submitted to Brazos County by the contractor shall be retained and made available by the contractor for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by contractor and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, contractor shall comply with such changes. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the contractor shall retain such records until the audit is concluded and all issues resolved. Contractor shall provide Brazos County with copies of such audits that be conducted with respect to the contract. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this 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.

**AUDIT RESPONSIBILITY**

The contractor shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this contract.

The contractor shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The contractor recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this contract if evidence exists of less than full compliance with this contract.

**INDEMNIFICATION**

The contractor shall defend, indemnify and save harmless Brazos County and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property, by or from the said contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act of omission, the Worker Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said contractor under and by virtue of his contract as shall be considered necessary by Brazos County may be retained for the use of Brazos County, or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished Brazos County. Contractor shall defend, indemnify and save harmless Brazos County, its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by Brazos County, its officers, agents or employees.

**HOUSE BILL 89 & DEBARMENT VERIFICATION**

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 2270:

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

Pursuant to Section 2270.001, 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.

Company Name: Allstar Pest Control

Authorized Company Representative: Billy Hoyt

Address: 8899 Greenbranch Loop, Bryan, TX 77808

Signature: Billy Hoyt

Date: August 10, 2020 Contract #: 21-008

**CERTIFICATION OF BID**

The undersigned further affirms the non-debarment statement above, that they are duly authorized 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: Billy Hoyt Title: Owner

Typed Name: Billy Hoyt

Company Name: Allstar Pest Control Phone No. 979-229-2855

Email Address: allstarpestcontrolbcs@gmail.com

Mailing Address: 8899 Greenbranch Loop Bryan, TX 77808  
P. O. Box or Street City State Zip

Employer Identification Number: 80-0342610

Approved by Commissioners' Court on this 25 day of August 2020 by

 Holding the position of County Judge

**EXHIBIT "A"**  
**IQ 21-008 Pest Control Services**  
**Contract Term: October 1, 2020 – September 30, 2022**

**Fill out "Informal Quotes" form and hand deliver or mail to the Brazos County Purchasing Department, 200 South Texas Ave., Suite 352; Bryan, TX 77803 in a sealed envelope clearly marked "IQ 21-008, Pest Control Services". Include the signed Contract and a copy of the required insurance with the submission of quotes. The required Insurance is listed in the attached Contract. Quotes must be received by the Brazos County Purchasing Department prior to 2:00p.m., Tuesday, August 18, 2020 or they will not be considered. Brazos County will not accept any pricing if delivered via email or fax. Pricing proposals or IQ's delivered to any other person or department other than previously specified, will not be considered responsive.**

Brazos County is soliciting quotes for pest control services for all Brazos County locations. Prices quotes shall be for a two (2) year period with an option for renewal for three (3) additional one (1) year periods.

**A. SPECIFICATIONS**

1. Inspection and treatment services will be provided monthly, to include the perimeters of all buildings listed below.
2. Contractor shall furnish all professional services, labor, materials, and equipment.
3. All materials shall be registered with Environmental Protection Agency and will be used in strict accordance with label directions.
4. Pests to be controlled on a monthly basis are roaches, silverfish, crickets, spiders, mice, rats, and ants (ant bets that are outside should be included in cost provided below).
5. Work must be guaranteed so that if, at any time during the contract, a re-infestation should occur, contractor will re-treat affected area(s) at no additional cost.
6. When each building is sprayed, an employee must sign appropriate paper work for that building extermination. The contractor must then take invoices or extermination receipts to the Facility Services Building; located at 207 North Washington Ave; Bryan, TX 77803; the day the services takes place.
7. All notifications of treatment required by law or product labeling; are the sole responsibility of the contractor.
8. Treatment of bed bugs will be on an as needed basis and quoted differently than the monthly inspection and treatment services. These treatments are needed at both the adult and juvenile detention centers and services will be on an as needed basis. Please quote, per cell, in the quote section below.

9. Brazos County has the right to add or remove buildings to the contract with an amendment and agreed quote from the best control vendor.

**B. AREAS TO BE TREATED:**

1. Brazos County Courthouse
  - i. Located at 300 East 26<sup>th</sup> Street; Bryan, TX 77803
2. Tax Office
  - i. Located at 4151 County Court Park; Bryan, TX 77802
3. Facilities Services
  - i. Located at 207 North Washington Ave; Bryan, TX 77803
4. Health Department
  - i. Located at 201 North Texas Ave; Bryan, TX 77803
5. Adult Probation / Annex Building
  - i. Located at 321 East 26<sup>th</sup> Street; Bryan, TX 77803
6. Brazos Center / Museum
  - i. Located at 3232 Briarcrest Dr.; Bryan, TX 77802
7. Arena Hall
  - i. Located at 2906 Tabor Road; Bryan, TX 77803
8. Agricultural Extension Building
  - i. Located at 2619 West Highway 21; Bryan, TX 77802
9. Road & Bridge Buildings
  - i. Located at 2617 West Highway 21; Bryan, TX 77802
10. Brazos County Detention Facility
  - i. Located at 1835 Sandy Point Road; Bryan, TX 77803
11. Juvenile Justice / Detention Center at Portables
  - i. Located at 1904 West Highway 21; Bryan, TX 77803
12. Brazos County Administration Building
  - i. Located at 200 South Texas Ave.; Bryan, TX 77803
13. Sheriff's Office Administration Building
  - i. Located at 1700 Highway 21 West; Bryan, TX 77803
14. Maxwell Building / IT Building
  - i. Located at 205 East 27<sup>th</sup> Street; Bryan, TX 77803
15. Exposition Center
  - i. Located at 5827 Leonard Road; Bryan, TX 77807
16. Brazos County Storage / Anderson Street
  - i. Located at 1500 George Bush Drive; College Station, TX 77840
17. Justice of the Peace Pct. 3
  - i. Located at 1500 George Bush Drive; College Station, TX 77840
18. Low Risk Facility
  - i. Located at 1871 Sandy Point Road; Bryan, TX 77803
19. Old MHMR Building
  - i. Located at 302 East 24<sup>th</sup> Street; Bryan, TX 77803
20. Elections Office
  - i. Located at 300 East William Joel Bryan Parkway; Bryan, TX 77803
21. Boonville Heritage Park (Main Cabin, Courthouse, Lodge, Restrooms & Smokehouse)
  - i. Located at 2421 Boonville Rd; Bryan, TX 77808
22. Facilities Services (Hwy 21 Location)
  - i. Located at 4801 Texas Highway 21, Bryan, TX 77803

**Exhibit A**

**Page 2 of 5**

**23. Bed Bug Only – Detention Centers**

- i. Brazos County Detention Facility – Address above
- ii. Juvenile Justice / Detention Center at Portables – Address above

**C. INSURANCE REQUIREMENTS**

1. Successful bidder must provide evidence of required insurance prior to award. Full description of insurance requirements are listed in the attached contract.

**D. AWARD**

1. The contract award shall be based on, but not necessarily limited to, the following factors:
  - a) Cost
  - b) Special needs and requirements of Brazos County
  - c) Time needed to complete service
  - d) Location of Contractor (distance that vehicles will travel for services)
  - e) Contractor's past performance record with Brazos County
2. Although the cost of products to be provided is an essential part of the award, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Contractor considered to be the best value to Brazos County.

**E. MISCELLANEOUS**

1. Contractor must sign and agree to all terms and conditions of Brazos County Service Contract attached or quote submission will not be valid.
2. Contractor must submit and post all questions regarding this solicitation on the Brazos Valley e-Marketplace located at [www.brazosbid.ionwave.net](http://www.brazosbid.ionwave.net). Any questions received via email or phone call will not be answered.
3. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid 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.

**F. QUOTES**

1. Fill out section below and hand deliver or mail to the Brazos County Purchasing Department, 200 South Texas Ave., Suite 352; Bryan, TX 77803 in a sealed envelope clearly marked "IQ 21-008, Pest Control Services". Include the signed contract and a copy of the required insurance with the submission of quotes. The required Insurance is listed in the attached contract. Quotes must be received by the Brazos County Purchasing Department prior to 2:00p.m., Tuesday, August 18, 2020 or they will not be considered. Brazos County will not accept any pricing if delivered via email or fax. Pricing proposals or IQ's delivered to any other person or department other than previously specified, will not be considered responsive.

	<b>Building / Location</b>	<b>Cost / Month</b>
1	Brazos County Courthouse	\$ 90
2	Tax Office	\$ 35
3	Facility Services	\$ 35
4	Health Department	\$ 30
5	Adult Probation / Annex Building	\$ 35
6	Brazos Center / Museum	\$ 65
7	Arena Hall	\$ 30
8	Agricultural Extension Building	\$ 30
9	Road & Bridge Buildings	\$ 30
10	Brazos County Detention Facility	\$ 90
11	Juvenile Justice / Detention Center	\$ 75
12	Brazos County Administration Building	\$ 40
13	Sheriff's Office Administration Building	\$ 30
14	Maxwell Building / IT Building	\$ 35
15	Exposition Center	\$ 95
16	Brazos County Storage / Anderson Street	\$ 25
17	Justice of the Peace Pct. 3	\$ 30
18	Low Risk Facility	\$ 35
19	Old MHMR Building	\$ 35
20	Election's Office	\$ 30
21	Boonville Heritage Park (Main Cabin, Courthouse, Lodge, Restrooms, & Smokehouse)	\$ 45
22	Facilities Services (Hwy 21 Location)	\$ 30



<b>TOTAL</b>		\$ 975
23	Bed Bug Spray – Per Cell (Detention Centers Only) – As needed basis	\$ 100 per cell

#### G. CONTRACTOR QUOTE CERTIFICATION

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid. Furthermore, the bidder affirms that they are willing and capable of performing the services entailed in this bid or providing the goods described in this bid and agrees to do so for the term of this contract. The bidder also agrees to all of the terms and a condition contained in this document and agrees to be held to them for the term of this contract.

Name of Company: Allstar Pest Control

Tax ID #: 80-0342610

Address: 8899 Greenbranch Loop, Bryan, TX 77808

Email: allstarpestcontrolbcs@gmail.com

Telephone #: 979-229-2855

Printed Name: Billy Hoyt

Signature of Authorized Representative: Billy Hoyt



# Brazos County Purchasing Department

200 S. TX. AVE., STE 352  
PHONE (979) 361-4292

BRYAN, TX 77803  
FAX (979) 361-4293

## Addendum #1 to 21-008 Pest Control Services

**Issued:** August 6, 2020  
**Change:** Change in Auto Liability Insurance  
**Reason:** Changing the Auto Liability Insurance requirement from \$1,000,000.00 to \$500,000.00. Please cross this out of the contract and add the new pricing and initial.

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:**

*Billy Hoyt*  
Billy Hoyt



BILLHOY-01

JTAMAYO

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dexter & Company of Central Texas, Inc. 4030 Highway 6 S. Ste. 310 College Station, TX 77845	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (979) 764-8444	<b>FAX (A/C, No):</b> (979) 694-7603
<b>INSURED</b>  Billy Hoyt, dba Allstar Pest Control 8899 Green Branch Loop Bryan, TX 77808	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Markel Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <b>DED</b> <b>RETENTION \$</b>						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <input type="checkbox"/>	<b>N/A</b>	<b>X</b> MWC0145739-01	4/12/2020	4/12/2021	<b>PER STATUTE</b> <b>OTH-ER</b>	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy contains a Broadening Endorsement with "Primary and Non-Contributory" wording. Waiver of Subrogation provided only when there is a written contract between the named insured and the certificate holder that requires such status. The Worker's Compensation Policy includes Blanket Waiver of Subrogation.

## CERTIFICATE HOLDER

## CANCELLATION

Brazos County  
200 S Texas Ave Suite 352  
Bryan, TX 77803

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ALLST01

OP ID: CP

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
10/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Time Insurance Agency, Inc. 1405 East Riverside Drive Austin, TX 78741 Time Insurance Agency, Inc.	<b>512-447-7773</b>	<b>CONTACT</b> Time Insurance Agency, Inc. NAME: PHONE (A/C, No, Ext): <b>512-447-7773</b> FAX (A/C, No): <b>512-440-0989</b> E-MAIL: ADDRESS:																					
<b>INSURED</b> Allstar Pest Control Billy J. Hoyt 8899 Greenbranch Loop Bryan, TX 77808		<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td><b>Gemini Insurance Co</b></td><td><b>10833</b></td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	<b>Gemini Insurance Co</b>	<b>10833</b>	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$		BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td></td></tr><tr><td>AGGREGATE</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$		AGGREGATE	\$			\$													
EACH OCCURRENCE	\$																											
AGGREGATE	\$																											
	\$																											
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td></td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td></td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td></td></tr></table>	PER STATUTE	OTH-ER		E.L. EACH ACCIDENT	\$		E.L. DISEASE - EA EMPLOYEE	\$		E.L. DISEASE - POLICY LIMIT	\$										
PER STATUTE	OTH-ER																											
E.L. EACH ACCIDENT	\$																											
E.L. DISEASE - EA EMPLOYEE	\$																											
E.L. DISEASE - POLICY LIMIT	\$																											

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement (provision) that provides additional insured and waiver of subrogation status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires it.

**CERTIFICATE HOLDER****BRAZOSC**

Brazos County Purchasing Dept.  
200 S. Texas Ave. #352  
Bryan, TX 77803

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/3/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> GEICO One GEICO Boulevard Fredericksburg, VA 22412	<b>CONTACT NAME:</b> GEICO
	<b>PHONE (A/C, No, Ext):</b> 1-866-609-9444 <b>FAX (A/C, No):</b>
	<b>Email Address:</b> R1COMMEND@GEICO.COM
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	INSURER A: GOVERNMENT EMPLOYEES INSURANCE COMPANY 22063
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

**INSURED**  
BILLY J HOYT  
DBA ALL-STAR PEST CONTROL  
8899 Green Branch Loop  
BRYAN, TX 77808

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED. EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG. \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			9100016101 09	4/26/2020	4/26/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
2014 CHEVROLET 1500 VEHICLE IDENTIFICATION NUMBER (VIN): 3GCPCPEHXEG204580;  
2019 DODGE RAM 1500 VEHICLE IDENTIFICATION NUMBER (VIN): 1C6RREGT4KN650778

**CERTIFICATE HOLDER**

BRAZOS COUNTY  
200 S TEXAS AVE STE 352  
BRYAN, TX 77803-3999

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHOR/FO REPRESENTATIVE



## **21-008 Addendum 1**

### **Pest Control Services**

Issue Date: 7/31/2020

Questions Deadline: 8/11/2020 05:00 PM (CT)

Response Deadline: 8/18/2020 02:00 PM (CT)

Brazos County

### **Contact Information**

Contact: Ms. Kaitlyn Nachlinger Buyer III

Address: Purchasing

County Administration Building

Ste. 352

200 South Texas Ave.

Ste. 352

Bryan, TX 77803

Phone: (979) 361-4285

Email: [knachlinger@brazoscountytexas.gov](mailto:knachlinger@brazoscountytexas.gov)

## Event Information

Number: 21-008 Addendum 1  
Title: Pest Control Services  
Type: Brazos County- Informal Quotations- Manual  
Issue Date: 7/31/2020  
Question Deadline: 8/11/2020 05:00 PM (CT)  
Response Deadline: 8/18/2020 02:00 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 Attachments

### Service Contract - Pest Control Services.pdf

Service Contract

[View Online](#)

### Exhibit A - Pest Control Services.pdf

Exhibit A

[View Online](#)

### Addendum #1.pdf

Addendum #1

[View Online](#)

## Supplier Information

Company Name: Allstar Pest Control  
Contact Name: Billy Hoyt  
Address: 8899 Greenbranch Loop  
Bryan, Tx 77808  
Phone: 979-229-2855  
Fax:  
Email: allstarpestcontrolbcs@gmail.com

## Supplier Notes

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

Billy Hoyt  
Print Name

Billy Hoyt  
Signature



**AMENDMENT #5 TO 24-008R- PEST CONTROL SERVICES FOR BRAZOS COUNTY**

THIS AMENDMENT TO 24-008R also known as 21-008 and 23-002R Pest Control Services for Brazos County ("Amendment") is entered into and effective this 17th day of October, 2023 ("Effective Date") through September 30, 2023 ("Expiration Date") by and between Brazos County ("Customer"), and Allstar Pest Control ("Provider") each of which may alternatively be referred to herein as a "Party" and collectively as the "Parties". All capitalized terms in this Amendment shall have the same meaning as in the Agreement (as defined below) unless otherwise stated herein.

**RECITALS**

WHEREAS, the Parties entered into that certain original contract # 21-008 ("Agreement") for purposes of Allstar Pest Control to provide of the service for Pest Control Services for Brazos County; and

WHEREAS, the Parties desire to amend the pricing as set forth in original contract # 21-008.

**AGREEMENT**

NOW THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree to amend the Agreement as follows:

1. Adding Pest Control General Maintenance for Brazos County Constable Pct 1/Justice of the Peace Pct 1 building.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their authorized representatives as of the Effective Date. This Amendment may be executed in counterparts, all of which taken together shall constitute one instrument. Electronic or facsimile signatures are acceptable forms of execution of this Amendment and shall be binding on all Parties hereto.

**BRAZOS COUNTY**

Signature

Duane Peters

Name

County Judge

Title

October 17, 2023

Date

**ALLSTAR PEST CONTROL**

Signature

Billy Hayt

Name

Owner

Title

October 16, 2023

Date

Allstar Pest Control  
TPCL: 13672  
8899 Greenbranch Loop  
Bryan, TX 77808

## ESTIMATE



Constable/JP PCT 1  
412 William D. Fitch Parkway  
College Station, TX 77845

Service Address  
Constable/JP PCT 1  
412 William D. Fitch Parkway  
College Station, TX 77845

Estimate # 5142  
Estimate Date 10/05/23  
Estimate Total \$35.00

Item	Description	Cost	Quantity	Total
	Regular Pest Control	\$35.00	1	\$35.00
	General maintenance			

Subtotal \$35.00  
Tax \$0.00  
Estimate Total \$35.00

**24-008R Pest Control Services, also known as 21-008 and 23-002R**

Amendment# 5 Tabulation

October 1, 2023 - September 30, 2024

	Allstar Pest Control
1 Brazos County Courthouse	\$90.00
2 Tax Office	\$35.00
3 Facility Services	\$35.00
4 Health Department	\$30.00
5 Adult Probation / Annex Building	\$35.00
6 Brazos Center / Museum	\$65.00
7 Arena Hall	\$30.00
8 Agricultural Extension Building	\$30.00
9 New Agricultural Extension Building	\$45.00
10 Road & Bridge Buildings	\$30.00
11 Brazos County Detention Facility to include Gnat Control	\$240.00
12 Juvenile Justice / Detention Center	\$90.00
13 Brazos County Administration Building	\$40.00
14 Sheriff's Office Administration Building	\$30.00
15 Maxwell Building / IT Building	\$35.00
16 Exposition Center	\$95.00
17 Brazos County Storage / Anderson Street	\$25.00
18 Justice of the Peace Pct. 3	\$30.00
19 Low Risk Facility	\$35.00
20 Old MHMR Building	\$35.00
21 Election's Office / Employee Health Clinic	\$30.00
22 Boonville Heritage Park (Main Cabin, Courthouse, Lodge, Restrooms, & Smokehouse)	\$45.00
23 Facility Services (Hwy 21 Location)	\$30.00
24 Fleet	\$30.00
25 BISD Building	\$75.00
26 Constable/JP Pct 1	\$35.00
27 Booneville Heritage Park Termite Treatment (Main Cabin and three small cabins)	\$300.00
<b>TOTAL:</b>	<b>\$1,625.00</b>
28 Bed Bug Spray - Per Cell (Detention Centers Only) - As needed basis	\$100.00 per Cell

RECOMMEND AWARD TO: AllStar Pest Control

Approved by Commissioner's Court on this 17 day of OCTOBER 2023 by [Signature] holding the position of COUNTY JUDGE



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Award of Bid #24-023 Landscape Maintenance. Recommended Award: Rios Tree Service Inc.

TO: Commissioners Court

FROM: Celina Nava

DATE: 10/12/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Bid\\_Tabulation.pdf](#)

Bid Tabulation

Backup Material

[Bid- Rios Tree Services inc.pdf](#)

Bid

Backup Material


## Bid Tabulation

**24-023 Landscape Maintenance**

November 1, 2023 - October 31, 2025

November 1, 2023 - October 31, 2025																
	Juvenile Justice Center		Brazos Center-Irrigated		Brazos Center-Non Irrigated		Justice of Peace Pct. 3		Exposition Complex		Sheriff Office		Medical Examiners			
	Cost Per Cut	39 cuts per year	Cost Per Cut	42 cuts per year	Cost Per Cut	24 cuts per year	Cost Per Cut	39 cuts per year	Cost Per Cut	39 cuts per year	Cost Per Cut	39 cuts per year	Cost Per Cut	39 cuts per year	Total Cost	Notes & Exceptions
AWD Construction and Maintenance Services LLC	\$8,288.72	\$323,260.08	\$4,059.73	\$170,508.66	\$5,997.73	\$143,945.52	\$1,288.81	\$50,263.59	\$20,451.23	\$797,597.97	\$3,500.00	\$136,500.00	\$4,500.00	\$175,500.00	\$1,797,575.82	
EMT Lawncare Major Landscaping	\$1,265.00	\$49,335.00	\$665.00	\$27,930.00	\$950.00	\$22,800.00	\$190.00	\$7,410.00	\$2,120.00	\$82,680.00	\$1,550.00	\$60,450.00	\$570.00	\$22,230.00	\$272,835.00	
Hart Lawn Care & Irrigation, LLC	\$900.47	\$35,118.33	\$501.20	\$21,050.40	\$740.46	\$17,771.04	\$397.78	\$15,513.42	\$1,944.13	\$75,821.07	\$1,027.65	\$40,078.35	\$125.00	\$4,875.00	\$210,227.61	
Grassmasters	\$350.00	\$13,650.00	\$525.00	\$22,050.00	\$650.00	\$15,600.00	\$200.00	\$7,800.00	\$1,750.00	\$68,250.00	\$700.00	\$27,300.00	\$200.00	\$7,800.00	\$162,450.00	
RC Services	\$395.00	\$15,405.00	\$300.00	\$12,600.00	\$305.00	\$7,320.00	\$100.00	\$3,900.00	\$975.00	\$38,025.00	\$500.00	\$19,500.00	\$85.00	\$3,315.00	\$100,065.00	
Rios Tree Service, Inc.	\$421.245	\$16,428.56	\$248.92	\$10,454.64	\$248.92	\$5,974.08	\$421.245	\$16,428.56	\$421.245	\$16,428.56	\$421.245	\$16,428.56	\$421.245	\$16,428.56	\$98,571.50	
Texas Landscape Creations	\$276.25	\$10,773.75	\$263.50	\$11,067.00	\$310.25	\$7,446.00	\$106.25	\$4,143.75	\$1,275.00	\$49,725.00	\$513.75	\$20,036.25	\$42.50	\$1,657.50	\$104,849.25	
WCD Enterprises,LLC	\$595.00	\$23,205.00	\$395.00	\$16,590.00	\$550.00	\$13,200.00	\$495.00	\$19,305.00	\$1,395.00	\$54,405.00	\$695.00	\$27,105.00	\$375.00	\$14,625.00	\$168,435.00	
RECOMMENDED AWARDS																

**RECOMMENDED AWARD:** Rios Tree Services LLC

Approved by Commissioner's Court on this 17 day of OCTOBER, 2023 by  
 holding the position of COUNTY JUDGE



**REQUEST FOR BID**  
**BID NO. 24-023**  
**LANDSCAPE MAINTENANCE**

**SEALED BIDS TO BE SUBMITTED BEFORE:**  
**Tuesday, October 3, 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: Rios Tree Service, Inc

By (Print): Anita Rios Title: President

Physical Address: 10875 FM 974 Bryan, TX 77808

Mailing Address: 232 Guadalupe Bend Boerne, TX 78006

Telephone: 210 519-7488 Fax: \_\_\_\_\_ E-Mail: rios treeservice@att.net

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, October 3, 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 November 1, 2023 through October 31, 2025 in accordance with the following Conditions of Bidding.

Brazos County is seeking bids from qualified Respondents for Landscape Maintenance Services (Mowing, Weed Eating, and Edging). All equipment and materials that is to be used throughout the following contract term is to be provided by the Contractor.

#### **B. SITE VISIT**

A pre-bid site visit is schedule for Tuesday, September 26, 2023 at 9:00 am beginning at the Brazos County Expo located at 5827 Leonard Rd. in Bryan, Texas. We will walk each site to view the areas included in this contract. This site visit is not required; however, it is highly encouraged that each Respondent wanting to bid, attend the site visit to see the exact areas that are included in this bid. We have included maps of the sites; however, maps may not be 100% accurate. Construction may be in progress in some locations.

#### **C. 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](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 in 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.

#### **D. 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 or \$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.

#### E. 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 Bryan

Contact: Cody Osborn

Phone: 979-436-2809

Email: cosborn@bryantx.gov

Company/Entity: Hays Consolidated Independent School District

Contact: Robert Walker

Phone: 512-268-8442 ext. 46174

Email: Robert.Walker@hayscisd.net

Company/Entity: Galloping Snail RV Park

Contact: Josie Stevenson

Phone: 979-676-1302

Email: jstevenson952@yahoo.com

## F. SPECIFICATIONS

Reference Exhibit A for map drawings.

Primary = irrigated areas (red line on map)

Secondary = non-irrigated areas (blue line on map)

### 1. Areas to be maintained:

#### a. Brazos County Juvenile Justice Center: 1904 W State Hwy 21, Bryan, Tx 77803

Primary: Approximately 306,979 square feet

Secondary: None

39 (thirty-nine) primary cuts annually (Highway 21 West) – All grass areas surrounding the facility. All areas contained within the secured detention area are NOT included in this contract. SEE EXHIBIT A

Project timeline outlines each month with the estimated number of cuts for each month.

Jan	1	Feb	1	Mar	4	Apr	4
May	5	Jun	4	Jul	4	Aug	5

<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Déc</b>	1
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b. **BRAZOS CENTER:3232 Briarcrest Dr, Bryan, Tx 77802**

**Primary:** Approximately 150,360 square feet

**Secondary:** Non-irrigated areas on the parking lot perimeter approx. 222,139 square feet.

42 (forty-two) primary cuts annually on main grounds and 24 secondary cuts. This includes the lawn area surrounding the Brazos Center as well the islands and lawn area on the east side of the Brazos Center where the pavilions are located and the meadow, which is South of the main parking lot islands. SEE EXHIBIT A.

Project timeline outlines each month with the estimated number of cuts for each month for Primary:

<b>Jan</b>	2	<b>Feb</b>	2	<b>Mar</b>	4	<b>Apr</b>	4
<b>May</b>	5	<b>Jun</b>	4	<b>Jul</b>	4	<b>Aug</b>	5
<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Dec</b>	2

Project timeline outlines each month with the estimated number of cuts for each month for **Secondary:**

<b>Jan</b>	2	<b>Feb</b>	2	<b>Mar</b>	2	<b>Apr</b>	2
<b>May</b>	2	<b>Jun</b>	2	<b>Jul</b>	2	<b>Aug</b>	2
<b>Sept</b>	2	<b>Oct</b>	2	<b>Nov</b>	2	<b>Dec</b>	2

c. **JUSTICE OF THE PEACE PCT. 3 BUILDING: 1500 George Bush Dr, College Station, TX, 77840**

**Primary:** Approximately 202,000 square feet

**Secondary:** None

39 (thirty-nine) primary cuts this will start at the corner of George Bush Dr. and Anderson St., up Anderson to the bridge then around the definite tree line at the creek and up the creek line and back to George Bush Dr. SEE EXHIBIT A.

Project timeline outlines each month with the estimated number of cuts for each month for Primary:



<b>Jan</b>	1	<b>Feb</b>	1	<b>Mar</b>	4	<b>Apr</b>	4
<b>May</b>	5	<b>Jun</b>	4	<b>Jul</b>	4	<b>Aug</b>	5
<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Dec</b>	1

d. **BRAZOS COUNTY EXPOSITION CENTER: 5827 Leonard Rd, Bryan, TX, 77807**

**Primary:** Approximately 757,453 square feet

**Secondary:** None

39 (thirty-nine) primary cuts this will include the grass area surrounding the parking lots north of Leonard Rd, east to Jones Rd, and west to the outside of the fence line. It encompasses the whole block from Leonard Road and Jones Road. Also includes manicured areas surrounding the Exhibit Hall covered arena and back are of complex.

**SEE EXHIBIT A.**

Project timeline outlines each month with the estimated number of cuts for each month for Primary:

<b>Jan</b>	1	<b>Feb</b>	1	<b>Mar</b>	4	<b>Apr</b>	4
<b>May</b>	5	<b>Jun</b>	4	<b>Jul</b>	4	<b>Aug</b>	5
<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Dec</b>	1

e. **BRAZOS COUNTY SHERIFF OFFICE COMPLEX AND FIELD: 1700 TX-21 Bryan, TX, 77803**

**Primary:** WILL NEED TO VISIT SITE TO VERIFY SQUARE FEET

**Secondary:** WILL NEED TO VISIT SITE TO VERIFY SQUARE FEET

39 (thirty-nine) primary cuts this will include the grass area surrounding the parking lots, grass islands, and around the concrete walkways/roads. It encompasses the whole block from on W State Hwy 21. **SEE EXHIBIT A.**

Project timeline outlines each month with the estimated number of cuts for each month for Primary:

<b>Jan</b>	1	<b>Feb</b>	1	<b>Mar</b>	4	<b>Apr</b>	4
<b>May</b>	5	<b>Jun</b>	4	<b>Jul</b>	4	<b>Aug</b>	5
<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Dec</b>	1

Secondary:

<b>Jan</b>	1	<b>Feb</b>	1	<b>Mar</b>	2	<b>Apr</b>	2
<b>May</b>	2	<b>Jun</b>	2	<b>Jul</b>	2	<b>Aug</b>	2
<b>Sept</b>	2	<b>Oct</b>	2	<b>Nov</b>	1	<b>Dec</b>	1

f. **BRAZOS COUNTY MEDICAL EXAMINER OFFICE LOT: 3039 E. 39<sup>TH</sup> ST  
Bryan, TX, 77803**

**Primary:** WILL NEED TO VISIT SITE TO VERIFY SQUARE FEET

**Secondary:** None

39 (thirty-nine) primary cuts this will include the grass area surrounding the wooded lot along Camelot and next to the apartment complexes. The area will be under construction which can lead to the primary are cut subject to change.

**SEE EXHIBIT A.**

Project timeline outlines each month with the estimated number of cuts for each month for Primary:

<b>Jan</b>	1	<b>Feb</b>	1	<b>Mar</b>	4	<b>Apr</b>	4
<b>May</b>	5	<b>Jun</b>	4	<b>Jul</b>	4	<b>Aug</b>	5
<b>Sept</b>	4	<b>Oct</b>	4	<b>Nov</b>	2	<b>Dec</b>	1

- The work covered by these specifications consist of furnishing all materials, machinery, equipment, personnel, vehicles, tools, and labor necessary to commence and complete normal grounds maintenance at the Brazos Center, Juvenile Justice Center, Brazos County Expo Complex, and the Justice of the Peace Pct. 3 Building.

3. Normal grounds maintenance to include mowing (turf maintenance-see section 8), edging/trimming (see section 9), clean up (section 10), tree protection and maintenance (see section 11), general maintenance (see section 12-14) and irrigation checks (see #4 below).
4. After servicing a primary area, systems irrigation check should be done to check for breakage on irrigation systems caused by Contractor error. All breakage caused by the Contractor should be fixed immediately at the expense and by the Contractor and then reported to Brazos County.
5. The Contractor will follow the project timeline for each facility. These could be a need for a shift of cycles if inclement weather does not allow the completion of scheduled monthly operations.
6. The Contractor shall submit an invoice for the previous month's completed maintenance operations by the first day of each following month. (For example, March operations are billed Brazos County on April 1). Invoices should itemize the type of maintenance function and number of completed trips for each location.
7. Contractor will operate under these standards at a minimum:
  - a. Structural Pest Control Board and/or Texas Department of Agriculture (application of herbicide, insecticides, aquatic weed herbicides)
  - b. Immigration Reform and Control Act
  - c. Occupational Safety and Health Administration (all maintenance operations)
  - d. American National Standards Institute (all maintenance operations)
8. Turf Maintenance:
  - a. Where possible, each mowing will be performed at an oblique angle or 90° angle to the previous one. Operating machinery in the same path every cutting cycle is not acceptable. In long linear areas, mower paths should overlap previous cuts, so ruts are not produced.
  - b. Grass height shall be cut and maintained to 3 ½". This height could vary depending on location. Brazos County will monitor and work with Contractor to establish heights at locations if it needs to be adjusted from the required 3 ½".
  - c. Use of rotary type mowers is acceptable. All blades are to be always kept sharp. Brazos County may perform periodic inspections for sharpness.
  - d. All turf damaged by the negligence of the Contractor will be repaired (re-sodded or top dressed) by the Contractor at the sole expense of the Contractor. Method utilized to be determined by the Brazos County.

- e. Proper equipment selection and maintenance should be done to avoid scalping the turf in low and/or high spots.
  - f. Prior to starting mowing operations, the area is to be walked, any foreign debris removed and ensure that irrigation heads are retracted. All litter must be removed prior to mowing. Excessive litter will be brought to the attention of Brazos County.
  - g. Care should be always exercised to avoid grass clippings being deposited in landscape beds. If clippings are deposited in landscape beds cleanup of landscape beds are required.
9. Edging/Trimming
- a. All turf perimeters along and around walks, curbs, walls, beddings, and all other above ground infrastructure and trees will be edged or trimmed at each mowing cycle to produce a crisp and neat appearance.
  - b. Use of string-trimmers in such a fashion to cause bare strips around objects or unsafe crevices behind curbs is unacceptable. Extreme care should be taken so as to not girdle trees.
  - c. The immediate area surrounding the sprinkler heads are to be trimmed as often as needed for proper operation, Irrigation control valve and all other valve boxes to be trimmed around with each mow cycle.
10. Clean up:
- a. All drives, parking areas, storm drains, ditches, culverts, valley curbs, and sidewalks are to be kept clean of vegetation, litter, and soil. These cleanup operations should occur with each visit to the site. Litter in turf areas shall be picked up prior to mowing operations.
  - b. After each mow/trim cycle, all hard surfaces are to be swept or cleaned with blowers of any grass clippings, etc... in such a manner as to not leave unsightly clumps in or around the site.
  - c. Debris will not be blown into streets or onto paved/concrete surfaces. Unsightly clumps or large amounts of debris will be accumulated onto grass areas and raked, picked up and disposed of properly.
11. Trees Protection and Maintenance:
- a. String trimmers should only be used around trees on an occasional basis to keep the rings crisp in appearance.
  - b. The 12-inch ring size should allow ample room for equipment operations on the surrounding turf without tree damage.

- c. Any variation from these specifications must be indicated on the Bid or on separate attachment to the Bid. The sheet shall be labeled as such.

12. Performance Standard:

- a. All services will be on a set schedule meaning certain facilities on certain days. However, flexibility is required due to inclement weather or other various activities with high occupancy that may be held a different location.
- b. All services contracted herein shall be done in a courteous and orderly manner with a minimum of inconvenience to the adjoining residents, occupants or public. All maintenance personnel shall be appropriately and nearly always dressed while performing this contract. Contractor shall provide shirts/uniforms for all employees with a clearly identified company logo and must be worn while performing this contract.
- c. The Contractor shall provide a qualified supervisor or foreman on the site at all times during the performance of this contract and is to be responsible for the progress of the work and the conduct of the Contractor's personnel. The Contractor shall always enforce strict discipline and good order among its representative(s).
- d. The personnel performing the services contracted herein shall be under the sole responsibility and the employ of the Contractor and shall be constantly supervised and shall be competent, experienced, skilled lawn, and plant maintenance-oriented people.
- e. All materials and equipment brought to the site are the full responsibility and liability of the Contractor until removed from the site as required.
- f. The Contractor shall supervise and direct the work using his/her best skill and attention. The Contractor shall be responsible for all turf maintenance methods, techniques, and procedures; and coordinating all portions of the work contracted to be done.
- g. Unless otherwise specifically noted, the Contractor shall provide and pay for all labor, materials, equipment, tools, transportation, and other facilities and services necessary for the proper execution and completion of the work contracted to be done.
- h. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and order of any public authority in connection with the performance of the work contracted to be done,
- i. The Contractor shall be responsible for initiating, maintaining, and supervising appropriate safety precautions and programs in connection with the work herein contracted to be done. The Contractor shall take all reasonable precautions for safety of and shall provide all reasonable protection to prevent damage, injury, or loss to all employees on the project and other persons who may be affected thereby, the

project and all materials and equipment to incorporated therein, and other property at the site or adjacent thereto.

- j. The Contractor will be responsible for immediate notification of all damage to the property by the Contractor or its representative.
  - k. The Contractor assumes no responsibility for damage or death of trees, shrubs, ground covers, vines, or turf caused by oak wilt, oak decline, or cotton root rot, vandalism, vehicular or pedestrian traffic, animals, or excessively severe weather nor for erosion, poor drainage, underlying rock and shale; nor for contractors or other workmen or work being performed on the premises not subcontracted by the Contractor. Contractor will, however, be responsible for reporting the above conditions immediately to the County.
  - l. The Contractor shall instruct its employees to use caution while operating mowers, edgings, and line trimmers near trees, shrubs, ground cover to prevent possible damage. The Contractor shall be responsible for damage to the base of trees and shrubs caused by the Contractor or its employee(s) through improper use of the line trimmers, mowers, or other grounds/turf equipment.
  - m. The Contractor shall provide warning signs and traffic cones at points along all street medians and rights-of-way as may be necessary to protect work and safeguard all traffic. All warning signs cone layout shall be provided and maintained in accordance with the requirements of the Texas manual on Uniform Traffic Control Devices.
13. Project condition:
- a. If it is determined by the Brazos County that the project site is too wet to allow acceptable mowing, (tracking or rutting of the site is unacceptable) no mowing operations shall occur, and the Contractor will be notified. If mowing operations are undertaken with slightly wet conditions, care should be taken as to not track clipping and/or mud onto hard surfaces. If tracking occurs, extra clean-up will be required of the Contractor. If an unsightly number of clippings is generated from the mow cycle on PRIMARY areas, Contractor is responsible for cleanup. (See specification #10)
  - b. If inclement weather does not allow completion of scheduled monthly activities, these cycles will be shifted. If inclement weather delays scheduled mow cycles, and turf height is such that more than 1/3 of the leaf surface would be removed to re-establish specified mow heights; Contractor shall lower the turf back to the specified height,
14. Related Work:
- a. Brazos County will perform plant material replacement, tree pruning and/or removal, seasonal color change outs, top dressing, and irrigation system operational checks and repairs, unless otherwise noted, Contractor is encouraged to bring any deficiencies in these areas to the attention of the Brazos County. Any bids to improve aspects of the site beyond the scope of these specifications should be submitted to

the Brazos County for consideration. Approval will be provided in the form of a Purchase Order.

- b. Project site will be walked by the Brazos County to inspect area for completed work, discrepancies, or damage and to verify charges on invoices.

15. Security:

- a. When maintaining areas at the Brazos County Juvenile Justice Center and Brazos County Exposition Complex, Contractor will not interact with detained individuals or work crew inmates. All vehicles will be locked and secured. Drivers are required to always keep keys in their direct possession. All cell phones and tobacco products must be kept in locked vehicles and not carried onto the grounds.

16. Please list qualifications, background, and prior experience.

*Rios Tree Service, Inc is currently S corp in good standing with the State of Texas. We have been servicing Bryan/College Station since 2004. Provide Tree/Landscaping/Row mowing. Currently provide quality, best practices, safety training for all employees. Staff of approximately 10 FT, manager, supervisor and ability to hire as needed. All equipment clearly identified. Providing exceptional customer service is one of our mission goals.*

17. Any additional information Contractor deems appropriate.

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# **G. QUOTATIONS**

Respondent must give a cost per cut for each property listed below. Cost will include all maintenance of the properties to include but not limited to mowing, edging, all equipment required to maintain the property, fuel, travel, labor, debris cleanup, etc. No fuel surcharge or additional fees will be accepted.

Construction may be in progress in some of the Brazos County facilities therefore some areas will not be accessible at the facility. Invoicing should only be for the square footage that are mowed until construction is complete. For bidding purposes quote on the total square footage.

<u>Property Name</u>	<u>Approximate SQ FT.</u>	<u>Cost Per Cut</u>
Juvenile Justice Center	306,979 SQ FT	\$ <u>421.245</u>
Brazos Center - Irrigated	150,360 SQ FT	\$ <sup>AR</sup> <u>421.2</u> <u>248.92</u>
Brazos Center – Non-Irrigated	222,139 SQ FT	\$ <u>248.92</u>
Justice of the Peace Pct. 3	47,734 SQ FT	\$ <u>421.245</u>
Exposition Complex	757,453 SQ FT	\$ <u>421.245</u>
Sheriff's Office	UNKNOWN/VERIFY	\$ <u>421.245</u>
Medical Examiners	UNKNOWN/VERIFY	\$ <u>421.245</u>



# H. CERTIFICATION OF BID

By signing the certification below, the Respondent verifies that all plans and specifications have been reviewed and are considered in the pricing attached. Prior to award, the Respondent also completes the Verification of No Delinquent Taxes or Fees form (V.T.C.A. LOCAL GOVERNMENT CODE §262.0276), Legislative Certification Form, and the Disclosure of Interested Parties (1295). These are available on the Brazos County Purchasing website. The undersigned affirms that they are duly authorized execute this contract, that this quote has not been prepared in collusion with any other vendor, and that the contents of this quote have not been communicated to any other vendor prior to the official opening of this quote.

Signed By: Anita Rios - President

Typed Name: Anita Rios Title: President

Company Name: RiosTree Service, Inc.

Phone: 210 519-7488

Mailing Address: 232 Guadalupe Bend  
Boerne, TX 78006

Email Address: riostreeservice@att.net

Vendor Tax Identification Number: 72-1564655

## END OF BID REQUEST NO. 24-023

By signing below, Brazos County agrees that this bid, 24-023 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: DWANE PETERS, COUNTY JUDGE

Date: OCTOBER 17, 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)**
- ☐ **All Addendums (if applicable)**
- ☐ **Certification of Bid (Section H)**



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of Renewal #24-027R for Vending Machines and Services for Brazos County with Sodexo Operations and PepsiCo.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 10/10/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Fully Executed Contract - Accent Foods.pdf</a>	Original Contract (Accent Foods) AKA Sodexo	Backup Material
<a href="#">Partly Executed Renewal Letter (Sodexo).pdf</a>	Renewal Letter (Sodexo)	Backup Material
<a href="#">Sodexo Assignment- Name Change.pdf</a>	Amendment for Name Change (Sodexo)	Backup Material
<a href="#">Fully Executed Contract - PepsiCo.pdf</a>	Original Contract (PepsiCo)	Backup Material
<a href="#">Partly Executed Amendment Renewal (PepsiCo).pdf</a>	Amendment for Price Increase (PepsiCo)	Backup Material
<a href="#">Vendor Rate FY 24 (PepsiCo).pdf</a>	New Vendor Rate FY 24 (PepsiCo)	Backup Material

**AMENDMENT #1 TO 19-019- VENDING MACHINES AND SERVICES FOR BRAZOS  
COUNTY**

**THIS AMENDMENT TO 24-027R ALSO KNOWN AS 23-014R, 22-015R and 19-019 Vending Machines and Services for Brazos County** ("Amendment") is entered into and effective this 25th day of July, 2023 ("Effective Date") through October 22, 2023 ("Expiration Date") by and between **Brazos County** ("Customer"), and **Pepsi Co** ("Provider") each of which may alternatively be referred to herein as a "Party" and collectively as the "Parties". All capitalized terms in this Amendment shall have the same meaning as in the Agreement (as defined below) unless otherwise stated herein.

**RECITALS**

WHEREAS, the Parties entered into that certain original contract # 19-019 ("Agreement") for purposes of Pepsi Co. to provide vending machines and services for Brazos County; and

WHEREAS, the Parties desire to amend the pricing as set forth in original contract 19-019.

**AGREEMENT**

NOW THEREFORE, in consideration of the above premises, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree to amend the Agreement as follows:

1. Increasing the original pricing for vending services.
2. Renewing the contract for an additional one (1) year term, expiring October 21, 2024. Renewal of contract will be known as 24-027R.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be signed by their authorized representatives as of the Effective Date. This Amendment may be executed in counterparts, all of which taken together shall constitute one instrument. Electronic or facsimile signatures are acceptable forms of execution of this Amendment and shall be binding on all Parties hereto.

**BRAZOS COUNTY**

*Signature*

DUANE PETERS

*Name*

COUNTY JUDGE

*Title*

10/17/2023

*Date*

**Pepsi Co.**

*Signature*

Leland Freeman

*Name*

FSR

*Title*

7/20/2023

*Date*

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## Pricing and Delivery Schedule - OFFER #1\*

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### Financial Summary - Exclusive Offer

#### Equipment Vended Product Pricing and Royalty Schedule

Brand Mix	Package	Vending Rate	Commission Rate
Aquafina	20oz	\$2.00	35%
Carbonated Soft Drinks	20oz	\$2.00	35%
Gatorade	20oz	\$2.00	35%
Lipton Iced Tea	20oz	\$2.00	35%
Kickstart Mountain Dew	Can 16oz	\$2.50	35%
Frappuccino	13.7oz	\$3.50	35%
Starbuck's Doubleshot	Can 6.5oz	\$2.50	35%
Starbuck's Doubleshot Energy	Can 15oz	\$2.50	35%
Life Water	20oz	\$2.50	35%
Rockstar Total	Can 16oz	\$2.75	35%
Amp Total	Can 16oz	\$2.75	35%

**\*Offer #1 can be used for all vendors or only public facing vendors**

## **VENDING MACHINES AND SERVICES CONTRACT**

**BRAZOS COUNTY PURCHASING DEPT.**  
**200 S. Texas Ave., Ste. 352**  
**Bryan, Texas 77803**  
**Telephone (979) 361-4294**

**Contract No. 19-019B**  
**Page 1 of 9 Pages**

### **GENERAL REQUIREMENT FOR CONTRACT**

I, LeLand Freeman as a duly authorized representative of PepsiCo "Contractor" willingly attest to perform (or deliver) as per **Exhibit A** (Pepsi Co.'s RFP response) and **Exhibit B** (Original RFP) for Brazos County. I further agree to all of the provisions and specifications contained in this contract.

#### **TERM:**

**The term of this contract will be for two (2) years, starting October 22, 2019, with the option to renew with three (3) additional one (1) year periods.**

#### **ASSIGNMENT**

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Brazos County Commissioners Court. Should there be a change in ownership or management; the contract shall be terminated unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices.

#### **AWARD**

Brazos County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. The County reserves the right to accept or reject in part or in whole, and to waive any technicalities for the best interest of the County.

#### **BIDDERS RESPONSIBILITY**

It is the bidder'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 bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, pending award, renewal, amended or extended contract. Visit [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more

information. 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.

#### **CONTRACT OBLIGATION**

Brazos County Commissioners Court must award the contract and Brazos County Judge, or other person authorized by Brazos County Commissioners Court must sign the contract before it becomes binding on Brazos County or the offerors. Department heads are NOT authorized to sign contracts for Brazos County. Binding contracts shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

#### **QUANTITIES**

The quantities specified in this contract are estimates only. Brazos County does not guarantee to purchase any minimum quantities or services other than those listed on a purchase order.

#### **CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between Brazos County and the offeror. Any and all price escalations shall not be accepted and shall be considered a non-response.

#### **HOLD HARMLESS AGREEMENT**

Contractor, the successful offeror, shall indemnify and hold Brazos County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this contract. Certification of such coverage must be provided to Brazos County upon request.

#### **INSPECTIONS & TESTING**

Acceptance of merchandise, work, and/or equipment provided shall be made by Brazos 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 Brazos County of any and all documentation as may be required. 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.

#### **ADDITION/MODIFICATION OF LOCATIONS OR SERVICES**

Brazos County reserves the right to add locations as these additional locations may be required. Locations to be added may include, but not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that Brazos County makes significant structural changes to an existing facility that impacts the contractor's cost in providing the services anticipated by this contract such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.

In the event Brazos County wishes to add other locations to a group under the contract, a quotation will be solicited from the incumbent contractor in good standing for the group in which the new location is appropriately situated.

In the event Brazos County shall sell, vacate, abandon, or otherwise dispose or terminate a location to which the contract applies, all existing contracts for services applicable to such location, the portion of this contract that applies to such locations is terminated. All remaining portions of the contract will remain intact. Brazos County will endeavor to give the contractor written notice of such termination of locations a minimum of thirty (30) days in advance.

#### **INVOICES & PAYMENTS**

Payments to contractors will not be made if the contractor cannot produce a Brazos County Purchase Order. Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the contractor. 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.

When multiple deliveries and/or services are required, the contractor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. The contractor will provide an invoice for each month in which Brazos County is responsible for payment, during the duration of the contract. Prior to any and all payments made for goods and/or services provided under this contract, the contractor should provide their Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

#### **PRICING**

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

#### **TAXES**

Brazos County is exempt from all federal excise, state and local taxes unless otherwise stated in this contract. Brazos County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to Brazos County Purchasing Agent.

#### **GOVERNING FORMS**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of



this overall contract, Brazos County's interpretation shall govern. In the event of a conflict between the terms, conditions, provisions, and specifications of this contract and any other terms, conditions, provisions, and specifications provided by the contractor; the terms of this contract shall supersede.

#### **GOVERNING LAW AND VENUE**

This bid solicitation is governed by the laws of the State of Texas, specifically, the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Brazos County may request and rely on advice, decisions and opinions of the Attorney General of Texas and Brazos County Attorney concerning and portion of these requirements. Potential vendors 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. Bidder understands that Brazos County is a government subject to Texas State and Federal public information statutes. Venue shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.

#### **DISQUALIFICATION OF OFFEROR**

Upon signing this contract, an offeror offering to sell supplies, materials, services, or equipment to Brazos County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, *et seq.*, as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if Brazos County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. Requests to withdraw a submitted bid or proposal are subject to the approval of the Purchasing Agent.

#### **SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

#### **SILENCE OF SPECIFICATIONS**

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

**TERMINATION**

Brazos County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Brazos County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Brazos County's satisfaction and/or to meet all other obligations and requirements. Brazos County may terminate the contract without cause upon thirty (30) days written notice.

**POLICY REQUIREMENTS FOR CERTIFICATE OF INSURANCE****CONTRACTOR'S INSURANCE**

The contractor(s) before starting work for Brazos County, must furnish Brazos County a Certificate of Insurance or other acceptable evidence from a reputable insurance company or companies with an A.M. Best Rating of AA (such companies to be acceptable to Brazos County) licensed to write insurance in the state of Texas, showing that the contractor is covered by the insurance as follows:

- (1) Statutory Workers Compensation Insurance with Employers Liability Insurance in the amount of \$1,000,000. In the event any work is sublet, the contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation is required. (TLC Sec. 401.011)
- (2) Commercial General Liability Insurance with a \$ 1,000,000 Combined Single Limit. The policy shall be on the Comprehensive General Liability 1986/90 occurrence form, and shall include coverage for acts of independent contractors, and shall name Brazos County as an additional insured. Waiver of subrogation is required. No claims made policies are acceptable without prior approval by the Commissioners Court/Risk Management.
- (3) Automobile Public Liability Insurance with a \$1,000,000 Combined Single Limit, in all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired.

The Certificate of Insurance furnished to Brazos County shall contain a provision that coverage under such policies shall not be canceled or materially changed until at least 30 days prior written notice has been given to Brazos County.

**LIMITATIONS**

The parties are aware that there are constitutional and statutory limitations on the authority of Brazos County to enter into certain terms and conditions of the contract, including, but not limited to, authorizations of the placement of liens on Brazos County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"). Any contract terms and conditions related to the Limitations will not be binding on Brazos County except to the extent authorized by the laws and Constitution of the State of Texas.

**COVERAGES/WAGES**

Nothing in this contract shall be construed as making Brazos County responsible for the payment of compensation and/or any benefits for contractor including health, property, motor vehicle, workers' compensation, disability, death, and dismemberment insurance for the contractor's employees and/or equipment. Nothing in the contract shall be construed as making Brazos County responsible for wages, materials, logistical support, equipment, and related travel expenses incurred by the contractor.

**SOVEREIGN IMMUNITY**

The parties understand that Brazos County does not waive or relinquish any immunity or defense on behalf of itself, officers, employees, agents, and volunteers as a result of its execution of this contract and the performance of the covenants contained herein. Further, Brazos County is not responsible for any civil liability that arises from any act or omission made within the course and scope of this contract. The parties understand and agree that Brazos County does not assume civil liability under any theory of law for the actions of the contractor in providing services hereunder.

**NOTICES**

Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

**BRAZOS COUNTY:**  
Brazos County, Texas  
Duane Peters, Brazos County Judge  
200 South Texas Avenue, Suite 332  
Bryan, Texas 77803

**CONTRACTOR:**

Sales Contact Name:

Leland Freeman

Phone Number:

979-218-1459

Billing Info:

1801 Shiloh

Bryan TX

77802

**ASSIGNABILITY**

This contract may not be assigned without the prior written permission of Brazos County.

**FISCAL FUNDING CLAUSE**

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.

**WAIVERS**

No waiver by either party hereto of any term or condition of this contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

**ENTIRE CONTRACT**

This contract represents the entire and integrated agreement between Brazos County and the contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may only be amended by written instrument approved and executed by the parties.

**AVAILABILITY AND RETENTION OF RECORDS**

All records relating to the service provided under this contract and supporting documentation for invoices submitted to Brazos County by the contractor shall be retained and made available by the contractor for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by contractor and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, contractor shall comply with such changes. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the contractor shall retain such records until the audit is concluded and all issues resolved. Contractor shall provide Brazos County with copies of such audits that be conducted with respect to the contract.

**AUDIT RESPONSIBILITY**

The contractor shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this contract.

The contractor shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The contractor recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this contract if evidence exists of less than full compliance with this contract.

**INDEMNIFICATION**

The contractor shall defend, indemnify and save harmless Brazos County and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property, by or from the said contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act of omission, the Worker Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said contractor under and by virtue of his contract as shall be considered necessary by Brazos County may be retained for the use of Brazos County, or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished Brazos County. Contractor shall defend, indemnify and save harmless Brazos County, its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by Brazos County, its officers, agents or employees.

**HOUSE BILL 89 & DEBARMENT VERIFICATION**

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 2270:

1. Does not boycott Israel currently; and
2. Will no boycott Israel during the term of the contract.

Pursuant to Section 2270.001, 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.

Company Name: PepsiCo

Authorized Company Representative: Leland Freeman

Address: 1801 Shiloh

Signature: [Signature]


Date: 10/15/2019 Contract #: 19-019B

**CERTIFICATION OF BID**

The undersigned further affirms the non-debarment statement above, that they are duly authorized 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:  Title: FSRTyped Name: Leland FreemanCompany Name: Pepsi Co Phone No. 979-218-1459Email Address: leland.freeman@pepsico.comMailing Address: 1801 Shiloh Bryan TX 77802  
P. O. Box or Street City State Zip

Employer Identification Number: \_\_\_\_\_

Approved by  Commissioners Court on this 22 day of October 2019 by  
\_\_\_\_\_ Holding the position of County Judge



# Brazos County Purchasing Department

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

October 17, 2023

Sodexo Operations, LLC  
9801 Washington Blvd  
Gaithersburg, MD 20878

**Re: Renewal of Contract #24-027R for Vending Machine Services for Brazos County.**

Brazos County appreciates the quality work your company has provided and would like to exercise the renewal option for *Vending Machine Services 24-027R, previously known as 23-014R, 22-014R and 19-019.*

Pepsi Co – Drink Machines  
Sodexo Operations – Snack Machines

All terms, conditions, and pricing shall remain the same. This renewal term will be for one year from October 22, 2023 to October 21, 2024.

To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to [pnelson@brazoscountytexas.gov](mailto:pnelson@brazoscountytexas.gov) or fax to (979) 361-4293. Please then submit the original signed documents and an updated Certificate of Insurance by mail to the address listed above. **Please return acceptance as soon as possible.** If you have any questions, I may be reached at (979) 361-4291.

Contact Name: David Newman Title: Vice President - Finance, Tech & Service

E-Mail: David.Newman@itsinreach.com Telephone: (737) 228-0238

**SODEXO OPERATIONS, LLC**

DocuSigned by:

David Newman

Authorized Signature

10/10/2023

Date

**BRAZOS COUNTY**

Duane Peters, County Judge

10/17/2023

Date

### ASSIGNMENT OF 24-027R VENDING SERVICES

The parties to this AGREE TO THE AMENDMENT to Contract 24-027R ("Amendment") are Brazos County, a political subdivision of the State of Texas and Frontline Food Services LLC dba Accent Food Services, now known as Sodexo Operations, LLC. ("Vendor").

**WHEREAS**, Frontline Food Services, LLC has changed its legal business name to Sodexo Operations, LLC and

**WHEREAS**, Vendor shall continue being responsible for the discharge or performance of any duties or obligations to be performed or discharged under the Contract by the Vendor during the term of the Contract; and

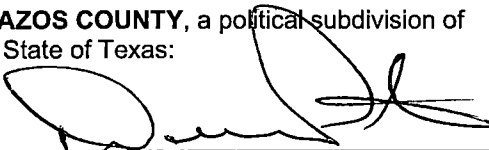
**NOW, THEREFORE**, for the good and valuable consideration stated herein, Purchaser and Vendor agree as follows:

1. Vendor hereby accepts and agrees to perform all the duties and obligations to be performed under the Contract to the same extent as it previously entered prior to its name change.
2. For the Purposes of this amendment the only change to the original contract is the name of the Vendor. Vendor agrees and confirms that no other changes have been made. Vendor represents that it is the same entity that entered the original contract and agrees to be legally held responsible for all terms contained in the original contract just as it would be if it had entered the original contract under the name of Sodexo Operations, LLC.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. ("Effective Date")

**BRAZOS COUNTY**, a political subdivision of  
the State of Texas:

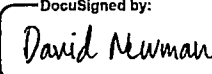
By:

  
Duane Peters, County Judge

#### VENDOR:

Sodexo Operations, LLC

By:

DocuSigned by:  
  
69AD4C29219744C...

Name:

David Newman

Title:

CFO



**VENDING MACHINES AND SERVICES  
CONTRACT**

**BRAZOS COUNTY PURCHASING DEPT.  
200 S. Texas Ave., Ste. 352  
Bryan, Texas 77803  
Telephone (979) 361-4292**

**Contract No. 19-019A  
Page 1 of 9 Pages**

**GENERAL REQUIREMENT FOR CONTRACT**

I, Melinda Grandell as a duly authorized representative of Accent Food Services "Contractor" willingly attest to perform (or deliver) as per **Exhibit A** (Accent's RFP response) and **Exhibit B** (Original RFP) for Brazos County. I further agree to all of the provisions and specifications contained in this contract.

**TERM:**

**The term of this contract will be for two (2) years, starting October 22, 2019, with the option to renew with three (3) additional one (1) year periods.**

**ASSIGNMENT**

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Brazos County Commissioners Court. Should there be a change in ownership or management; the contract shall be terminated unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices.

**AWARD**

Brazos County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. The County reserves the right to accept or reject in part or in whole, any responses submitted, and to waive any technicalities for the best interest of the County.

**BIDDERS RESPONSIBILITY**

It is the bidder'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 bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Brazos County the "Certificate of Interested Parties", Form 1295 as required, pending award, renewal, amended or extended contract. Visit [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more

information. 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.

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The quantities specified in this contract are estimates only. Brazos County does not guarantee to purchase any minimum quantities or services other than those listed on a purchase order.

**CONTRACT RENEWALS**

Renewals may be made ONLY by written agreement between Brazos County and the offeror. Any and all price escalations shall not be accepted and shall be considered a non-response.

**HOLD HARMLESS AGREEMENT**

Contractor, the successful offeror, shall indemnify and hold Brazos County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this contract. Certification of such coverage must be provided to Brazos County upon request.

**INSPECTIONS & TESTING**

Acceptance of merchandise, work, and/or equipment provided shall be made by Brazos 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 Brazos County of any and all documentation as may be required. 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.

**ADDITION/MODIFICATION OF LOCATIONS OR SERVICES**

Brazos County reserves the right to add locations as these additional locations may be required. Locations to be added may include, but not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that Brazos County makes significant structural changes to an existing facility that impacts the contractor's cost in providing the services anticipated by this contract such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.

In the event Brazos County wishes to add other locations to a group under the contract, a quotation will be solicited from the incumbent contractor in good standing for the group in which the new location is appropriately situated.

In the event Brazos County shall sell, vacate, abandon, or otherwise dispose or terminate a location to which the contract applies, all existing contracts for services applicable to such location, the portion of this contract that applies to such locations is terminated. All remaining portions of the contract will remain intact. Brazos County will endeavor to give the contractor written notice of such termination of locations a minimum of thirty (30) days in advance.

#### **INVOICES & PAYMENTS**

Payments to contractors will not be made if the contractor cannot produce a Brazos County Purchase Order. Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the contractor. 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.

When multiple deliveries and/or services are required, the contractor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. The contractor will provide an invoice for each month in which Brazos County is responsible for payment, during the duration of the contract. Prior to any and all payments made for goods and/or services provided under this contract, the contractor should provide their Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

#### **PRICING**

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

#### **TAXES**

Brazos County is exempt from all federal excise, state and local taxes unless otherwise stated in this contract. Brazos County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to Brazos County Purchasing Agent.

#### **GOVERNING FORMS**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of

this overall contract, Brazos County's interpretation shall govern. In the event of a conflict between the terms, conditions, provisions, and specifications of this contract and any other terms, conditions, provisions, and specifications provided by the contractor; the terms of this contract shall supersede.

**GOVERNING LAW AND VENUE**

This bid solicitation is governed by the laws of the State of Texas, specifically, the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Brazos County may request and rely on advice, decisions and opinions of the Attorney General of Texas and Brazos County Attorney concerning and portion of these requirements. Potential vendors 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. Bidder understands that Brazos County is a government subject to Texas State and Federal public information statutes. Venue shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.

**DISQUALIFICATION OF OFFEROR**

Upon signing this contract, an offeror offering to sell supplies, materials, services, or equipment to Brazos County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, *et seq.*, as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if Brazos County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. Requests to withdraw a submitted bid or proposal are subject to the approval of the Purchasing Agent.

**SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

**SILENCE OF SPECIFICATIONS**

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

### TERMINATION

Brazos County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Brazos County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Brazos County's satisfaction and/or to meet all other obligations and requirements. Brazos County may terminate the contract without cause upon thirty (30) days written notice.

### POLICY REQUIREMENTS FOR CERTIFICATE OF INSURANCE

#### CONTRACTOR'S INSURANCE

The contractor(s) before starting work for Brazos County, must furnish Brazos County a Certificate of Insurance or other acceptable evidence from a reputable insurance company or companies with an A.M. Best Rating of AA (such companies to be acceptable to Brazos County) licensed to write insurance in the state of Texas, showing that the contractor is covered by the insurance as follows:

- (1) Statutory Workers Compensation Insurance with Employers Liability Insurance in the amount of \$1,000,000. In the event any work is sublet, the contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation is required. (TLC Sec. 401.011)
- (2) Commercial General Liability Insurance with a \$ 1,000,000 Combined Single Limit. The policy shall be on the Comprehensive General Liability 1986/90 occurrence form, and shall include coverage for acts of independent contractors, and shall name Brazos County as an additional insured. Waiver of subrogation is required. No claims made policies are acceptable without prior approval by the Commissioners Court/Risk Management.
- (3) Automobile Public Liability Insurance with a \$1,000,000 Combined Single Limit, in all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired.

The Certificate of Insurance furnished to Brazos County shall contain a provision that coverage under such policies shall not be canceled or materially changed until at least 30 days prior written notice has been given to Brazos County.

#### LIMITATIONS

The parties are aware that there are constitutional and statutory limitations on the authority of Brazos County to enter into certain terms and conditions of the contract, including, but not limited to, authorizations of the placement of liens on Brazos County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"). Any contract terms and conditions related to the Limitations will not be binding on Brazos County except to the extent authorized by the laws and Constitution of the State of Texas.

**COVERAGES/WAGES**

Nothing in this contract shall be construed as making Brazos County responsible for the payment of compensation and/or any benefits for contractor including health, property, motor vehicle, workers' compensation, disability, death, and dismemberment insurance for the contractor's employees and/or equipment. Nothing in the contract shall be construed as making Brazos County responsible for wages, materials, logistical support, equipment, and related travel expenses incurred by the contractor.

**SOVEREIGN IMMUNITY**

The parties understand that Brazos County does not waive or relinquish any immunity or defense on behalf of itself, officers, employees, agents, and volunteers as a result of its execution of this contract and the performance of the covenants contained herein. Further, Brazos County is not responsible for any civil liability that arises from any act or omission made within the course and scope of this contract. The parties understand and agree that Brazos County does not assume civil liability under any theory of law for the actions of the contractor in providing services hereunder.

**NOTICES**

Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

**BRAZOS COUNTY:**  
Brazos County, Texas  
Duane Peters, Brazos County Judge  
200 South Texas Avenue, Suite 332  
Bryan, Texas 77803

**CONTRACTOR:**

Sales Contact Name:

Phone Number:

Billing Info:

TROY BAKER

919.118.9500

**ASSIGNABILITY**

This contract may not be assigned without the prior written permission of Brazos County.

**FISCAL FUNDING CLAUSE**

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.

**WAIVERS**

No waiver by either party hereto of any term or condition of this contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

**ENTIRE CONTRACT**

This contract represents the entire and integrated agreement between Brazos County and the contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may only be amended by written instrument approved and executed by the parties.

**AVAILABILITY AND RETENTION OF RECORDS**

All records relating to the service provided under this contract and supporting documentation for invoices submitted to Brazos County by the contractor shall be retained and made available by the contractor for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by contractor and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, contractor shall comply with such changes. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the contractor shall retain such records until the audit is concluded and all issues resolved. Contractor shall provide Brazos County with copies of such audits that be conducted with respect to the contract.

**AUDIT RESPONSIBILITY**

The contractor shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this contract.

The contractor shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The contractor recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this contract if evidence exists of less than full compliance with this contract.

**INDEMNIFICATION**

The contractor shall defend, indemnify and save harmless Brazos County and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property, by or from the said contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act of omission, the Worker Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said contractor under and by virtue of his contract as shall be considered necessary by Brazos County may be retained for the use of Brazos County, or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished Brazos County. Contractor shall defend, indemnify and save harmless Brazos County, its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by Brazos County, its officers, agents or employees.

**HOUSE BILL 89 & DEBARMENT VERIFICATION**

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 2270:

1. Does not boycott Israel currently; and
2. Will no boycott Israel during the term of the contract.

Pursuant to Section 2270.001, 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.

Company Name: ACCENT FOOD SERVICES

Authorized Company Representative: MELINDA GRANDELL

Address: 2913 A.W. HINES BLVD. PFUGETVILLE TX

Signature: [Signature] 73660

Date: 10.10.19 Contract #: RFP No. 19-019



**CERTIFICATION OF BID**

The undersigned further affirms the non-debarment statement above, that they are duly authorized 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: UNNY MURRAY Title: VICE PRESIDENT  
KEY ACCOUNTS

Typed Name: MELINDA GRANDALL

Company Name: ACCENT FOOD SERVICES Phone No. 469.435.9506

Email Address: melindagrandall@accentfoodse.com

Mailing Address: 2913 A.W. GRIMES BLVD. PFLUGERVILLE, TX  
P. O. Box or Street City State Zip 78660

Employer Identification Number: 26-3717617

Approved by Commissioners' Court on this 22 day of October 2019 by  
[Signature] Holding the position of County Judge



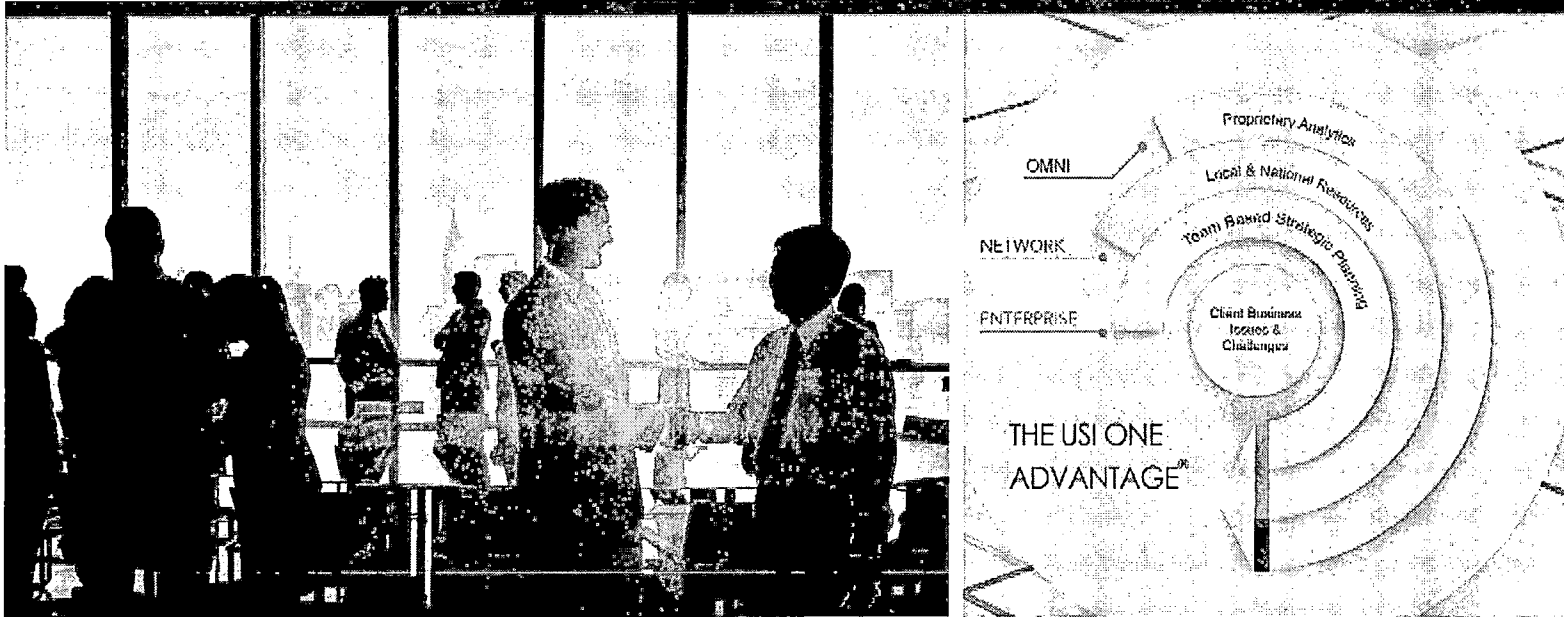
NUMBER:

DOLLAR AMOUNT: \$0.00

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Brazos County Health Wellness Clinic PL RN Proposal 10-24-23.pdf</a>	Proposal	Backup Material

# Professional Medical Liability Renewal Proposal

## Brazos County Health & Wellness Clinic



Jeff Levy  
CL Producer

Account Manager: Amy Carson  
Date Prepared: October 05, 2023

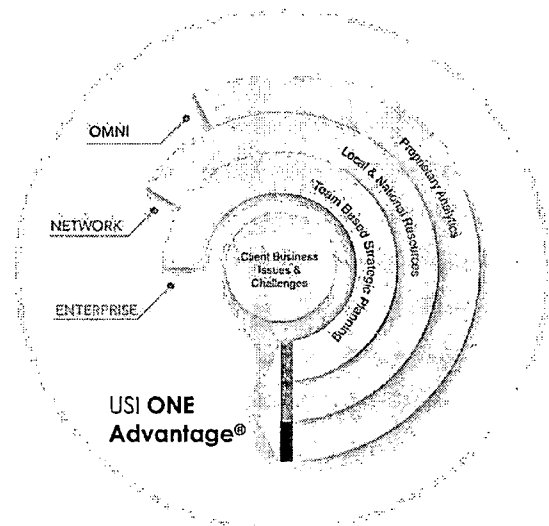


## About USI Insurance Services

USI is one of the largest insurance brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 9,000 industry leading professionals across approximately 200 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit [usi.com](http://usi.com).

### The USI ONE Advantage

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE™ represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.



#### **Omni – USI's Proprietary Analytics**

Omni, which means “all,” is USI’s one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

#### **Network – USI's Local and National Resources**

USI has made a very large investment in local resources and technical expertise, with more than 6,000 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

#### **Enterprise – USI's Team Based Strategic Planning**

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

## Service Team

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### **USI Southwest**

9811 Katy Freeway, Suite 500, Houston, TX 77024

(713) 490-4600      [www.usi.com](http://www.usi.com)

### **Producers**

**Your CL Producer is Jeff Levy**

Direct Number: (713) 490-4560

E-Mail: [Jeff.Levy@usi.com](mailto:Jeff.Levy@usi.com)

### **Account Management Team**

**Your CL Sr Account Manager is Amy Carson**

Direct Number: (713) 490-4546

E-Mail: [Amy.Carson@usi.com](mailto:Amy.Carson@usi.com)

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Proposal date: 10/05/2023 Prepared for Brazos County Health & Wellness Clinic  
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# InsurLink Client Portal

InsurLink, USI's secure, interactive portal for client collaboration and self-service resources, helps streamline the administration of your insurance program with efficient, environmentally friendly, paperless transactions.

InsurLink enables you to manage your program online in seamless collaboration with your USI service team 24 hours a day, 7 days a week.

## With our user-friendly, intuitive software you can:



View and reprint Certificates of Insurance.



View policies, endorsements and other key documents.



Generate and issue Certificates of Insurance quickly and accurately.



Share documents with your USI service team



Reprint and replace Auto ID cards.\*

For more information about InsurLink, contact your USI service representative.

Get our mobile app for Android or Apple and access your InsurLink client portal on the go!

\*Limitations in NY and NJ

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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## Premium Summary

Coverage	Term	Carrier	AM Best Rating	Admitted or Non Admitted	Minimum Earned Premium	Expiring Term Premium	Proposed Term Premium
Professional Medical Liability – Claims Made Retro: 10/24/2017 \$500,000 Each Claim \$1,000,000 Aggregate \$2,500 Deductible	10-24-23 10-24-23	Evanston Insurance Company	A	Non Admitted	25%	\$3,148	\$3,210.71
<b>TOTAL ESTIMATED ANNUAL PREMIUM</b>						<b>\$3,148</b>	<b>\$3,210.71</b>

Premium Increase of \$63 (2%) due to carrier rate increase

### Binding Requirements:

- “Client Authorization To Bind” signed by the insured

### Payment Terms:

- Payment in full

### Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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## Agency Bill Payment Options

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We sincerely appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

**OUR BASIC PAYMENT PLAN IS THAT ALL PAYMENTS ARE DUE ON OR BEFORE THE EFFECTIVE DATE OF COVERAGE. THERE ARE THREE METHODS OF PAYMENT AVAILABLE:**

- ....CASH ON EFFECTIVE DATE
- ....PREMIUM FINANCING BY A PREMIUM FINANCE COMPANY
- ....INSURANCE COMPANY PAYMENT PLAN, IF AVAILABLE

Please note that USI Insurance Services LLC and its subsidiaries and affiliates do not provide customer financing.

In some instances, you will receive invoices covering additions or changes to your coverage, endorsements. These invoices are payable upon receipt. You will receive a monthly statement of your account as a reminder as we realize that it is occasionally possible to miss a payment through oversight. Accounts with payments past due are subject to cancellation for non-payment. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made later. Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

**PAYMENTS:** Please remember to return the remittance copy of the invoice with your payment in the provided envelope. Otherwise, all payments will be applied to your oldest balance or left as unapplied if we cannot identify the applicable invoice being paid.

**CREDITS:** Credit invoices may be applied against other invoices due us. Please indicate in your remittance or contact us as to where to apply credit invoices on your account.

These payment procedures will apply for any and all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please contact your insurance representative.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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## USI Disclosures

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**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Document Delivery DISCLOSURE:** USI strives to make your interactions with us easy and efficient. Therefore, we intend to deliver your policy and all policy-related documents electronically through our InsurLink client portal or through email. If you do not wish to receive these documents electronically or if you would like a paper copy of any or all documents at no cost to you, please notify your client service representative in writing. If your email or electronic contact information changes, please notify your client service representative in writing.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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# USI Privacy Notice

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## Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

## What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

## What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

## Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

## **Our Legal Use of Information**

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

## **Your Right to Review Your Records**

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 10/05/2023 Prepared for Brazos County Health & Wellness Clinic  
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## Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

### A. M. BEST RATINGS

<b>A++ &amp; A+</b>	Superior	<b>D</b>	Poor
<b>A &amp; A-</b>	Excellent	<b>E</b>	Under Regulatory Supervision
<b>B++ &amp; B+</b>	Good	<b>F</b>	In Liquidation
<b>B &amp; B-</b>	Fair	<b>S</b>	Rating Suspended
<b>C++ &amp; C+</b>	Marginal	<b>NR</b>	Not Rated

### FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

### RATING "NOT ASSIGNED" CLASSIFICATIONS

**NR-1** Insufficient Data

**NR-3** Rating Procedure Inapplicable


**NR-5** Not Formally Followed

**NR-2** Insufficient Size and/or Operating Experience

**NR-4** Company Request

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the Insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

After careful consideration of your Professional Medical Liability renewal proposal dated October 05, 2023,, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

OCTOBER 17, 2023

Date Signed

Brazos County Health &amp; Wellness Clinic

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Proposal date: 10/05/2023 Prepared for Brazos County Health & Wellness Clinic  
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**10/5/23**

**To:**  
**Jeffrey Levy**  
**USI Southwest Inc**

**For:**  
**Brazos County Health and Wellness Clinic**  
**Express Renewal quote**  
**Evanston Insurance Company**

Expiring policy: **MKLV4PSM000880-0**  
Expiring policy period: **10/24/22 - 10/24/23**

We are pleased to present this renewal quotation on the above referenced policy. This quote is based on expiring information. A list of forms applicable to the renewal term is provided below. All mandatory state endorsements that are applicable will be added to the policy. All other terms and conditions remain unchanged and are the same as contained in the expiring policy.

Note: If the insured has had a material change in ownership, operations, professional services, financial position, or changes in the underlying policy for excess coverage, please contact your Markel underwriter.

**Express Renewal terms:**

Premium:	\$3,060
Policy period:	10/24/23 - 10/24/24
Limits of insurance:	All limits as expiring
Deductibles or SIR:	Where applicable, as expiring
Retroactive date:	Where applicable, as expiring

**\$3,060 + Texas Surplus Lines Tax \$148.41 + Texas Stamping Fee \$2.30 = \$3,210.71 TOTAL**

**Forms/endorsements:**

MEIL520025%0704  
MEIL52290910  
MEIL53020910  
MESM20041012  
MESM20340815  
ZZ500000115  
MJIL10000810  
MPIL10070120  
MPIL1010TX0510  
MPIL10830415

MEIL12000220  
MIL12140917  
MPIL1009TX0520  
MESM50100220

MESM51000220  
MESM30291019  
MDSM50130220  
MDIL10010810  
MESM21440220  
MESM21470520

Minimum Earned Premium Endorsement  
Longer Duratn Extended Report Period Availability  
Texas Endorsement  
Claim Exp in Add to Each Claim Limit of Liab  
DataBreach Coverage Parts Endorsement  
Policyholder Disclosure of Terrorism Insurance Cov  
Markel Jacket  
Privacy Notice  
Texas Surplus Lines Notice  
U.S. Treasury Department's Office Of Foreign Assets Control  
(OFAC) Advisory Notice To Policyholders  
Service Of Suit  
Trade Or Economic Sanctions  
Texas Important Notice  
Specified Medical Professions Professional Liability Insurance  
Coverage Part  
Common Policy Conditions  
Exclusion - Correctional Medicine  
Declarations- Specified Medical Professions Insurance Policy  
Forms Schedule  
Sexual Acts Liability Scheduled Deductible And Retroactive Date  
Changes – Multiple Insureds, Claims And Claimants



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of CIP 24-600 for Talent Locator with Advanced Recruitment Solutions for Brazos County Sheriff's Office.

TO: Commissioners Court

FROM: Summer Dubec

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Signed RCI Contract of Services - Brazos County Sheriff 8 \(002\).2023.pdf](#)

Service Agreement

Backup Material





RECOURSE COMMUNICATIONS, INC.

THIS AGREEMENT is made effective as of the latest date signed below, ("**the Effective Date**") by and between Recourse Communications, Inc., located at 6671 W. Indiantown Rd. Suite 50-257, Jupiter, FL 33458 ("**RCI**") and Brazos County, acting through and by the Brazos County Sheriff's Office, located at 1700 TX-21 Bryan, TX 77803 ("**the County**"). RCI and the County are "**the Parties**".

RCI is in the business of sourcing and recruiting potential candidates for employment and referring them to employers to fill open positions. Since it is not always possible for the County to staff open positions from within its own organization or other resources, the County desires RCI to source and recruit potential candidates.

Each project is custom-tailored to meet the unique goals and requirements of our clients. The services listed below are intended to support our clients effectively, and the inclusion of specific services is at the sole discretion of the project manager based on the unique requirements of the client and their goals/objectives.

In consideration of the foregoing and the following promises, the Parties agree as follows:

1. **Services:** RCI will source and recruit potential candidates for specific recruitment needs and career opportunities as detailed in a separate Intake document and perform the following "**Services**":
  - a. RCI will conduct an Intake meeting with appropriate County staff and develop a sourcing and searching strategy. Sourcing will include Brazos to Waco, Austin, N/NW Houston, N/East San Antonio, and military bases throughout the state of TX.
  - b. Assign a Program Manager and other team personnel based on work requirements gathered from the Intake meeting.
  - c. Place targeted Internet postings on job boards and other sites where applicable.
  - d. Based upon keyword searches, RCI's technology, TalentLocator, will source a proprietary blend of resume databases and its internal proprietary database of candidates.
  - e. Create and send an email campaign to the sourced candidates highlighting the County's career opportunities. The email will direct the candidate to respond to RCI.
  - f. RCI's recruiters will review, evaluate, and screen for interest and qualifications as detailed in the Intake document. Also, RCI will contact potential candidates at competitor companies, similar industries or other candidates identified by the County during the intake process. Once candidates are determined to be interested and qualified, the candidates' resume will be forwarded to the County.
  - g. Provide all sourced data for the assigned role(s) at the completion of the project.
2. **Fee & Terms for Recruiter Model Services:** RCI will perform the Services for a period of 60 days from the date RCI begins the Services; and the County will pay RCI:\$19,800 ("**the Fee**") for the Services.



RECOURSE COMMUNICATIONS, INC.

RCI's Fee is earned after RCI has received the job descriptions, conducted the intake, agreed upon the qualifications, and begun their efforts, which takes place within 24 hours after the completed intake process. RCI will invoice the County the Fee at that time, and payment will be due within 45 days from the invoice date. Furthermore, the County may not make changes in any material detail in the Intake document, like job specifications, qualifications, and salary rates, after RCI has started the Services without the County incurring a new Fee for the Services.

RCI does not guarantee any number of responses or hires, and the Fee is NOT CONTINGENT upon any number of responses or the County HIRING any number of the candidates sourced and recruited by RCI.

3. **County Responsibility:** After RCI submits its initial round of sample candidate resume data, the County shall respond to RCI within 48-72 hours to provide feedback as to whether the resume data meets the County's minimum qualifications. The County's feedback is essential for RCI to "calibrate" and adjust its sourcing methods and to locate the most qualified candidates. Furthermore, after RCI submits an actual candidate resume or the County interviews a submitted candidate, the County shall respond to RCI within 48-72 hours to provide feedback. If the County fails to provide timely feedback, RCI will not be able to perform the Services effectively.
4. **Equal Opportunity Employer:** Each Party represents and warrants to the other that it is an Equal Opportunity Employer. RCI will source potentially qualified candidates to the County regardless of the candidate's race, color, sex, religion, national origin, age or disability or any other characteristic protected by state or federal law; and the County shall consider and evaluate each candidate provided by RCI regardless of the candidate's race, color, sex, religion, national origin, age or disability or any other characteristic protected by state or federal law.
5. **Independent Contractor:** RCI is an independent contractor and is neither the servant nor the employee nor the partner of the County.
6. **Confidentiality:** RCI acknowledges the County is a governmental entity subject to the Texas Open Meetings Act and Texas Public Information Act as codified in Texas Government Code chapters 551 and 552, respectively. This Agreement shall not be read, construed, or applied in any manner to require the County to violate any law or to preclude the County from any disclosure, response, report, or other publication of information required by law or by lawful authority. Documents submitted to the County by RCI may be subject to an exception to disclosure made under chapter 552 of the Texas Government Code. If a Public Information Act request is made to the County to disclose RCI's information that may be subject to an exception from disclosure, the County will provide notice to Company pursuant to Texas Government Code section 552.305(d), decline to release such information and file a written request with the Texas Office of the Attorney General ("Attorney General") seeking a determination as to whether such information may be withheld. Upon receipt by the County of a ruling from Attorney General, County shall wait to release any records deemed public by the ruling thirty (30) days from date of receipt to afford RCI sufficient time to file a lawsuit challenging the ruling of the Attorney General.



advanced  
recruitment  
solutions

## TALENTLOCATOR MODEL SERVICE AGREEMENT

RECOURSE COMMUNICATIONS, INC.

7. **Limitation of Liability:** Neither Party shall be liable to the other for any indirect, consequential, exemplary, special, incidental, or punitive damages, including without limitation loss of business, revenue, profits, or goodwill, arising out of or in connection with the furnishing, performance, or use of any product or service to be provided under this Agreement, under any theory of tort, contract, indemnity, warranty, strict liability or negligence, even if a Party knew or should have known of the possibility of such damages.
8. **Governing Law:** This Agreement has been executed in the State of Texas and shall be governed by and construed in accordance with the laws of Texas.
9. **Compliance with Texas Government Code §§ 2252.152 and 2252.153:** Contracts or agreements with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with any County listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2252.153, which do business with Iran, Sudan or any Foreign Terrorist Organization. By entering into this Agreement, RCI verifies to County that it is not on any such list.

RCI acknowledges that it has fully, accurately, and completely disclosed all interested parties in the Form 1295 electronically filed with the Texas Ethics Commission as required by law, and that the attached signed copy attached hereto is a full and true copy of said filed form.

The Parties have executed and delivered this Agreement as of the Effective Date.

County: **Brazos County, acting through and by the Brazos County Sheriff's Office**

By: 

Date: 10/17/23

Name: DUANE PETERS Title: COUNTY JUDGE

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

County: **DA & Auditors Signatures (if applicable)**

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

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

**Recourse Communications, Inc.**

By: 

Date: 10/2/2023

Name: Pat Matarese Title: President & CFO

**SOLE SOURCE / SINGLE SOURCE / NO SUBSTITUTE JUSTIFICATION**

Complete this form and submit to Purchasing for Sole Source purchases over \$1000.00

REQUISITION# \_\_\_\_\_ ITEM(S) RCI Inc. COST\$ 19,800

**I. Check the category most applicable to your requirement:**

- ☒ **Sole Source.** (No other known source or the only source meeting specifications.)  
☐ **Single Source.** (Only the designated Supplier is acceptable due to territories, others may exist.)  
☐ **Other.** Please Explain \_\_\_\_\_

**II. Check the description(s) most applicable to your requirement:**

- ☒ Item has characteristics unique to a Single manufacturer essential to proposed use.  
☐ Proprietary repair or replacement item.  
☐ Designed into fabricated equipment.  
☐ Required for test and evaluation.  
☐ Emergency acquisition as defined in LGC 262  
☐ Other: \_\_\_\_\_

**III. Defining Item / Supplier uniqueness:**

- A. What are the minimum use requirements (e.g., operating specs; dimensions; tolerances; accuracy; purity; reliability; useful life, etc.)?  
This company uses a proprietary software to locate interested applicants.
- B. How are these requirements critical to your needs?  
We would not be able to reach these applicants on our own.
- C. What other suppliers were considered and why were they rejected? (Brand names and suppliers should be specified.)  
No other suppliers meet our needs.
- D. Why is this make, model, service, or supplier the only one acceptable?  
This service is already in use with multiple TX agencies, and has been widely successful.

Prepared By: Garrett House

(Department Personnel)

Date: 09/21/2023

Approved By: 

(Department Head or Elected Official)

Date: 09/21/2023

<b>Purchasing Use Only</b>	
<input type="checkbox"/> Approved By: _____	Date: _____
<input type="checkbox"/> Denied By: _____	Date: _____
Reason: _____	
_____	
_____	

To Whom It May Concern:

Recourse Communications, Inc. is a company that finds, attracts, and qualifies/fully vets talent for its clients through Just-In-Time, Project-Based, or Full-Scale RPO services. The JIT RPO solution is one which allows companies to hire top talent in their geographical location. Recourse Communications, Inc. is one of the only RPO providers that acts as an extension of its clients recruiting teams, adopting to our clients processes rather than forcing the companies to learn a new process, technology, or methodology. By partnering with RCI, Brazos County will get access to qualified and interested candidates for the following positions: Detention Officers, Transport Deputies.

This project has been customized exclusively by Recourse Communications and use a proprietary search technology and methodology, TalentLocator. The only company that can supply "TalentLocator" is RCI.



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Approval of the Treasurer Report for August 2023.

TO: Commissioners Court

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR  
ALTERNATIVES: Approval

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Treasurer Report for August 2023.PDF](#)

Treasurer Report for August 2023

Backup Material

[Treasurer Report Approval August 2023.pdf](#)

Treasurer Report Approval

Backup Material

**AUGUST 2023 TREASURER'S REPORT**

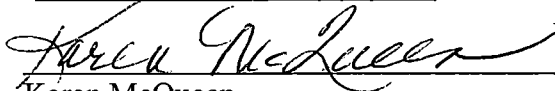
FUND NUMBER & NAME	CASH BALANCE 7/31/2023	INCOMING	INVESTED INTEREST - Aug	SUB-TOTAL	DISBURSED	CASH BALANCE 8/31/2023	INVESTED	CK.ACCT.BAL. 8/31/2023
0100 - GENERAL FUND	181,591,465.07	4,593,937.67	628,904.54	186,814,307.28	30,979,944.00	155,834,363.28	137,023,217.75	18,811,145.53
1100 - HOTEL OCCUPANCY TAX	5,674,838.51	309,644.53		5,984,483.04	285,433.36	5,699,049.68		5,699,049.68
1200 - STATE LATERAL ROAD	219,569.39	533.45		220,102.84		220,102.84		220,102.84
1300 - UNCLAIMED FUNDS	387,529.83	941.51		388,471.34	1,162.50	387,308.84		387,308.84
1500 - LAW LIBRARY	114,333.27	9,747.78		124,081.05	2,898.89	121,182.16		121,182.16
1800 - LEASE FUND	69,559.88	-		69,559.88		69,559.88		69,559.88
1900 - COUNTY RECORDS MANAGEMENT	659,859.72	1,653.15		661,512.87		661,512.87		661,512.87
2000 - COUNTY CLERK MGMT.FUND	1,295,059.96	36,314.45		1,331,374.41	15,228.04	1,316,146.37		1,316,146.37
2001 - COUNTY CLERK ARCHIVAL FUND	1,288,122.88	30,219.53		1,318,342.41		1,318,342.41		1,318,342.41
2200 - COURTHOUSE SECURITY FUND	155,786.73	10,824.85		166,611.58	43,432.58	123,179.00		123,179.00
2201 - JUSTICE COURT SECURITY FUND	202,016.52	3,417.90		205,434.42		205,434.42		205,434.42
2300 - DISTRICT CLERK MANAGEMENT FUND	196,221.49	8,006.98		204,228.47	4,873.46	199,355.01		199,355.01
2301 - DISTRICT CLERK ARCHIVAL FUND	1,148.60	52.79		1,201.39		1,201.39		1,201.39
2400 - JUSTICE @ PEACE - TECHNOLOGY FUND	190,649.18	2,918.47		193,567.65	1,028.30	192,539.35		192,539.35
2401 - CO.& DIST.COURT TECHNOLOGY FUND	116,880.59	1,206.40		118,086.99		118,086.99		118,086.99
2500 - SPECIAL FORFEITURE FUND	39,801.88	96.70		39,898.58		39,898.58		39,898.58
2600 - D/A HOT CHECK COLLECT FEES	4,947.97	12.02		4,959.99		4,959.99		4,959.99
2700 - BAIL BOND BOARD FEES	105,576.99	756.50		106,333.49		106,333.49		106,333.49
2800 - VOTER REGISTRATION	(275.00)	275.00		-		-		-
2900 - VIT INTEREST FUND	330,179.21	2,501.15		332,680.36		332,680.36		332,680.36
3000 - COUNTY GRANTS	(408,293.23)	64,113.07		(344,180.16)	264,959.37	(609,139.53)		(609,139.53)
3100 - AMERICAN RESCUE PLAN ACT	22,185,920.01	-	96,935.32	22,282,855.33	93,931.84	22,188,923.49	22,119,358.66	69,564.83
3400 - D/A CRIME FUND	251,759.02	6,720.86		258,479.88	2,532.15	255,947.73		255,947.73
3500- PRIMARY ELECTION SERVICES	68,103.28	165.46		68,268.74	972.14	67,296.60		67,296.60
3901 - BC HOUSING FINANCE CORP	86,013.84	399,833.97		485,847.81		485,847.81		485,847.81
4317 - 2017 CERTICATES OF OBLIGATION	-	-	-	-	-	-	-	-
4320 - CO 2020	10,922,571.51	1,100.82	48,792.08	10,972,464.41	188,017.88	10,784,446.53	10,518,262.65	266,183.88
4323 - ON SYSTEM ROAD BOND-TXDOT	19,908,363.31	48,367.87	25,433.22	19,982,164.40	56,680.50	19,925,483.90	18,825,433.22	1,100,050.68
43231 - OFF SYSTEM ROAD BOND	10,257,165.63	24,920.04	12,446.04	10,294,531.71	50,931.10	10,243,600.61	9,212,446.04	1,031,154.57
43232 - 2023 CERTIFICATES OF OBLIGATIONS	10,005,166.45	24,307.80	11,904.91	10,041,379.16	113,026.60	9,928,352.56	8,811,904.91	1,116,447.65
4500- GEN.PERMANENT IMPV.	4,834,975.92	20,376,592.02		25,211,567.94	493,216.10	24,718,351.84		24,718,351.84
5000 - HEALTH & LIFE INSURANCE	9,340,912.42	2,042,942.76		11,383,855.18	1,661,477.96	9,722,377.22		9,722,377.22
5800 - COUNTY ATTORNEY OPERATING FUND	68,225.59	235.00		68,460.59		68,460.59		68,460.59
6000 - PAYROLL	1,548,172.90	5,260,639.44		6,808,812.34	5,221,848.02	1,586,964.32		1,586,964.32
9100 - HEALTH DEPARTMENT	2,416,584.61	543,962.57		2,960,547.18	384,461.43	2,576,085.75		2,576,085.75
9300 - REGIONAL MOBILITY AUTHORITY	17,646.19	42.87		17,689.06	1,170.54	16,518.52		16,518.52
9700 - COMMUNITY SUPERVISION	1,075,813.75	326,666.48		1,402,480.23	326,397.76	1,076,082.47		1,076,082.47
<b>TTL OF ACCTS IN POOL</b>	<b>285,222,373.87</b>	<b>34,133,671.86</b>	<b>824,416.11</b>	<b>320,180,461.84</b>	<b>40,193,624.52</b>	<b>279,986,837.32</b>	<b>206,510,623.23</b>	<b>73,476,214.09</b>
4100 - GEN.OBLIG.DEBT SVC.	11,679,904.22	32,950.58	37,186.77	11,750,041.57	300.00	11,749,741.57	3,746,603.08	8,003,138.49
1600 - LOCAL PROVIDER PARTICIPATION	26,303,075.77	57,113.14		26,360,188.91	1,059,110.76	25,301,078.15		25,301,078.15
<b>TOTAL</b>	<b>323,205,353.86</b>	<b>34,223,735.58</b>	<b>861,602.88</b>	<b>358,290,692.32</b>	<b>41,253,035.28</b>	<b>317,037,657.04</b>	<b>210,257,226.31</b>	<b>106,780,430.73</b>

This report is submitted as true and correct to Commissioners Court by Christa Villanar, Brazos County Treasurer, on 10/17/2023.

The State of Texas, County of **BRAZOS**

We, the undersigned, as County Commissioners within and for Brazos County, and the Honorable Duane Peters, County Judge of Brazos County, constituting the entire Commissioners' Court of Brazos County, during a regular meeting of said Court have examined the foregoing report and have caused an order to be entered upon the Minutes of the Commissioners' Court of Brazos County approving said Report as presented and submitted as true and correct by Cristian Villarreal, Treasurer of Brazos County, as provided for in the Revised Statutes of the State of Texas. (*Texas Local Government Code, 114.026*)

Witness my hand this 17 day of OCTOBER A.D. 2023



Karen McQueen

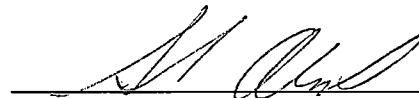
County Clerk, County of BRAZOS, State of Texas

Examined and approved in open Commissioners' Court this 17 day of

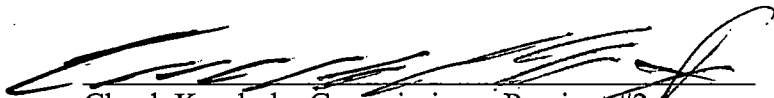
OCTOBER 2023.



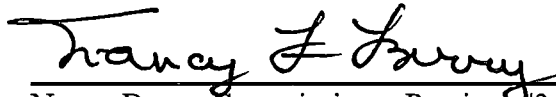
Duane Peters, County Judge



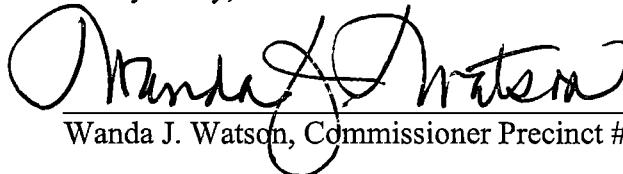
Steve Aldrich, Commissioner Precinct #1



Chuck Konderla, Commissioner Precinct #2



Nancy Berry, Commissioner Precinct #3



Wanda J. Watson, Commissioner Precinct #4

Treasurer's Report for the MONTH AUGUST 2023





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: 

- a. Winona F Loukanis - \$5.97

**Overpayments**

TO: Commissioners Court

DATE: 10/10/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[CC Refund Request 10 10 23 \(002\).pdf](#)

**Description**

Tax Refund Applications

**Type**

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 10/10/2023**

<b>REQUESTOR</b>	WINONA F LOUKANIS
<b>ADDRESS</b>	322 COUNTY RD 7681 NACAGDOCHES TX 75964
<b>OWNER NAME</b>	WINONA F LOUKANIS
<b>PROP ID#</b>	404416
<b>REFUND AMOUNT</b>	\$ 5.97

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

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<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
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<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

<b>REQUESTOR</b>	
<b>ADDRESS</b>	
<b>OWNER NAME</b>	
<b>PROP ID#</b>	
<b>REFUND AMOUNT</b>	

**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**

LOUKANIS WINONA F  
36 WELLINGTON ST  
HOUSTON TX 77076-3521

**PROPERTY DESCRIPTION**

Legal: HARVEY 1H 30026962-000 APACHE CORPORA/GIDDINGS (EAGLEFORD) AB 28 /KEGANS, M SUR  
.0001890000 R

Address:

Account # 404416

**TAX PAYMENT INFORMATION**

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2022	02/24/2023	\$14.37	\$5.97

Taxpayer's reason for refund: OP-Overpayment

**REFUND TO:**

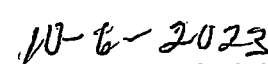
LOUKANIS WINONA F  
322 COUNTY RD 7681  
NACAGDOCHES TX 75964-1638

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

02/24/2023 03:38PM

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

Receipt Number

3245663

Date Posted 02/24/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$14.37

## PAID BY:

LOUKANIS WINONA F  
36 WELLINGTON ST  
HOUSTON, TX 77076-3521

Property ID	Geo	Legal Acres	Owner Name and Address									
404416	30-026962-000-R-030026962000R001042	0.0000	LOUKANIS WINONA F 36 WELLINGTON ST HOUSTON, TX 77076-3521									
Legal Description												
HARVEY 1H 30026962-000 APACHE CORPORA/GIDDINGS (EAGLEFORD) AB 28 /KEGANS, M SUR .0001890000 R												
Situs	DBA Name											
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2022	0.00000	0	146305	N	5.97	0.00	0.00	0.00	0.00	5.97	
EMG SVCS DIST #3	2022	0.02550	492	78570	N	0.13	0.00	0.01	0.00	0.00	0.14	
BRAZOS COUNTY	2022	0.42941	492	78570	N	2.12	0.00	0.15	0.00	0.00	2.27	
BRYAN ISD	2022	1.13960	492	78570	N	5.60	0.00	0.39	0.00	0.00	5.99	
											14.37	

Balance Due As Of 02/24/2023: -5.97

Tender	Details	Description	Amount
Check	7939		14.37
			14.37

Operator Batch  
tmoore 45000 (02/24/2023 TM)

Total Paid  
14.37



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: 

- FY 22/23 Budget Amendments 52.01 - 52.02
- FY 23/24 Budget Amendments 3.01 - 3.02

TO: Commissioners Court

FROM: Nina Payne

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR  
ALTERNATIVES: Request approval.

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[52\\_Coversheet.pdf](#)

FY 23 - 52 Coversheet

Cover Memo

[52.01 - 52.02.pdf](#)

FY 2023 Budget Amendments 52.01 - 52.02

Backup Material

[3\\_Coversheet.pdf](#)

FY 24 - 3 Coversheet

Cover Memo

[3.01 - 3.02.pdf](#)

FY 2024 Budget Amendments 3.01 - 3.02

Backup Material

**BRAZOS COUNTY, TEXAS**

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

**NO. 22/23 52.01 – 52.02**

On this the 17<sup>th</sup> day of October 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 17<sup>th</sup> day of October 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 17<sup>th</sup> day of October 2023.

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

By:   
Duane Peters, County Judge

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

**10/17/2023**

[illegible]

County Clerk

Reallocation of funds to the correct accounts to cover the FY 2023 computers that needed to be replaced due to age.

Date:

10/11/2023

**NNP**

### County Judge Approval

Date \_\_\_\_\_


10/17/23

[illegible]

**10/17/2023**

**Health and Life Insurance Fund**

Reallocation of funds to the correct accounts to cover the final payment of the 2022-2023 GASB 75 valuation report

GASB 75 valuation report: \_\_\_\_\_  
  
 \_\_\_\_\_  
 County Judge Approval Date 10/17/23

[illegible]



**BRAZOS COUNTY, TEXAS**

**BUDGET AMENDMENT(S) FOR THE 2023-2024 BUDGET YEAR**

**NO. 23/24 3.01 – 3.02**

On this the 17<sup>th</sup> day of October 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

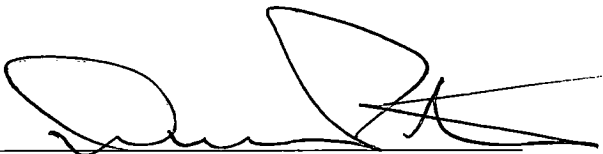
The following proceedings were held:

**THAT WHEREAS**, on 17<sup>th</sup> day of October 2023 the Court heard and approved a budget amendment(s) for the 2023-2024 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 19 September 2023, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

**ADOPTED AND APPROVED** this the 17<sup>th</sup> day of October 2023.

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

By:   
Duane Peters, County Judge

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

**No. 23/24 - 3.01**

**BRAZOS COUNTY, TEXAS**

[illegible]

Reallocation of funds to the correct accounts to cover salary increases for positions.

**Date:** 10/12/2023

County Judge Approval Date 10/17/23

[illegible]

10/17/2023

**District Clerk**

Reallocation of funds to the correct accounts to cover copier maintenance for FY 24.

Reallocation of funds to the correct accounts to cover copier maintenance for FY 24.

County Judge Approval \_\_\_\_\_ Date 10/17/23

[illegible]



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources                      NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM:                      • a. Employment & Separations

TO: Commissioners Court

DATE: 10/12/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Employment Separations - Public - 10-17-2023.pdf](#)

Employment & Separations Cover Sheet

Cover Memo

# Personnel Change of Status

( Oct 11, 2023 )

Commissioners' Court Date: 10-17-2023  
Department Submitting Information: Human Resources  
Purpose of Submissions: Consider and Take Action on Change

## Employment

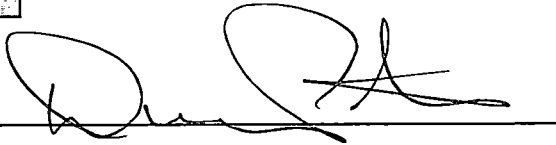
Department Name	Employee Name
Sheriff Office - Jail Administration	Betancourt II, Antonio
Sheriff Office - Jail Administration	Farris, Erika
Jail Medical Services	Pratt, Latarsha
County Clerk - Administration	Tepera, Sarah
472nd District Court	Wise, George

## Separations

Department Name	Employee Name

Approved in Commissioners' Court: 10-17-2023

County Judge's or Commissioner's Signature:



(This Copy to be attached to minutes)



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: • b. Personnel Action Forms

TO: Commissioners Court

DATE: 10/12/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[PAF\\_10-17-2023.docx](#)

**Description**

Cover Sheet

**Type**

Cover Memo

**PERSONNEL  
CHANGE OF STATUS REQUESTS**

Commissioner Court Date: 10-17-2023  
 Department Submitting Information: Human Resources  
 Purpose of Submissions: Consider and Take Action on Change Requests


<b>Department Submitting Request(s)</b>	<b>Employee Request Applies To</b>	<b>Action Requested</b>
County Records Management	Hartfield, Joshua	Change of Status
	Medina Licon, Wendy	Change of Status
	Nelson, Diana	Change of Status
Fleet Shop – Heavy Equipment	Arredondo, Amber	Change of Status
	Leflore, Peyton	Change of Status
	Moehlman, Marshall	Change of Status
	Robinson, Michael	Change of Status
	Quigg, Aaron	Change of Status
Fleet Shop – Light Equipment	Medina, Alexander	Change of Status
Justice of Peace Precinct 3	Adams, Debra	Change of Status
	Arredondo, Juaquina	Change of Status
	Galvan, Edna	Change of Status
Juvenile Court Referee	Luna, Aida	Change of Status
Road & Bridge	Bates, Larry	Change of Status
	Cole, Reagan	Change of Status
	Collins, Shantell	Change of Status
	DeJesus, John	Change of Status
	Eldridge, Shawn	Change of Status
	Emola, Glenn	Change of Status
	Grisso, Johnathon	Change of Status
	Hadley, William	Change of Status
	Hill, Howard	Change of Status

Holmes, Shane	Change of Status
Leflore, Jimmy	Change of Status
Lott, Megan	Change of Status
Luther, James	Change of Status
Meadors, Ronald	Change of Status
Odstricil, Larry	Change of Status
Reyna, Pedro	Change of Status
Robert Jr., Perry	Change of Status
Rodriguez, Juan	Change of Status
Schatte, Troy	Change of Status
Talley, John	Change of Status
Thomas, Charles	Change of Status
Thompson, Denna	Change of Status
Tyler, Karen	Change of Status
Vines, Daniel	Change of Status
Wagoner, Christopher	Change of Status

---

**Approved in Commissioners' Court: 10-17-2023:**

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







**BRAZOS COUNTY**  
**BRYAN, TEXAS**

**CLAIMS**

COMMISSIONERS COURT MEETING: **October 17, 2023**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

CLAIM # **8125185**

*Thru*

CLAIM # **8125361**

CLAIM # **9008750**

CLAIM # **9008813**

The Court voted unanimously to approve these Claims as submitted.

Duane Peters  
County Judge

Karen McQueen



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/17/2023

ITEM: Acknowledgement of FY 2023-2024 Budget to Actuals by Fund as of October 11, 2023.  
Acknowledgement of FY 2023-2024 Contingency Budget to Actuals by Fund as of October 11, 2023.

TO: Commissioners Court

FROM: Nina Payne

DATE: 10/11/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">FY_24_Actuals.pdf</a>	FY 2023-2024 Budget to Actuals as of 10/11/2023	Backup Material
<a href="#">FY_24_Contingency_Budget_to_Actuals_Fund.pdf</a>	FY 2023-2024 Contingency Budget to Actuals as of 10/11/2023	Backup Material

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

Fund: 01000 General Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
<b>Taxes</b>	<b>116,116,899</b>	<b>117,265,641</b>	<b>134,330,000</b>	<b>10,895</b>	<b>0%</b>
Charges for Services	14,007,731	13,915,557	11,221,037	8,230	0%
<b>Interest Income</b>	<b>1,233,588</b>	<b>7,488,531</b>	<b>5,780,000</b>	-	-
Other Revenue	2,105,454	1,206,662	961,750	10,594	1%
<b>Reserves</b>	-	-	<b>44,859,588</b>	-	-
Intergovernmental	9,344,605	8,188,795	836,002	143,011	17%
<b>Other Financing Sources</b>	<b>1,565,379</b>	<b>215,777</b>	<b>210,000</b>	-	-
<b>Total Revenue</b>	<b>\$144,373,655</b>	<b>\$148,280,963</b>	<b>\$198,198,377</b>	<b>\$172,730</b>	<b>0%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Salaries and Wages</b>	<b>44,652,228</b>	<b>49,486,058</b>	<b>59,656,913</b>	<b>4,593</b>	<b>0%</b>
<b>Outside Labor Costs</b>	<b>186,676</b>	<b>104,348</b>	<b>163,000</b>	-	-
<b>Benefits</b>	<b>27,150,252</b>	<b>27,183,083</b>	<b>35,508,750</b>	<b>680,595</b>	<b>2%</b>
<b>Discretionary Spending</b>	-	-	<b>1,821,590</b>	-	-
<b>Supplies and Other Charges</b>	<b>7,681,618</b>	<b>8,666,231</b>	<b>19,318,410</b>	<b>800,985</b>	<b>4%</b>
<b>Repairs and Maintenance</b>	<b>2,354,842</b>	<b>4,545,673</b>	<b>7,477,493</b>	<b>4,590</b>	<b>0%</b>
<b>Contractual Services</b>	<b>8,721,285</b>	<b>8,644,841</b>	<b>12,151,132</b>	<b>401,194</b>	<b>3%</b>
<b>Professional Services</b>	<b>4,303,755</b>	<b>6,134,385</b>	<b>13,050,445</b>	<b>22,129</b>	<b>0%</b>
<b>Community Contracts</b>	<b>4,615,488</b>	<b>4,850,715</b>	<b>6,382,870</b>	<b>374,081</b>	<b>6%</b>
<b>Capital Outlay</b>	<b>5,302,428</b>	<b>6,998,493</b>	<b>21,033,500</b>	-	-
<b>Other Financing Uses</b>	<b>4,709,639</b>	<b>20,581,242</b>	<b>21,634,274</b>	-	-
<b>Total Expense</b>	<b>\$109,678,212</b>	<b>\$137,195,068</b>	<b>\$198,198,377</b>	<b>\$2,288,167</b>	<b>1%</b>

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

**Fund:** 02000 County Health Endowment  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	1,390	0	-	-
Intergovernmental	101,339	0	-	-
<b>Total Revenue</b>	<b>\$102,730</b>	<b>\$0</b>	<b>-</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Other Financing Uses	1,010,633	-	-	-
<b>Total Expense</b>	<b>\$1,010,633</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**Fund:** 11000 Hotel Occupancy Tax Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	3,360,758	3,346,083	3,250,000	-
Interest Income	12,820	103,155	50,000	-
Other Revenue	454	1,500	-	-
Reserves	-	-	1,000,000	-
<b>Total Revenue</b>	<b>\$3,374,031</b>	<b>\$3,450,738</b>	<b>\$4,300,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	98,264	84,744	164,093	0	0%
Benefits	45,799	41,481	75,055	1,550	2%
Supplies and Other Charges	178,495	30,824	572,049	-	-
Repairs and Maintenance	21,600	-	500,000	-	-
Contractual Services	127,582	308,147	185,490	1,500	1%
Professional Services	5,300	24,960	5,300	5,300	100%
Community Contracts	914,481	1,104,191	910,000	-	-
Capital Outlay	20,704	82,855	638,013	-	-
Other Financing Uses	1,165,715	-	1,250,000	-	-
<b>Total Expense</b>	<b>\$2,577,941</b>	<b>\$1,677,201</b>	<b>\$4,300,000</b>	<b>\$8,350</b>	<b>0%</b>

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

**Fund:** 12000 State Lateral Road Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	276	4,455	3,000	-
Reserves	-	-	218,000	-
Intergovernmental	30,417	30,347	30,000	-
<b>Total Revenue</b>	<b>\$30,693</b>	<b>\$34,802</b>	<b>\$251,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	-	251,000	-
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>\$251,000</b>	<b>-</b>

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

**Fund:** 13000 Unclaimed Property Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	387	8,079	3,000	-
Reserves	-	-	68,000	-
Total Revenue	\$387	\$8,079	\$71,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	71,000	-
Total Expense	-	-	\$71,000	-

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

**Fund:** 15000 Law Library Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	28,463	153,791	67,500	-
Interest Income	48	1,609	0	-
Reserves	-	-	10,000	-
<b>Total Revenue</b>	<b>\$28,511</b>	<b>\$155,400</b>	<b>\$77,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	59,063	61,192	77,500	-
<b>Total Expense</b>	<b>\$59,063</b>	<b>\$61,192</b>	<b>\$77,500</b>	<b>-</b>



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

**Fund:** 16000 Local Provider Participation  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Taxes	36,793,246	31,090,712	39,176,878	39,176,878	100%
Interest Income	50,392	387,189	200,000	-	-
Other Revenue	460,822	397,231	487,494	487,494	100%
Reserves	-	-	19,000,000	-	-
<b>Total Revenue</b>	<b>\$37,304,461</b>	<b>\$31,875,132</b>	<b>\$58,864,372</b>	<b>\$39,664,372</b>	<b>67%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	134,246	-	-
Community Contracts	26,568,700	21,022,051	58,844,372	-
Other Financing Uses	20,000	20,000	20,000	-
<b>Total Expense</b>	<b>\$26,588,700</b>	<b>\$21,176,296</b>	<b>\$58,864,372</b>	<b>-</b>

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

**Fund:** 18000 Law Enforcement Education  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
<b>Reserves</b>	-	-	<b>69,360</b>	-
Intergovernmental	14,928	14,872	14,500	-
<b>Total Revenue</b>	<b>\$14,928</b>	<b>\$14,872</b>	<b>\$83,860</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
<b>Supplies and Other Charges</b>	<b>11,984</b>	<b>12,741</b>	<b>83,860</b>	-
<b>Total Expense</b>	<b>\$11,984</b>	<b>\$12,741</b>	<b>\$83,860</b>	-

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

**Fund:** 19000 Court Records Preservation  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	23,569	623	500	-
Interest Income	935	13,385	0	-
Reserves	-	-	300,000	-
Other Financing Sources	42,545	-	-	-
<b>Total Revenue</b>	<b>\$67,049</b>	<b>\$14,008</b>	<b>\$300,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	35,086	-	-	-
Benefits	21,497	-	-	-
Supplies and Other Charges	87	-	300,500	-
Contractual Services	524	-	-	-
<b>Total Expense</b>	<b>\$57,194</b>	<b>-</b>	<b>\$300,500</b>	<b>-</b>

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

**Fund:** 20000 County Clerk Records  
Management Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	454,677	360,115	350,000	-
Interest Income	5,390	27,441	20,000	-
Reserves	-	-	1,230,000	-
<b>Total Revenue</b>	<b>\$460,067</b>	<b>\$387,556</b>	<b>\$1,600,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	105,859	104,059	128,285	-	-
Benefits	72,410	56,889	83,311	708	1%
Supplies and Other Charges	21,476	725	1,263,064	-	-
Contractual Services	103,091	321,314	125,340	-	-
<b>Total Expense</b>	<b>\$302,836</b>	<b>\$482,987</b>	<b>\$1,600,000</b>	<b>\$708</b>	<b>0%</b>

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

**Fund:** 20010 County Clerk Archival Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	387,387	290,550	315,000	-
Interest Income	5,682	27,123	10,000	-
Reserves	-	-	1,293,000	-
<b>Total Revenue</b>	<b>\$393,069</b>	<b>\$317,673</b>	<b>\$1,618,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	1,118,000	-
Contractual Services	299,991	253,734	500,000	-
<b>Total Expense</b>	<b>\$299,991</b>	<b>\$253,734</b>	<b>\$1,618,000</b>	<b>-</b>

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

**Fund:** 22000 Courthouse Security Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	105,826	107,354	106,050	-
Interest Income	180	5,074	0	-
Reserves	-	-	64,000	-
Other Financing Sources	442,325	294,951	0	-
<b>Total Revenue</b>	<b>\$548,331</b>	<b>\$407,379</b>	<b>\$170,050</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	318,556	375,202	-	-	-
Benefits	132,453	155,455	-	2,838	-
Supplies and Other Charges	5,352	3,993	56,987	-	-
Repairs and Maintenance	16,733	13,633	62,000	4,633	7%
Contractual Services	-	-	50,000	-	-
Community Contracts	-	1,011	1,063	-	-
Capital Outlay	7,100	-	-	-	-
<b>Total Expense</b>	<b>\$480,194</b>	<b>\$549,295</b>	<b>\$170,050</b>	<b>\$7,471</b>	<b>4%</b>

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

**Fund:** 22010 Justice Court Security Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	33,291	33,424	31,500	-
Interest Income	236	3,953	2,500	-
Reserves	-	-	208,000	-
<b>Total Revenue</b>	<b>\$33,527</b>	<b>\$37,377</b>	<b>\$242,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Repairs and Maintenance	7,821	-	30,000	-
Contractual Services	-	-	30,000	-
Professional Services	8,129	-	57,000	-
Capital Outlay	-	-	125,000	-
<b>Total Expense</b>	<b>\$15,950</b>	<b>-</b>	<b>\$242,000</b>	<b>-</b>

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

**Fund:** 23000 District Clerk Records  
Management Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	61,726	74,898	60,000	-
Interest Income	334	4,768	4,000	-
Reserves	-	-	200,000	-
<b>Total Revenue</b>	<b>\$62,060</b>	<b>\$79,665</b>	<b>\$264,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	-	19,979	73,600	-
Benefits	-	1,553	5,764	-
Contractual Services	-	149,231	173,000	-
Professional Services	-	-	11,636	-
<b>Total Expense</b>	<b>-</b>	<b>\$170,763</b>	<b>\$264,000</b>	<b>-</b>



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

**Fund:** 23010 District Clerk Archival Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	5,670	595	-	-
<b>Interest Income</b>	<b>69</b>	<b>127</b>	-	-
<b>Total Revenue</b>	<b>\$5,739</b>	<b>\$722</b>	-	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	28,569	18,345	-	-
Benefits	2,233	1,426	-	-
Professional Services	3,522	-	-	-
<b>Total Expense</b>	<b>\$34,324</b>	<b>\$19,771</b>	-	-

**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	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	28,441	28,209	26,000	-
Interest Income	276	3,799	2,000	-
Reserves	-	-	193,000	-
Total Revenue	\$28,717	\$32,009	\$221,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	39,945	10,123	67,061	-
Contractual Services	798	889	5,000	-
Capital Outlay	-	-	148,939	-
Total Expense	\$40,743	\$11,012	\$221,000	-

**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	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	9,750	9,308	10,000	-
Interest Income	146	2,322	0	-
Reserves	-	-	119,000	-
<b>Total Revenue</b>	<b>\$9,896</b>	<b>\$11,630</b>	<b>\$129,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	129,000	-
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>\$129,000</b>	<b>-</b>

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

**Fund:** 25000 Forfeiture Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	7,821	5,329	0	-
Interest Income	58	809	0	-
Reserves	-	-	33,000	-
<b>Total Revenue</b>	<b>\$7,879</b>	<b>\$6,138</b>	<b>\$33,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	2,563	33,000	-
Capital Outlay	-	5,133	-	-
<b>Total Expense</b>	<b>-</b>	<b>\$7,696</b>	<b>\$33,000</b>	<b>-</b>

**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	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	7	100	50	-
Other Revenue	75	150	0	-
Reserves	-	-	4,900	-
<b>Total Revenue</b>	<b>\$82</b>	<b>\$250</b>	<b>\$4,950</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	4,950	-
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>\$4,950</b>	<b>-</b>

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

**Fund:** 27000 Bail Bond Board Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	151	2,136	1,500	-
Other Revenue	2,000	2,500	2,000	-
Reserves	-	-	105,000	-
Total Revenue	\$2,151	\$4,636	\$108,500	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	304	321	4,001	-
Benefits	144	113	1,011	-
Supplies and Other Charges	274	-	103,488	-
Total Expense	\$722	\$433	\$108,500	-

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

**Fund:** 28000 Voter Registration Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	13	-	-	-
Intergovernmental	33,460	16,804	-	-
<b>Total Revenue</b>	<b>\$33,473</b>	<b>\$16,804</b>	-	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	1,461	1,071	-	-
Contractual Services	20,201	15,733	-	-
Professional Services	20,500	-	-	-
<b>Total Expense</b>	<b>\$42,162</b>	<b>\$16,804</b>	-	-

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

**Fund:** 29000 Vehicle Inventory Interest  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	3,624	8,389	2,500	-
Interest Income	4,142	20,325	15,000	-
Reserves	-	-	331,000	-
<b>Total Revenue</b>	<b>\$7,767</b>	<b>\$28,714</b>	<b>\$348,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	-	-	11,100	-
Benefits	-	-	2,805	-
Supplies and Other Charges	5,438	5,117	304,095	-
Repairs and Maintenance	-	240	1,000	-
Contractual Services	-	-	2,000	-
Professional Services	-	-	7,500	-
Capital Outlay	-	-	20,000	-
<b>Total Expense</b>	<b>\$5,438</b>	<b>\$5,357</b>	<b>\$348,500</b>	<b>-</b>



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

**Fund:** 30000 Brazos County Grant Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
<b>Public Health Revenue</b>	-	0	60,000	40,000	67%
Other Revenue	-	32	-	-	-
<b>Reserves</b>	-	-	6	-	-
Intergovernmental	5,175,775	2,251,607	4,749,019	-	-
<b>Other Financing Sources</b>	300,769	-	711,264	-	-
<b>Total Revenue</b>	<b>\$5,476,543</b>	<b>\$2,251,639</b>	<b>\$5,520,289</b>	<b>\$40,000</b>	<b>1%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
<b>Salaries and Wages</b>	1,328,022	1,748,464	2,861,531	0	0%
<b>Benefits</b>	640,754	813,685	1,327,727	19,830	1%
<b>Supplies and Other Charges</b>	233,515	85,420	436,145	7,620	2%
<b>Repairs and Maintenance</b>	937,236	3,677	3,150	-	-
<b>Contractual Services</b>	2,055,371	116,713	396,244	12,295	3%
<b>Professional Services</b>	3,840	-	200,000	-	-
<b>Capital Outlay</b>	322,412	158,206	295,492	11,250	4%
<b>Total Expense</b>	<b>\$5,521,150</b>	<b>\$2,926,166</b>	<b>\$5,520,289</b>	<b>\$50,995</b>	<b>1%</b>

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

**Fund:** 31000 American Rescue Plan Act

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	(1,392)	-	-	-
Intergovernmental	8,445,192	7,471,505	20,000,000	-
<b>Total Revenue</b>	<b>\$8,443,800</b>	<b>\$7,471,505</b>	<b>\$20,000,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Discretionary Spending	8,445,192	7,299,824	-	-
Contractual Services	-	132,000	1,800,000	-
Capital Outlay	-	31,678	18,200,000	-
<b>Total Expense</b>	<b>\$8,445,192</b>	<b>\$7,463,502</b>	<b>\$20,000,000</b>	<b>-</b>

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

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

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	267	1,368	500	-
Other Revenue	1,600	-	0	-
Reserves	-	-	113,000	-
<b>Total Revenue</b>	<b>\$1,867</b>	<b>\$1,368</b>	<b>\$113,500</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	85	4,796	79,500	-
Repairs and Maintenance	-	1,369	4,000	-
Capital Outlay	-	7,608	30,000	-
Other Financing Uses	10,000	-	-	-
<b>Total Expense</b>	<b>\$10,085</b>	<b>\$13,773</b>	<b>\$113,500</b>	<b>-</b>

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

**Fund:** 34000 District Attorney Crime  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	80,558	32,611	20,000	-
Interest Income	341	5,123	2,000	-
Reserves	-	-	249,000	-
<b>Total Revenue</b>	<b>\$80,899</b>	<b>\$37,734</b>	<b>\$271,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	14,390	20,383	80,376	300	0%
Benefits	7,935	9,588	14,686	272	2%
Supplies and Other Charges	24,089	11,007	155,938	68	0%
Contractual Services	314	360	20,000	90	0%
Capital Outlay	5,782	-	-	-	-
<b>Total Expense</b>	<b>\$52,509</b>	<b>\$41,339</b>	<b>\$271,000</b>	<b>\$730</b>	<b>0%</b>

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

**Fund:** 35000 Primary Election Services  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Charges for Services	38,109	70,904	25,000	-
Interest Income	67	1,086	-	-
Reserves	-	-	65,000	-
<b>Total Revenue</b>	<b>\$38,176</b>	<b>\$71,990</b>	<b>\$90,000</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	8,563	5,479	79,100	-
Repairs and Maintenance	-	-	1,000	-
Contractual Services	65,448	13,414	9,900	-
<b>Total Expense</b>	<b>\$74,011</b>	<b>\$18,893</b>	<b>\$90,000</b>	<b>-</b>

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

**Fund:** 39010 Brazos County Housing  
Finance Corporation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Charges for Services	-	402,125	5,000	334	7%
<b>Interest Income</b>	<b>1,004</b>	<b>3,931</b>	<b>0</b>	<b>-</b>	<b>-</b>
<b>Reserves</b>	<b>-</b>	<b>-</b>	<b>104,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$1,004</b>	<b>\$406,056</b>	<b>\$109,000</b>	<b>\$334</b>	<b>0%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
<b>Supplies and Other Charges</b>	<b>323</b>	<b>-</b>	<b>4,735</b>	<b>-</b>
<b>Professional Services</b>	<b>-</b>	<b>-</b>	<b>104,265</b>	<b>-</b>
<b>Total Expense</b>	<b>\$323</b>	<b>-</b>	<b>\$109,000</b>	<b>-</b>

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

**Fund:** 41000 General Obligation Debt  
Service Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Taxes	10,766,578	9,799,037	10,910,000	1,175
Interest Income	89,607	328,176	170,000	-
Reserves	-	-	500,000	-
Other Financing Sources	1,165,715	-	1,250,000	-
<b>Total Revenue</b>	<b>\$12,021,900</b>	<b>\$10,127,213</b>	<b>\$12,830,000</b>	<b>\$1,175</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Debt Service	17,009,447	9,028,173	12,830,000	300	0%
<b>Total Expense</b>	<b>\$17,009,447</b>	<b>\$9,028,173</b>	<b>\$12,830,000</b>	<b>\$300</b>	<b>0%</b>

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

**Fund:** 43200 2020 Certificates of  
Obligation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	105,757	465,807	120,000	-
Other Revenue	-	2,929	-	-
Reserves	-	-	8,400,000	-
Total Revenue	\$105,757	\$468,736	\$8,520,000	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	54,447	3,038,134	-
Contractual Services	1,130,456	708,272	487,000	-
Capital Outlay	1,940,552	1,891,648	4,994,866	-
Total Expense	\$3,071,008	\$2,654,367	\$8,520,000	-



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

**Fund:** 43230 On System Road Bond -  
TXDOT

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	123,671	-	-
Reserves	-	-	19,800,000	-
Other Financing Sources	-	20,009,102	-	-
<b>Total Revenue</b>	-	<b>\$20,132,773</b>	<b>\$19,800,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Contractual Services	-	-	19,800,000	-
Debt Service	-	203,216	-	-
<b>Total Expense</b>	-	<b>\$203,216</b>	<b>\$19,800,000</b>	-

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

**Fund:** 43231 Off System Road Bond

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	64,779	-	-
Reserves	-	-	10,100,000	-
Other Financing Sources	-	10,307,719	-	-
<b>Total Revenue</b>	-	<b>\$10,372,499</b>	<b>\$10,100,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	79,750	10,100,000	-
Debt Service	-	102,830	-	-
<b>Total Expense</b>	-	<b>\$182,580</b>	<b>\$10,100,000</b>	-

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

**Fund:** 43232 2023 Certificates of  
Obligation

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	-	63,421	-	-
Reserves	-	-	9,908,000	-
Other Financing Sources	-	10,165,860	-	-
<b>Total Revenue</b>	-	<b>\$10,229,281</b>	<b>\$9,908,000</b>	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Capital Outlay	-	232,943	9,908,000	-
Debt Service	-	163,164	-	-
<b>Total Expense</b>	-	<b>\$396,107</b>	<b>\$9,908,000</b>	-

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

**Fund:** 45000 General Permanent  
Improvement Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Other Revenue	95,799	102,356	-	-
<b>Reserves</b>	-	-	23,839,123	-
<b>Other Financing Sources</b>	5,473,504	20,286,291	19,923,010	-
<b>Total Revenue</b>	<b>\$5,569,303</b>	<b>\$20,388,647</b>	<b>\$43,762,133</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
<b>Discretionary Spending</b>	-	-	6,162,654	-
<b>Supplies and Other Charges</b>	-	-	4,000,000	-
<b>Capital Outlay</b>	11,813,336	4,722,994	33,568,379	-
<b>Debt Service</b>	-	-	31,100	-
<b>Other Financing Uses</b>	24,942	-	-	-
<b>Total Expense</b>	<b>\$11,838,278</b>	<b>\$4,722,994</b>	<b>\$43,762,133</b>	<b>-</b>

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

**Fund:** 50000 Health and Life Insurance  
Fund

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date	Percent Received
Interest Income	11,448	0	-	-	-
Other Revenue	20,909,742	22,146,577	20,841,700	887,124	4%
Reserves	-	-	4,500,000	-	-
Other Financing Sources	-	-	1,000,000	-	-
<b>Total Revenue</b>	<b>\$20,921,190</b>	<b>\$22,146,577</b>	<b>\$26,341,700</b>	<b>\$887,124</b>	<b>3%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	215,192	227,069	461,901	(4,098)	(1)
Benefits	60,911	104,171	200,280	1,117	1%
Supplies and Other Charges	50,614	51,533	968,719	-	-
Repairs and Maintenance	93	70	100	-	-
Contractual Services	17,991,568	21,230,748	24,276,500	210,805	1%
Professional Services	289,964	372,975	434,200	10,000	2%
<b>Total Expense</b>	<b>\$18,608,343</b>	<b>\$21,986,566</b>	<b>\$26,341,700</b>	<b>\$217,824</b>	<b>1%</b>

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

**Fund:** 93000 Regional Mobility Authority

Description	2021-2022 Actual Revenue	2022-2023 Actual Revenue	2023-2024 Adopted Budget	2023-2024 Actual Revenue To Date
Interest Income	88	452	-	-
Reserves	-	-	13,992	-
<b>Total Revenue</b>	<b>\$88</b>	<b>\$452</b>	<b>\$13,992</b>	<b>-</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Salaries and Wages	10,755	12,120	-	-
Benefits	2,503	2,949	-	-
Supplies and Other Charges	1,362	557	0	-
Repairs and Maintenance	12	-	0	-
Contractual Services	42	25	0	-
Professional Services	7,500	7,875	13,992	-
<b>Total Expense</b>	<b>\$22,174</b>	<b>\$23,527</b>	<b>\$13,992</b>	<b>-</b>

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 01000 General Fund - Contingency**

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Pre-Trial Bond Supervision Contingency - 10003000 *	10,000.00	-	10,000.00
Commissioner's Court Contingency - 11001500	6,000,000.00	(57,120.33)	5,942,879.67
Voter Registration - 13005000 *	3,152.00	-	3,152.00
District Attorney - Child Protective Services Contingency - 19010000 *	1,900.00	-	1,900.00
Vital Statistics/Preservation - 21010000 *	5,000.00	-	5,000.00
County Specialty Court Program Contingency - 22700100 *	20,000.00	-	20,000.00
Road and Bridge Contingency - 56001000 *	1,257,800.00	-	1,257,800.00
<b>Total General Fund Contingency</b>	<b>7,297,852.00</b>	<b>(57,120.33)</b>	<b>7,240,731.67</b>

\* Can only be used for that program or division

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 11000 HOT Fund Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
HOT Fund Contingency - 11002500	526,974.00	-	526,974.00
<b>Total HOT Fund Contingency</b>	<b>526,974.00</b>	<b>-</b>	<b>526,974.00</b>

\* Can only be used for this fund



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 13000 Unclaimed Property Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 12005000	49,200.00	-	49,200.00
<b>Total Unclaimed Property Fund Contingency</b>	<b>49,200.00</b>	<b>-</b>	<b>49,200.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 20000 County Clerk Records Management Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21005000	1,219,564.00	-	1,219,564.00
<b>Total Count Clerk Records Management Fund Contingency</b>	<b>1,219,564.00</b>	<b>-</b>	<b>1,219,564.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 20010 County Clerk Archival Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21006000	1,118,000.00	-	1,118,000.00
<b>Total Count Clerk Archival Fund Contingency</b>	<b>1,118,000.00</b>	<b>-</b>	<b>1,118,000.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 22000 Courthouse Security Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 51000100	48,977.00	-	48,977.00
<b>Total Courthouse Security Fund Contingency</b>	<b>48,977.00</b>	<b>-</b>	<b>48,977.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

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

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
JP Technology Administration - 24005000	22,161.00	-	22,161.00
JP Technology - JP #1 - 24005100	5,000.00	-	5,000.00
JP Technology - JP #2 - 24005200	5,000.00	-	5,000.00
JP Technology - JP #3 - 24005300	5,000.00	-	5,000.00
JP Technology - JP #4 - 24005400	5,000.00	-	5,000.00
<b>Total Justice of the Peace Technology Fund Contingency</b>	<b>42,161.00</b>	<b>-</b>	<b>42,161.00</b>

\* Can only be used for this fund and specific divisions

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 25000 Forfeiture Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Sheriff Forfeiture Fund - 2801000	17,502.00	-	17,502.00
<b>Total Forfeiture Fund Contingency</b>	<b>17,502.00</b>	<b>-</b>	<b>17,502.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

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

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 19006000	4,950.00	-	4,950.00
<b>Total District Attorney Hot Check Collections Fund - Contingency</b>	<b>4,950.00</b>	<b>-</b>	<b>4,950.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 27000 Bail Bond Board Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 12006000	96,828.00	-	96,828.00
<b>Total Bail Bond Board Fund - Contingency</b>	<b>96,828.00</b>	<b>-</b>	<b>96,828.00</b>

\* Can only be used for this fund



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 29000 Vehicle Inventory Interest Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 13006000	277,345.00	-	277,345.00
<b>Total Vehicle Inventory Interest Fund - Contingency</b>	<b>277,345.00</b>	<b>-</b>	<b>277,345.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 30000 Grant Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Texas Indigent Defense Commission - 272200	22,298.00	-	22,298.00
BV Human Trafficking Task Force Development - 288700	173,744.00	-	173,744.00
Metropolitan Planning - 424100	15,000.00	-	15,000.00
<b>Total Grant Fund Contingency</b>	<b>211,042.00</b>	<b>-</b>	<b>211,042.00</b>

\* Can only be used for this fund and specific divisions

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

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

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 28050000	15,900.00	-	15,900.00
<b>Total Sheriff's Office Crime Fund Contingency</b>	<b>15,900.00</b>	<b>-</b>	<b>15,900.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 34000 District Attorney Crime Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 19200100	135,289.00	-	135,289.00
<b>Total District Attorney Crime Fund Contingency</b>	<b>135,289.00</b>	<b>-</b>	<b>135,289.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 35000 Primary Election Services Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 21130000	71,900.00	(30,300.00)	41,600.00
<b>Total Primary Election Services Fund Contingency</b>	<b>71,900.00</b>	<b>(30,300.00)</b>	<b>41,600.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 43200 2020 Certificates of Obligation - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Commissioner's Court Contingency - 11001500	3,038,134.00	-	3,038,134.00
<b>Total 43200 2020 Certificates of Obligation Contingency</b>	<b>3,038,134.00</b>	<b>-</b>	<b>3,038,134.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 45000 General Permanent Improvement Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Commissioner's Court Contingency - 63110001	3,988,000.00	-	3,988,000.00
<b>Total General Permanent Improvement Fund Contingency</b>	<b>3,988,000.00</b>	<b>-</b>	<b>3,988,000.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 50000 Health and Life Insurance Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Group Insurance - Admiration - 64005000	842,228.00	-	842,228.00
Health and Wellness Clinic - 64005100	3,157.00	-	3,157.00
<b>Total Health and Life Insurance Fund Contingency</b>	<b>845,385.00</b>	-	<b>845,385.00</b>

\* Can only be used for this fund



**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 55000 Jail Commissary Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Jail Commissary - 28006000	961,453.00	-	961,453.00
<b>Total Jail Commissary Fund Contingency</b>	<b>961,453.00</b>	<b>-</b>	<b>961,453.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 58000 County Attorney Operating Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 18006000	65,000.00	-	65,000.00
<b>Total County Attorney Operating Fund Contingency</b>	<b>65,000.00</b>	<b>-</b>	<b>65,000.00</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund: 23000 District Clerk Records Management - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 20005000	171,668.00	(149,231.20)	22,436.80
<b>Total District Clerk Records Management Fund Contingency</b>	<b>171,668.00</b>	<b>(149,231.20)</b>	<b>22,436.80</b>

\* Can only be used for this fund

**Brazos County, Texas  
FY 2023-2024 Contingency  
Budget to Actuals by Fund**

**Fund:28000 Voter Registration Fund - Contingency \***

Department	2023-2024 Adopted Budget	2023-2024 Contingency Used	2023-2024 Remaining to Date
Contingency - 13005000	54,645.00	(42,745.00)	11,900.00
<b>Total Voter Registration Fund - Contingency</b>	<b>54,645.00</b>	<b>(42,745.00)</b>	<b>11,900.00</b>

\* Can only be used for this fund